

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2024

Name of Faculty Member:

MARY ANN G. COBICO

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%)		5.00 X 50% = 2.500	
TOTAL for Instruction	85%	5.00	4.250
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.000 x 5% = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	10%	5.000 x 10% = 0.500	0.500
TOTAL	100%		5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARY ANN G. COBICO

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANN G. COBICO, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES commit to the deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January - June 2024.

MARY ANN G. COBICO
Assistant Professor 1
Date: 7-16-2024

Approved:
AL FRANJON M. VILLAROYA
Head, DPSS
Date: 7-17-2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - June)	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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	2.00	5	5	5	5.00	
	PI 10: Total FTE, coordinated, implemented	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	35.40	5	5	5	5.00	
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	1.00	5	5	5	5.00	
	PI 13: Percentage of courses offered with	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100%	5	5	5	5.00	
	PI 14: Percentage of	A 5. Percentage of courses offered with	Teaches subjects with approved IMs	100%	100%	5	5	5	5.00	
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	N/A	N/A					
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.00	

	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		100%	100%	5	5	5	5.00	
	PI 19: Additional Outputs	A 9. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits							
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	36	5	5	5	5.00	
					SUB-TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES					NONE					
UMFO 4. EXTENSION SERVICES										
	PI 5: Number of	A 36. Number of technical/expert	Provides the technical and expert	N/A	N/A					
		a. Peer reviewer of journal/book		NONE	NONE					
		b. Review of research and extension proposal		NONE	NONE					
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		3	3	5	5	5	5.00	Requested as resource person by COE, CAFS, CAS
					SUB-TOTAL				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		International		N/A	N/A					
		National		N/A	N/A					
		Regional/Institutional		1	0					THIS JULY 2024
	OVPI MFO 4. Curricular Program Management Services									
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	N/A	N/A					


	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	4	4	5	5	5	5.00	
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	1	1	5	5	5	5.00	Career and Job Placement Services Office
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	1	1	5	5	5	5.00	Meeting for CAS GAD Coordinators and Internship
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	1	1	5	5	5	5.00	Honors Program Ushering Committee
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	5	5	5	5.00	
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00	
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	NONE	NONE					
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	3	3	5	5	5	5.00	
SUB-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	


Comments & Recommendations for Development

Purpose: Ms. Cobico is a valuable addition to DPSS, and her dedication to guidance counseling is commendable. It is recommended that she also actively engages in research and extension activities. Her TPES has improved a lot.

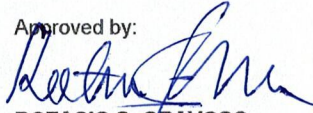
Evaluated & Rated by:


AL FRANDON M. VILLAROYA
Head, DPSS
Date: 7/17/24

Recommending Approval:


GLENN G. PAJARES
Dean, CAS
Date: 7/18/24

Approved by:


ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date:



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **COBICO, MARY ANN G.**

Department: **Dept. of Philosophy and Social Sciences**

College: **College of Arts and Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

COBICO, MARY ANN G.

Name and Signature of Faculty

Date: 5/24/2024

Distribution of copies: ODIE, College, Department, Faculty

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

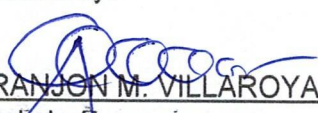
Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 2 nd semester, SY 2023-2024.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching Rose C. Capulla	Ms. Capulla was called to explain her reaction to the TPES results in the 1st semester Sy 2023-2024. Ms. Capulla mentioned that the TPES result was mainly because of the				The faculty concerned was informed of the TPES results of the 1 st semester, SY 2023-2024 and was given advice and reminders.


	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</i></p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

(January-June 2024)

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat	January-June 2024	/	/		Actual accomplishments exceeded the targets
		<u>Part-timers</u> Boja, Kizzy Mae Cañez, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elromer Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	February-May 2024	✓	✓		

		Manacpo, Nicole Ivy					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	January-May 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	January-May 2024	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	May 2024		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
MFO5. Extension Services							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. Digital Storytelling for Primary Level (Project Digital World)
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Norean Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	January-June 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	January-June 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	January 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	January-June 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: MARY ANN G. COBICO

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 GE courses ScSc16 and ScSc11N	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	January 2024	May 2024	May 2024	Impressive	Very Satisfactory	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2024	May 2024	May 2024	Impressive	Outstanding	
3	Class preparation	Will prepare learning guides, quizzes, and activities	January 2024	May 2024	May 2024	Impressive	Very Satisfactory	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2024	May 2024	June 2024	Impressive	Very Satisfactory	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2024	May 2024	May 2024	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2024	May 2024	May 2024	Impressive	Outstanding	

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

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

Prepared by:


AL FRANJON M. VILLAROYA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Mary Ann G. Cobico**

Performance Rating:

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

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

Date: January 2024

Target Date: December 2024

First Step:

- a) Involve in research or extension projects which the Department has started to work on.
- b) Simplify discussions more so that students with different levels of intellectual abilities will be able to comprehend
- c) Employ different teaching strategies to suit the learning styles of the students

Date: January 2024


Target Date: December 2024

Next Step:


To write her thesis manuscript into publishable research articles and submit to reputable peer referred journals.

Final Step/Recommendation: NA

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Conforme:


MARY ANN G. COBICO
Faculty