

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

PAULA NADREA M. PAQUIBULAN

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%)		4.33 50% = 2.165	
TOTAL for Instruction	95%	4.665	4.432
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.682

EQUIVALENT NUMERICAL RATING: 4.682

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.682

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

PAULA NADREA M. PAQUIBULAN

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, PAULA NADREA M. PAQUIBULAN, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE, 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.


PAULA NADREA M. PAQUIBULAN
 Instructor I
 Date: July 17, 2023

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 7-24-23


MA. THERESA P. LORETO
 College Dean
 Date: Jul 23 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 numerical values in numerators and
						Quali ty	Efici ency	Time lines	Aver age		
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	0		0	0	0	0.00		
	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	N/A							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1		0	0	0	0.00		
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1		0	0	0	0.00		

	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	1	0	0	0	0	0.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	0	0	0	0	0.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	0	0	0	0	0.00	
		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	0	0	0	0	0.00	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	0	0	0	0	0.00	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other	1	0	0	0	0	0.00	
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	18	29.7	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	14	5	5	4	4.60	
		A 11 . Number of INC forms with grade submitted within prescribed	Facilitates students in their completion of the subject and submits completion forms with	0	8	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for	2	14	5	5	4	4.60	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lecture	2	35	5	5	4	4.60	

		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as	None						
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	1	18	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:		0	3					
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	3	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	None	3	5	5	5	5.00	
		A18. Number of students entertained for consultation	Entertains students consulting on subject	1	185	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	NONE						
		A20. Number of Student organizations assisted on student	<i>Assists student organizations in</i>	0						
	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	0	0	0	0	0	0.00	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	0	0	0	0	0	0.00	
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	0	35	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes,	0	49	5	5	5	5.00	
		A 23 : Number of on-line course	Submits the course ware submitted by TDR for	N/A	0	0	0	0	0.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or	0	0	0	0	0	0.00	
	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	0	0	0	0	0.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	None						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0	0	0	0	0.00	
					TOTAL				5.00	
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	0	0	0	0	0	0.00	
	PI 2. Number of research outputs	A 28. Number of research outputs	Conducts and completes	0	0	0	0	0	0.00	
	PI 3. Percentage of research	A 29. Percentage of research outputs	Writes publishable materials	0	0	0	0	0	0.00	
		<i>In refereed int'l journals</i>		0	0					
		<i>In refereed nat'l/regional journals</i>		0	0	0	0	0	0.00	
	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 scientific for a/conferences	0	0					
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	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	None	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by		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						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of	None						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	None						
					TOTAL				NONE	

UMFO 4. EXTENSION SERVICES									
PI 1. Number of active partnerships with LGUs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs,	Identifies and links with probable partners for extension activities and	None						
PI 2. Number of trainees	A 37. Number of trainees weighted	Conducts trainings among	None						
PI 3. Number of extension	A 38. Number of extension	Implementes duly approved	None						
PI 4. Percentage of beneficiaries	A 39. Percentage of beneficiaries	Provides quality and	None						
PI 5. Number of technical/expert	A 40. Number of technical/expert	Provides the technical and	0						
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists		0						
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
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	None						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty		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						
				TOTAL				5.00	
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all requirements thru the established/adequate	A 44. Compliance to all requirements of the QMS core processes of the	Ensures that all the QMS core processes of the university are complied with	zero non-conformit	zero non-conformity	5	5	5	5.00	
	A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all requirements as prescribed	100% complian t	100% compliant					
	On program accreditations								
	On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complain t	Zero % complaint					

	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
		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						
		A.49 Number of meetings attended	Attends department meetings	3	5	5	5	5	5.00	
					TOTAL				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									
	Average Rating (Total Over-all rating divided by number of entries)		Comments & Recommendations for Development Purpose: Miss Paquibulan is a dedicated faculty. SHe is recommended to publish and engage in research endeavors.							
	Additional Points:									
	Approved Additional points (with copy of approval)									
	FINAL RATING									
	ADJECTIVAL RATING									

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 7-24-23

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 25 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: **PAULA NADREA MORALES-PAQUIBULAN**

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 one (2) major course of AB English Language Studies: ELSt 200.2 (1 section), ELSt 103 (3 sections), (2) GE courses: Humn 15n (3 sections), Humn 11n (1 section)	Regular attendance in the assigned classes, grade sheet per courses taught, and good results of student performance evaluation	January 2023	June 2023	July 2023	Impressive	Outstanding	
3.	Prepare course syllabi for ELSt 104, Humn 15n, and Humn 11n updates	Approved course syllabi in ELSt 103, Humn 15n, and Humn 11n	January 2023	February 2023	February 2023	Impressive	Outstanding	
4.	Prepare Instructional Materials	Developed and utilized modules for ELSt 103, Himn 11n, and Humn 15n	January 2023	June 2023	June 2023	Impressive	Outstanding	
5.	Allot time for student consultation	Spent 8-10 hrs. a week for in-person and online consultation	January 2023	July 2023	July 2023	Impressive	Outstanding	
6.	Submit midterm grades and final grades	Grades submitted to the registrar	January 2023	July 2023	July 2023	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college, and the university	Attendance in DLABS anniversary celebration, Departmental meetings, Languages and Literature Section meetings, Web and news committee meeting, Faculty Onboarding, webinars, and Virtual Academic Adviser Orientation	January 2023	July 2023	July 2023	Impressive	Outstanding	
8.	Screen students who want to shift to ABELS	Conduct interviews, tabulate results, and email results to applicants	June 2023	July 2023	Ongoing	Impressive	Outstanding	

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

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

Prepared by:



MARIA VANESSA E. GABUNADA

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Paula Nadrea Morales-Paquibulan

Performance Rating: Outstanding

Aim: To present her master's thesis in international conferences; To enroll in a doctoral degree program

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) Encouraged her to present and publish her master's thesis and to enroll in a doctoral degree program

Result:

She finished her Master's degree program and currently submitted parts of her thesis to reputable journals and conferences.

Date: July 2023

Target Date: End of first semester (AY 2023-2024)

Next Step:

Encouraged her to pursue a doctor's degree in line with her field.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



PAULA NADREA M. PAQUIBULAN
Faculty