

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

**ANGELIE E. GENOTIVA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.71 x 50% = 2.355	
TOTAL for Instruction	75%	4.86	<b>3.641</b>
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.97 x 10% = 0.497	
TOTAL for Research			0.497
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		<b>4.888</b>

EQUIVALENT NUMERICAL RATING: 4.888

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.888

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**ANGELIE E. GENOTIVA**

Name of Faculty

Reviewed by:

**MARIA VANESSA E. GABUNADA**

Department Head

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS


Approved by:


**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELIE E. GENOTIVA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2023.

  
**ANGELIE E. GENOTIVA**  
 Instructor I  
 Date: JULY 17, 2023

Approved:  
  
**MARIA VANESSA E. GABUNADA**  
 Department Head  
 Date: 7-19-23

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JUL 25 2023

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
						Quali ty	Efficie ncy	Time liness	Aver age		
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented &	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A							
		A3 . Number of students advised on thesis/special problem/dissertation		N/A							
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A							
	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	N/A							



	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A							
	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	N/A							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A							
	<b>PI 10 . Additional outputs:</b>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	N/A							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5: Total FTE, coordinated, implemented and monitored *</b>	<b>A9. Actual Faculty's FTE</b>	Handles and teaches courses assigned	18 per semester	35.1	5	5	5	5.00	
		<b>A10 . Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	6	7	5	5	5	5.00	Gradesheets for ScSc 13n, SOST 114 and Envi 200.4 (8 classes)
		<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and	5	10	5	5	5	5.00	Submitted INC forms complied by students
		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	1	0					
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	12	14	5	5	5	5.00	Midterm and Final exam for 7 classes
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Quizzes and Long quiz for 7 classes

		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	none					
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	N/A	N/A					
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:		N/A	1	5	5	5	5.00	Thesis advisee: Angel Autentico BS ES-4
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by ODS	1	1	5	5	5	5.00	Adviser: VSU Debate Society
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Assists VSU DebSoc
	<b>PI 10:</b> Number of instructional materials	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5.00	Prepared syllabus for ScSc11n
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Prepared online ready LG in ScSc11n and ScSc13n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5.00	Prepared supplemental learning resources for ScSc 11n, ScSc13n, and
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15	5	5	5	5.00	Prepared long exams, quizzes, exams for ScSc13n, and SOST 114
		<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	1	2	5	5	5	5.00	Online courseware for ScSc11n and ScSc 13n
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google	7	7	5	5	5	5.00	Enrolled students to virtual classroom for Scsc 11n,
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:	Reviews syllabus as member of the department's Technical Review Panel	1	2	5	5	5	5.00	Reviewed syllabus for Philo 11n and ScSc14n



			Reviews TOS as member of the department's Technical Review Panel	1	3	5	5	5	5.00	Reviewed syllabus for Phlo 11, Phil 14, and ScSc14n
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	5	5.00	Prepared minutes of meeting for Department Research Committee
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		<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	0	0					
					TOTAL				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research	<b>A 27.</b> Number of research outputs in the last	Conducts research for possible	1	1	5	5	5	5.00	1. "Ethno-Linguistic
	<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	1	1	5	5	5	5.00	Title: "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime"
	<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	1	0					
		<i>In refereed int'l journals</i>		1	0					
		<i>In refereed nat'l/regional journals</i>		1	0					
	<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 scienfic for a/conferences	1	1	5	5	5	5.00	
		<i>In int'l fora/conferences</i>		1	1	5	5	5	5.00	Presented a paper in 2023 Glocal Conference on Asian
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	Presented findings of the Ethnolinguistic
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals,	1	1	5	5	5	5.00	Submitted a proposal



	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/		NONE	NONE					
		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	NONE	NONE					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NONE	NONE					
					TOTAL				5.00	
<b>UMFO 4. EXTENSION SERVICES</b>										
	PI 1. Number of active	A 36. Number of active partnerships with	Identifies and links with probable	1	1	5	5	5	5.00	Linked with DEPED
	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	10	none					Proposed training has been moved to August 2023
	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	Implements duly approved extension projects	1	1	5	5	5	5.00	Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices
	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	50%	N/A					Proposed training has been moved to August 2023
	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	N/A	N/A					
	Research Mentoring	Research Mentor		NONE	NONE					
	Peer	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		NONE	NONE					
	Convenor/Organizer	Convenor/Organizer		NONE	NONE					



	Consultancy	Consultant		NONE	NONE					
	Evaluator	Evaluator		NONE	NONE					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up	50%	100%	5	5	5	5.00	Saving Minamanwa: An Initiative to
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. conducted by faculty or student & faculty) *		NONE	NONE					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension-related activities and other outputs to implement new normal	NONE	NONE					
					TOTAL				5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	PI 8. Compliance to all requirements thru the established/adequate	A 44. 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	zero non-conformity	zero non-conformity	5	5	5	5.00	
		A 45. Compliance to all requirements of the	Prepares required documents and	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations	Membership to the Regional Quality Assurance Team of CHED Region VIII	N/A	N/A					
		On institutional accreditations		N/A	N/A					
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100% Zero Non conformity	100% Zero Non conformity	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. 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	NONE						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE						
		A49. Dormitory Adviser	Manage, supervise and advise dormitory occupants	58	57	5	5	5	5.00	Dorm adviser of Everlasting Dormitory
		A50. Department Research Committee Secretary	Number of minutes recorded	1	1	5	5	5	5.00	January 11, 2023 meeting
					TOTAL				5.00	

Average Rating (Total Over-all rating divided by number of entries)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: 7-19-23

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 25 2023

Comments & Recommendations for Development Purpose: Miss Genotiva is a diligent and productive faculty. She is recommended to pursue her doctorate degree.

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



# Exhibit I

## PERFORMANCE MONITORING FORM


Name of Employee: ANGELIE E. GENOTIVA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach the courses ScSc13n, SOST 114, and Envi 200 to students	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	JANUARY 2023	JUNE 2023	JUNE 2023	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	JANUARY 2023	JUNE 2023	JUNE 2023	Impressive	Outstanding	
3	Class preparation	Will prepare online ready course wares, learning guides, virtual classrooms, quizzes, and activities	JANUARY 2023	JUNE 2023	JUNE 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	JANUARY 2023	JUNE 2023	JUNE 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	JANUARY 2023	JUNE 2023	JUNE 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	JANUARY 2023	JUNE 2023	JUNE 2023	Impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**MARIA VANESSA E. GABUNADA**  
 Department Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Angelie E. Genotiva**

Performance Rating: **Very Satisfactory**

Aim: To engage in research and extension projects and improve teaching strategies

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2023

Target Date: One year from today

First Step:

- a) Required her to be involved on research or extension projects which the Department has started to work on.
- b) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:

She is currently connected to one research project and one extension project approved by the university.

She has employed several teaching strategies that simplified her discussions relative to the different levels of intellectual abilities of her students

Date: January 2023

Target Date: One year from today

Next Step:

She was advised to write her research manuscripts into publishable research articles and submit them to reputable peer referred journals.

Outcome: She has submitted for review one manuscript to a Scopus journal

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA  
Department Head

Conforme:



ANGELIE E. GENOTIVA  
Faculty