

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **NIEL T. CAYUBIT JR.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.90x100%= 4.90	
b. Students (0%)			
Total for Instruction	100%	4.90	4.90
2. Research			
a. Client/Dir. for Research (50%)	0		0
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	0		0
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			0
4. Administration	0%		0.0
5. Production	0		0
TOTAL	100		4.90


## EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**NIEL T. CAYUBIT JR.**  
Name of Faculty

Reviewed by:

  
**ROSARIO P. ABELA**  
Department Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean/Director

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President


"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NIEL T. CAYUBIT JR., a faculty member of the DEPARTMENT OF TEACHER EDUCATION-IHS commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August to December 2024.

  
NIEL T. CAYUBIT JR.  
Instructor  
Date: 1/14/25

Approved:

  
ROSARIO P. ABELA  
Department Head  
Date: 1-14-25

  
BAYRON S. BARREDO  
College Dean  
Date: 1-15-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	24	53.75	5	5	5	5.00	PrEd 146n, Math IIB (Grade 8 - Jackfruit, Mango, Pomelo), Stat I (Grade 8 - Jackfruit, Mango, Pomelo), Comp II (Grade 9 - Diamond, Emerald)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5.00	PrEd 146n, Math IIB (Grade 8 - Jackfruit, Mango, Pomelo), Stat I (Grade 8 - Jackfruit, Mango, Pomelo), Comp II (Grade 9 - Diamond, Emerald)
		<b>A 11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							

		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	VSU Faculty Onboarding A.Y. 2024-2025; Training Workshop on Writing High-Impact Publications
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	4	5	5	4.67	Stat I, Math IIB, Comp II
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	4	4.67	Stat I, Math IIB, Comp II, PrEd 146 n
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	48	48	5	5	5	5.00	Grade 9 - Emerald
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	120	5	5	5	5.00	PrEd 146n, Math IIB (Grade 8 - Jackfruit, Mango, Pomelo), Stat I (Grade 8 - Jackfruit, Mango, Pomelo), Comp II (Grade 9 - Diamond, Emerald)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Math and Science Club
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	5	4	5	5	4.67	Buwan ng Wika; VSU Intramurals; Math & Science Culmination; United Nations Culmination; English Culmination



	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	PrEd 146n, Stat I (for an irregular student)
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	Stat I, Math IIB, Comp II
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	24	5	5	5	5.00	Stat I (8 PPTs), Math IIB (8PPT s), Comp II (8 PPTs)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	16	5	5	4	4.67	Stat I (4), Math IIB (4), Comp II (4), PrEd 146 n (4)
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	PrEd 146n, Stat I (for an irregular student)
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										

	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							



		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								

	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										



	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>								68.67	
	<b>Average Rating</b>								4.90	
	<b>Adjectival Rating</b>								Outstanding	
										Comments and Recommendation for Development Purposes: - publish research papers - present and attend to seminars.

Evaluated & Rated by:

Rosario P. Abela  
**ROSARIO P. ABELA**

Department Head

Date: 1-14-25

Recommending Approval

Bayron S. Barredo  
**BAYRON S. BARREDO**

Dean, College of Education

Date: 1-15-25

Approved by:

Rotacio S. Gravoso  
**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 1/20/25

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Office: VSU Integrated High School


Head of Office: Dr. Rosario P. Abela

Number of Personnel: 15


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Review and Finalization of HIS Individual Targets (January to December 2024) and Accomplishments (July-December 2024)		Faculty Meeting -August 02, 2024 -September 18, 2024)  Consolidation of IPCR Accomplishments (January 9, 2025)			Each faculty finalize their IPCR Targets (January to-December 2024) and Accomplishments (July-December 2024)
<b>Coaching</b>  Review the need support to facilitate the attainment of the IHS targets		Faculty Meeting -August 02, 2024 -September 18, 2024)			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

  
**ROSARIO P. ABELA**  
Department Head

Noted by:

  
**BAYRON S. BARREDO**  
Dean, College of Education



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Niel T. Cayubit Jr.

Performance Rating: Outstanding

Aim: To produce instructional materials on subjects handles ready to be used for flexible learning.  
To publish research outputs in international peer-reviewed journals.

Proposed Interventions to Improve Performance:

Date: January 2025

Target Date: June 2025

First Step:

1. Encourage and challenge to submit more articles for publication.
2. To attend trainings and writeshop related to research, instruction and extension.

Result:

1. Carried out responsibilities as an instructor and other tasks assigned to him.

Date: January 2025

Target Date: June 2025

Next Step:


Be involved in research proposal projects of the department.  
Attend seminars and trainings related to the field of specialization for professional and self-enhancement.

Outcome: 1. Carried out responsibilities as an instructor and other tasks assigned to him

Final Step/Recommendation:

1. Keep the good work! You are an efficient worker.
2. Be more engaged in doing research.

Prepared by:

  
**ROSARIO P. ABELA**  
Unit Head

Conforme:

  
**NIEL T. CAYUBIT JR.**  
Name of Ratee Faculty/Staff