SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

Name of Faculty Member: **IANVIE NOREAN A. MIAGA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.91 x 50% = 2.455	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	95%	4.46	**4.232**
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	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		**4.482**

EQUIVALENT NUMERICAL RATING: 4.482
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.482**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

IANVIE NOREAN A. MIAGA
Name of Faculty

Reviewed by:

JETT C. QUEBEC
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, IANVIE NOREAN A. MIAGA, 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 accomplishments in accordance with the indicated measures for the period JANUARY-JUNE 2022

		Approved:
IANVIE NOREAN A. MIAGA	**JETT C. QUEBEC**	**MA. THERESA P. LORETO**
Instructor I	Department Head	College Dean
Date: JULY 7, 2022	Date: JULY 7, 2022	Date: 8/4/2022

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	N/A	N/A					N/A
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					N/A
		A3. Number of students advised on thesis/special problem/dissertation		N/A	N/A					N/A
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					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	N/A					N/A

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						N/A
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	N/A	N/A						N/A
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A						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	N/A						N/A
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A						N/A
	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	N/A	N/A						N/A
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	24.9	5	5	5	5.00		
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	6	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	3	5	5	5	5	5.00		
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00		
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00		
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	3	5	5	5	5.00		
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	none						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	N/A	none						
		A17 . Number of students advised on thesis/ field practice/special problem:		N/A	none						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	none						

				Target	Actual				Rating	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	none					
		_A18_. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	30	31	5	5	4	4.67	
	PI 9: Number of student organizations advised/ assisted *	_A19_. *Number of Student organizations advised*	*Advises student organizations recognized by USOO*	N/A	none					
		_A20_. *Number of Student organizations assisted on student related activities*	*Assists student organizations in implementing student related activities*	N/A	none					
	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							
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	NONE					
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	6	5	5	5	5.00	
		Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	2	2	5	5	5	5.00	
		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	none					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	6	6	5	5	5	5.00	
	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	none	3	5	4	4	4.33	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	none					

		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	none	none					
					SUB-TOTAL				4.91	
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	none	none					
	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	none	nine					
	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	none	none					
		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	none	none					
		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	none	none					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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					
					SUBTOTAL				0.00	

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	N/A	N/A					
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	N/A	N/A					
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	N/A	N/A					
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	N/A	N/A					
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 reviewers/Panelists	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 its	NONE	NONE					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn.		NONE	NONE					
	A 43.Other outputs implementing the new	Designs extension related activities	NONE	NONE					
				SUBTOTAL				0.00	
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8.Compliance to all requirements	A 44. Compliance to all requirements of	Ensures that all the QMS core	zero non-conformity	zero non-conformity	5	5	5	5.00	
	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	100% compliant	100% compliant					
	On program accreditations		N/A	N/A					
	On institutional accreditations		N/A	N/A					

				N/A	N/A					N/A
		On program accreditations		N/A	N/A					N/A
		On institutional accreditations		N/A	N/A					N/A
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	no complaint	no complaint	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 performfing functions resulting to best practice	NONE	NONE					NONE
		A 48.Other outputs implementing the new	Designs administration/management related activities and other outputs to	NONE	NONE					NONE
					AVERAGE				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

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

Comments & Recommendations for Development Purpose: Ms. Miaga is very enthusiastic towards work, work well with others and gets things done when given a task. A masters degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 7, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date:_____ 8/4/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **IANVIE NOREAN A. MIAGA**

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
2	Update virtual classroom in E-learning Portal	Active and operational virtual classroom in e-learning Portal for SCSC13n	January 2022	February 2022	February 2022	Impressive	Outstanding	
3	Create Google Chat Space as platform for communication.	Active and operational Google Chat Space for SCSC13n	January 2022	February 2022	February 2022	Impressive	Outstanding	
4	Teach assigned course (s): a. SCSC13n- The Contemporary World	-Updated virtual classrooms -Grade Sheets -Instructional Materials	February 2022	July 2022	July 2022	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Certificate of Participation	February 2022	July 2022	July 2022	Impressive	Outstanding	
6.	Participate in the committees assigned, such as: (1) Socio-cultural Committee (2) Website and Department News Committee	Edited videos as documentation for the events held in the Department; Lay-out the first issue for the newsletter	January 2022	July 2022	July 2022	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IANVIE NOREAN A. MIAGA
Performance Rating: _____

Aim: To pursue Master's degree for professional growth and development, and improve ways of teaching. Publish paper in a peer-reviewed journal.

Proposed Interventions to Improve Performance:
Enroll in graduate school this semester; Attend webinars and trainings on improving teaching approaches and strategies for the teaching-learning process.

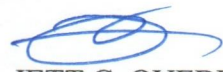Date: January 2022   Target Date: December 2022

First Step:
Conduct classroom observations and evaluate the areas for improvement on teaching based on the results of the classroom observation. Submit finished research study for publication in a peer-reviewed journal. _____

Result:
- Passed the Online Comprehensive Examination and submitted thesis proposal.
- Attended various webinars to gain new knowledge and upskill.
- The finished research study got rejected on the first journal, submitted it again for publication to another peer-reviewed journal.

Prepared by:

JETT C. QUEBEC
Unit Head

Conforme:

IANVIE NOREAN A. MIAGA
Name of Ratee Faculty/Staff