

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **LOUISA MARIE B. ANDRADE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.55	
b. Students (50%)		4.75	
Total for Instruction	80%	4.65	3.72
2. Research	10%	4.00	0.40
3. Extension	10%	4.33	0.43
4. Administration			
5. Production			
TOTAL			4.55

EQUIVALENT NUMERICAL RATING: 4.55

Add. Additional Points, if any:

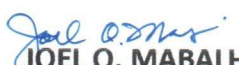
TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


LOUISA MARIE B. ANDRADE
Name of Faculty


Reviewed by:


JOEL Q. MABALHIN
Department Head

Recommending Approval:


BAYRON S. BARREDO
Dean

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUISA MARIE B. ANDRADE**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period January-June 2021.

LOUISA MARIE B. ANDRADE

Instructor III

Date:

Approved:

JOEL Q. MABALHIN

Department Head

Date: 07-13-2021

BAYRON S. BARREDO

College Dean

Date: 7-14-2021

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							

	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 Moodle 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	18	32.7	5	5	4	4.67	TEGR 116, Eng 105, Eng 102
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	14	5	5	3	4.33	TEGR 116 (4), Eng 105, Eng 102 (2)
		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	1	5	5	5	5	5.00	Eng 104 (5)

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Writeshop on Preparation of Licensure Examination for Professional Teachers (LEPT) Review Materials; Annual Student Teacher's Convention of the PAFTE Region 8 Chapter; Action Research Triangulation (In-service training)
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	7	5	4	4	4.33	TEGR 116 (4), Eng 105, Eng 102 (2)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	50	782	5	4	4	4.33	TEGR 116 (4), Eng 105, Eng 102 (2)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	629	5	4	4	4.33	TEGR 116 (4), Eng 105, Eng 102 (2)
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	80	128	5	5	5	5.00	BEEd students Batch 2020
		A17 . 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							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	4	5	4.67	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	2	5	4	5	4.67	Mentors' Guild; LEXES
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	4	4	4.33	CoEd Week Virtual Celebration

	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	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	3	5	4	4	4.33	TEGR 116, EIng 105, EIng 102
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	28	5	4	4	4.33	TEGR 116 (13), EIng 105 (9), EIng 102 (6)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	4	5	4.67	TEGR 116 (8), EIng 105 (8), EIng 102 (4)
		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						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	4	5	4.67	TEGR 116, EIng 105, EIng 102
	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	1	1	5	4	5	4.67	AACCUP Level 1 Accreditation for MEd Program (Area III- Curriculum and Instruction)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2	4	4	4	4.00	DepEd Baybay City Division; DepEd Ormoc City Division
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						
									4.55	
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							

[illegible]

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	1		5	4	4	4.33	DepEd Ormoc City Division
	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	Implements 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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>		1	1	5	4	4	4.33	DepEd Ormoc City Division (District III)
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								

	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 (extrn. 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							
									4.33	
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 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		zero non-conformity					
		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					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					

	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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								89.99	
	Average Rating								4.74	
	Adjectival Rating								Very Satisfactory	


Comments & Recommendations for Development Purpose:

Your accomplishments are evidence of your good attitude towards work. But pls consider deadlines for other tasks.


Evaluated & Rated by:


JOEL Q. MABALHIN
 Head, Department of Teacher
 Date: 07-13-2021

Recommending Approval


BAYRON S. BARREDO
 Dean, College of Education
 Date: 7-14-2021

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 7/22/21

PERFORMANCE MONITORING FORM

Name of Employee: LOUISA MARIE B. ANDRADE

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 undergraduate courses	18 FTE	1st week of January, 2021	Before the end semester	May, 2021	Very Impressive	Outstanding	32.7FTE
2	Advise and serve student-related activities and organization	Advise and serve 1 organization	1 st week of January, 2021	Before the end of the semester	May, 2021	Very Impressive	VS	Advised and served Mentor's Guild, LEXES & CoEd SSC
3	Develop On-line courseware	Develop 1 courseware	1 st week of January, 2021	Before the end of the semester	May 2021	Very Impressive	VS	Developed 3 coursewares
4	Conduct Extension Activity	Conduct 1 Extension Activity	1 st week of January, 2021	Before end of the Semester	March, 2021	Very Impressive	Outstanding	Conducted 1 Extension Activity
5	Conduct Research	Conduct 1 research	1 st week of January, 2021	Before the end of the semester	May, 2021	Impressive	VS	On-going

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:


JOEL Q. MABALHIN
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LOUISA MARIE B. ANDRADE**

Performance Rating: **4.53**

Aim: Increases involvement in research and extension activities
Produces instructional materials on handled
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June, 2021

Target Date: July-December, 2021

First Step:

Attend Seminars, Trainings, and workshop

Develop at least one Instructional Materials

Write Research Proposals for Funding

Result:

Date: June, 2021

Target Date: July-December, 2021

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright

Approved Proposals for Funding

Outcome: Published Books/ instructional materials

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

Prepared by:


JOEL O. MABALHIN
Unit Head

Conforme:


LOUISA MARIE B. ANDRADE

Name of Ratee Faculty/Staff