SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: NANCY D. ABUNDA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			2-995
a. Head (100%) from IPCR	1.00	4.89	4.89
b. Student (0%) from Teaching Performance Eval'n. By-S	0.00	0.00 5.60	0.00 25
Total for Instruction	75%	4.89 4.95	3.67 3.71
2. Administration and Support Services	25%	4.88	1.22
TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	4.89 1-93

EQUIVALENT NUMERICAL RATING: 4.89
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: **4.89**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

NANCY D. ABUNDA   **SHALOM GRACE C. SUGANO**
Name of Faculty   Department Head

                                        Recommending Approval:

                                        BAYRON S. BARREDO
   Dean/Director

                                        Approved:

                                        BEATRIZ S. BELONIAS
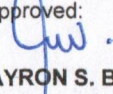   Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NANCY D. ABUNDA, Head of the Office of Instructional Materials Development commit to the deliver and agree to be
rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2022.

Recommending Approval:

Approved:

NANCY D. ABUNDA
Instructor
Date:

SHALOM GRACE C. SUGANO
Department Head
Date:

BAYRON S. BARREDO
Dean, College of Education
Date:

MA. RACHEL KIM L. AURE
Director for Instruction & Evaluation
Date:

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	Eficiency	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*							
	PI 9: Number of instructional materials developed *	*A5 . 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*							
	PI 10 . Additional outputs:	*A 8. Other outputs implementing the new normal due to covid 19*	*Designs experiential learning activities and other outputs to implement new normal*							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9.** Actual Faculty's FTE	*Handles and teaches courses assigned*	12	40.35	5	5	5	5.00	

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.00	
		A 11. 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	0	22	5	5	4	4.67	Grade 8 and Math 11n
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	8	5	5	5	5.00	Launching of VSUEE's BMA, Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (Main & Component College), VSU Faculty Onboarding 2022, VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality, World Teachers Day, NCODel 2022, POAP 2022
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	18	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus), Math IIB (Jackfruit & Mango)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	30	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus), Math IIB (Jackfruit & Mango)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required .							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students							
		A17. Number of students advised on thesis/ field practice/special problem:		0	2	5	5	4	4.67	BSEd - Math major Practice Teachers
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							

		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	4	150	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus), Math IIB (Jackfruit & Mango)

PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	5	5	5	5	4.00	Student Onboarding, Math & Science Month, English & Filipino Month, Honors Program & Parents-Teachers Consultation, Christams Party
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	30	4	5	5	4.67	Math IV, Math 11n, Math IIB
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	5	4.67	Math IV, Math IIB
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	35	5	5	5	5.00	Math IV, Math 11n, Math IIB
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	15	5	5	5	5.00	Math IV, Math 11n, Math IIB
	A 23 : 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	1	1	4	4	5	4.33	Math IV
	A 24 : Number of virtual classroom created and operational .	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	Math IV, Math 11n, Math IIB
PI 11. Additional outputs	A 25. 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	0	2	5	5	5	5.00	CHED, ISO Internal audit

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	1	5	5	4	4.67	Motivation and Study Habits of Teacher Education Students on Flexible Learning
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								

		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							

PI 5. *Number of technical/expert services*	**A 40** . *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*		0	2	5	5	5	5.00	Faculty Onboarding, Newly-Hired FOB
Convenor/Organizer	*Convenor/Organizer*		0	6	5	5	5	5.00	Launching of VSUEE's BMA, Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (Main & Component College), VSU Faculty Onboarding 2022, VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality, World Teachers Day,
Consultancy	*Consultant*								
Evaluator	*Evaluator*								
PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
MFO 12- Instructional Materials Development Services									

PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Spearheading in the planning of instructional material development and coordination the publication of the same.	50%	200%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 2. Percentage of syllabi, evaluation sylllabus, TOS, instructional materials and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	50%	200%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 4:Number of seminars/trainings/workshops coordinated for entire university		Coordinating seminars/ workshops for entire unviersity.	2	300%	5	5	5	5.00	1. Launching of VSUEE's Branded Moodle App - July 8, 2022 2-3. Mandatory Orientation Program (Main & Component College) - August 25, 2022 4. VSU Faculty Onboarding 2022 - September 5-7, 2022 5. VSUEE Webinar for Newly Hired VSU Faculty-September 8-9, 2022 6. World Teachers' Day - October 5, 2022
PI 6: Number of syllabi, evaluation sylllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	200	363	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
PI 7: Number of Virtual Classroom Evaluation & Monitoring reviewed and approved		Review and approve Virtual Classroom Evaluation	100	166	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
PI 9: Number of Virtual Classroom created		Creat Virtual Classroom	100	181	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

PI 9: Number of coordinating the VSU faculty and students VSUEE account			10000	18,000	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.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*	**A 44**. Compliance to all requirements of theQMS 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							

		A 45. 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								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC.			1	100%	5	5	4	4.67	OHIMD
	PI 2: . Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services	0	100%	5	5	5	5.00	
	PI 3: Number of planning sessions, tracking and monitoring of targets, meeting, etc. cnducted to ensure attainment of department targets			4	125%	5	5	4	4.67	
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.			1	100%	5	5	5	5.00	OHIMD
	PI 5: Number of monthly/special staff meetings conducted**			4	125%	5	5	5	5.00	
	PI 6:: Additional Outputs									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									
		A 47. Collaboration with the VSU Component College				5	5	5	5.00	
		A 48. Consolidation of guidelines and policies with the Academic Units/ department.				5	5	5	5.00	

		A 49. Prepares training proposal for OHIMD and ODIE					5	5	5	5.00	
		A 50. Coordinate with Nephila Web in the creation of Branded Moodle App for VSUEE.					5	5	5	5.00	
		A 51. Other outputs implementing the new normal due to covid 19	OUDRRM Handbook Training-Workshops				5	5	4	4.67	
		A 51. Appointed as one of the members in the University's Parol Contest					5	5	5	5.00	
	PI 5: Number of monthly/special staff meetings conducted**						5	4	4	4.33	Comments & Recommendation for Development Purpose:
										4.88	_She has leadership potential. Help ~~and~~ train and mentor young faculty._
	Total Over-all Rating									188.21	
	Average Rating									4.89	
	Adjectival Rating								Outstanding		

Evaluated & Rated by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Nancy D. Abunda
Performance Rating: Outstanding

Aim: To write research proposal and submit to OVPRE for findings.

Proposed Interventions to Improve Performance:

Date: August 2022   Target Date: December 2022

First Step:
    1. Attend relevant seminars and training on Research Proposal Writing and Instruction.
    2. To produce at least one (1) learning guide per subject ready for the new normal instruction.

Result:
    1. Carried out responsibilities efficiently as an instructor and administrator.

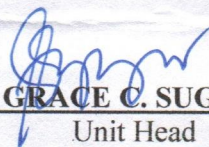Date: January 2023   Target Date: December 2023

Next Step:
    Decrease teaching load in order to engage in research and produce new IM's.

Outcome: A better schedule that will allow time for administration, research and instruction.

Final Step/Recommendation:

1. Publish more research articles to reputable journals.
2. Mentor young and less experienced faculty.

Prepared by:

SHALOM GRACE C. SUGANO, Ph.D.
Unit Head

Conforme:

NANCY D. ABUNDA, Ph.D.
Name of Ratee Faculty/Staff