SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MARY GRACE P. ENAYA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	4.50	4.50
b. Students	0%		0.00
TOTAL for Instruction	95%		**4.28**
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	0.00	0.00
4. Production			
5. Administration/Other Services			
TOTAL			**4.400**

EQUIVALENT NUMERICAL RATING: 4.400

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: **4.400**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

MARY GRACE P. ENAYA
Name of Faculty

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:

CANDELARIO L. CALIBO
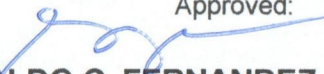Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY GRACE P. ENAYA**, a faculty member of the <u>DEPARTMENT OF LIBERAL ART AND BEHAVIORAL SCIENCES</u> 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 January - June 2020.

Approved:

MARY GRACE P. ENAYA
Instructor I
Date: May 7, 2020

GUIRALDO C. FERNANDEZ, JR.
Department Head
Date:

CANDELARIO L. CALIBO
College Dean
Date:

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				NA						
OVPI MFO 2. Graduate Student Management Services				NA						
	PI 4: Total FTE coordinated, implemented & monitored*	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned	NA						
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students	NA						
		A3 . Number of students advised on thesis/special problem/dissertation		NA						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA						
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	NA						

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	NA						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA						
	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	NA						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA						
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	NA						
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	NA (on maternity leave)						NA (on maternity leave)

			A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	NA (on maternity leave)						NA (on maternity leave)
			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	NA (on maternity leave)						NA (on maternity leave)
			A12. Number of trainings attended related to instruction	Attend mandated trainings	NA (on maternity leave)						NA (on maternity leave)
			A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	NA (on maternity leave)						NA (on maternity leave)
			A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	NA (on maternity leave)						NA (on maternity leave)
			A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NA (on maternity leave)						NA (on maternity leave)
		PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviserto students	NA (on maternity leave)						NA (on maternity leave)
			A17. Number of students advised on thesis/ field practice/special problem:		NA (on maternity leave)						NA (on maternity leave)
			As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA (on maternity leave)						NA (on maternity leave)
			As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA (on maternity leave)						NA (on maternity leave)
			A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	NA (on maternity leave)						NA (on maternity leave)

PI 9: Number of student organizations advised/ assisted *	**A19** . Number of Student organizations advised	Advises student organizations recognized by USOO	NA (on maternity leave)							NA (on maternity leave)
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NA (on maternity leave)							NA (on maternity leave)
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	2	2	5	5	5	5.00		Online Learning Guides of Humn 13n-Philippine Popular Culture, Litr 135-Creative Writing
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00		Learning Guides of Humn 13n-Philippine Popular Culture, Litr 135-Creative Writing
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA (on maternity leave)							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA (on maternity leave)							
	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	NA (on maternity leave)							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00		Moodle virtual classroom of Humn 13n-Philippine Popular Culture, Litr 135-Creative Writing
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:		NA							
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	NA (on maternity leave)							

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA (on maternity leave)							
		A 26. Other outputs implementing the new normal due to covid 19	Attended webinars and researches	1	3	5	5	5	5.00	Webinar on Flexible Learning Modalities and Techniques per Discipline, Data Privacy Webinar, CET Moodle Webinar
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	1	2	5	5	5	5.00	Stereotype Research, Otley Beyer Research
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	0	0					
	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							
		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						
		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						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		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 research output	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							
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	NONE							
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	NONE							
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	NONE							
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	NONE							
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	NONE							
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	NONE						
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & 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						

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 theQMS 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	NA	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	NA	100% compliant					
		On program accreditations		NA						
		On institutional accreditations		NA						

UMFO 6. General Admin. & Support Services (GASS)

				NA						
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	NA	Zero % 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	NA						

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

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Mrs. Enaya is an artistic mind.Her didication to the department is without doubt. A higher degree is a welcome development.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.
Department Head
Date:

Recommending Approval

CANDELARIO L. CALIBO
Dean, _____
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 11/27/20

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Mary Grace P. Enaya**

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 two (2) courses (Litr 133, Humn 13n)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	NA (on maternity leave)	NA (on maternity leave)	Jun 2020	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	NA (on maternity leave)	NA (on maternity leave)	Jun 2020	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	NA (on maternity leave)	NA (on maternity leave)	Jun 2020	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	NA (on maternity leave)	NA (on maternity leave)	Jun 2020	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	April 2020	Jun 2020	Jun 2020	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	April 2020	Jun 2020	Jun 2020	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	April 2020	Jun 2020	Jun 2020	Impressive	Outstanding	
8								

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

GUIRALDO C. FERNANDEZ. JR.
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY GRACE P. ENAYA
Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: April 2020   Target Date: June 2020

Step/s:

   a) Reminded Ms. Enaya to publish journal articles
   b) Reminded Ms. Enaya to attend webinars

RESULT:
   a) Ms. Enaya co-authored a journal article;
   b) Ms. Enaya attended different webinars organized by different organizations.
   .

Prepared by:

GUIRALDO C. FERNANDEZ.JR.
Department Head

Conforme:

MARY GRACE P. ENAYA
Name of Ratee/Faculty/Staff