

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July- December 2023

Name of Faculty Member:

DAISY P. ACORITAY

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.81 x 50% = 2.405	
b. Students (50%)		3.83 x 50% = 1.915	
TOTAL for Instruction	85%	4.320	3.672
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	10.0%	4.67 x 0.10 = 0.467	0.467
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5.0%	4.84 x 0.05 = 0.242	0.242
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		4.381

EQUIVALENT NUMERICAL RATING: 4.381


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.381


ADJECTIVAL RATING:

VERY SATISFACTORY

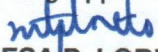
Prepared by:


DAISY P. ACORITAY
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, DAISY P. ACORITAY, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of JULY-DECEMBER 2023

DAISY P. ACORITAY
DAISY P. ACORITAY
Assistant Professor 2

Date: 04 JAN 2024

Approved: *MARIA VANESSA E. GABUNADA*
MARIA VANESSA E. GABUNADA
Department Head

Date: 10 JAN 2024

MA. THERESA P. LORETO
MA. THERESA P. LORETO
College Dean

Date: JAN 23 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities Projects	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	Lectures/Discussion	LTNG 221: Language Testing and Teaching Speech Communication	1	None					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Consultation	Acts as academic adviser to graduate students	None	5	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	None	None					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	None	None					
		A4 . Number of students entertained for consultation purposes		Acts as Chair of the Dept. Graduate Admission Committee	1	5	5	5	5	5.00	
	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	1	None					
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							

Assessment tools			Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	None					
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	1	None					
A 7 : Number of virtual classroom created and operational			Creates virtual classroom using either Moodle or Google Classroom	1	None					
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	1	None					
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		Foreign Language 11 , Foreign Language 12, and English Discourse	18	38.7	4	5	4	4.33	
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	6	4	4	4	4.00	
	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	2	2	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	4	5	5	5	5.00	
	A13. Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	6	12	5	5	4	4.67	
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lecture	20	30	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 adviser to students	4	4	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	4	5	5	4	4.67	
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	2	6	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	None	None					
	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	None	None					

	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	1	none						
		<i>In int'l fora/conferences</i>			1	None						
		<i>In nat'l/regional fora/conferences</i>			1	None						
	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	1	1	5	5	4	4.67		
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	None						
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer		Acts as peer reveiwer of journal articles/scientiff papers, reviews the paper received and returns duly reviewed paper	1	None						
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A	None						
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	1	None						
						Total:				4.67		
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		Implemtes 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:										
Research Mentoring	Research Mentor			NONE							
Peer reviewers/Panelists	Peer reviewers/Panelists			NONE							
Resource Persons	Resource Persons			NONE							
Convenor/Organizer	Convenor/Organizer			NONE							
Consultancy	Consultant			NONE							
Evaluator	Evaluator			NONE							
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	1	1	5	5	4	4.67			
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Designs extension related activities and other outputs to implement new normal	1	None							
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1	5	5	5	5.00			
				Total:				4.84			
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*			zero non-conformity						Zero % non-conformity	
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation		100% compliant						100% compliant	
	On program accreditations	Pilot Plant Manager									
	On institutional accreditations	SSF Rootcrop facility incharge									
				Total:				None			
UMFO 6. General Admin. & Support Services (GASS)											
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services			Zero % complaint						Zero % non-conformity	

	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *			N/A	N/A					
		A 48. Other outputs implementing the new normal due to covid 19			N/A	N/A					
	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. Acoritay submits her deliverables as a faculty. Favorable updates on her doctorate are a major development for the department.

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 70 JAN 2024

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 23 2024

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: Feb 12, 2024

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Daisy P. Acoritay**

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	Teaches ELSt 107, Foreign Language 11 and 12	Deliver classes and provide instructional materials for ELSt 107, Foreign Language 11 and 12	August 2023	December 2023	December 2023	Impressive	Outstanding	
2	Prepares relevant assessment tasks for the assigned subjects English Discourse, and Foreign Language 11 and 12	She gives the students sound lessons, appropriate instructional materials, and effective assessment procedures. She conducts relevant classroom activities to help students improve their communication skills, analytical skills, and research abilities.	August 2023	December 2023	December 2023	Impressive	Outstanding	
3	Class Preparation	Prepare relevant language learning materials, quizzes, and activities	August 2023	December 2023	December 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	August 2023	December 2023	December 2023	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	August 2023	December 2023	December 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: DAISY P. ACORITAY, M.E.
Performance Rating:

Aim: Improve student evaluation ratings in all classes, attend research conferences in language studies and education either national or international field. Also, she has to pursue finish her doctorate.

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

Date: January 2023

Target Date: January 2023 to December 2023

First Step:

Review the lessons in ELSt 107 and Foreign Language classes in the undergraduate level and adapt them to the needs of the students. . Similarly, she has to gather and develop learning materials for her subjects in the graduate school.

Result:

The faculty was able to offer teaching and learning support to local and international students .

Date: June 2021

Target Date: One

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit copies of e-class records that reflect the academic response Provide copies or links of the appropriate journals in all her classes.

Outcome:

There was adoption made appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Further, both the students and faculty were able to meet their expected outcomes despite some challenges.

Final Step/Recommendation:

The Faculty will continue to study at the CNU Graduate School and submit related research papers in language studies for publication.

Prepared by:



MARIA VANESSA E. GABUNADA, Ph.D.

Unit Head

Conforme:



DAISY P. ACORITAY

Employee