SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **NANCY D. ABUNDA**

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	0.50	4.69	2.35
	b. Student (50%) from Teaching Performance Eval'n. By-	0.50	4.00	2.00
	Total for Instruction	50%	4.35	2.17
2	Research Services	10%	5.00	0.50
3	Extension Services			
4	Administration and Support Services	40%	5.00	2.00
	TOTAL	**100%**	**TOTAL EQUIVALENT NUMERICAL RATING**	**4.67**

EQUIVALENT NUMERICAL RATING: 4.67
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: **4.67**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

NANCY D. ABUNDA   **SHALOM GRACE C. SUGANO**
Name of Faculty   Department Head

                        Recommending Approval:

                        BAYRON S. BARREDO
                        Dean/Director
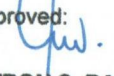
                        Approved:

                        BEATRIZ S. BELONIAS
                        Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NANCY D. ABUNDA, a faculty member of the <u>VSU INTEGRATED HIGH SCHOOL and the Head of Instructional Materials Development</u> commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2021.

	Recommending Approval:	Approved:	
NANCY D. ABUNDA	**SHALOM GRACE C. SUGANO**	**BAYRON S. BARREDO**	**MA. RACHEL KIM L. AURE**
Instructor	Department Head	Dean, College of Education	Director for Academic Affairs
Date:	Date:	Date:	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										
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 Moddle 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	12	22.5	5	5	5	5.00	Math IIB and Math IIn

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	4	4	4.33	Math IIB and Math IIn
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	4	4.67	Moodle training, ISO Awareness, TOS & Syllabus Training
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	10	5	4	4	4.33	Math IIB and Math IIn
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	20	5	4	4	4.33	Math IIB and Math IIn
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
		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	4	30	5	5	4	4.67	Math IIB and Math I1n

PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	Advises student organizations recognized by USOO								
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	4	5	4	4	4.33	JHS Promotional, SHS Graduation, On-Boarding activities, Distribution of modules
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	1	2	5	4	4	4.33	
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	2	4	5	5	4.67	Math IIB and Math IIn
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	5	4	5	4	4.33	Math IIB and Math IIn
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	4	3	4.33	Learning task and Learning check and Quarter exams
	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	2	4	4	5	4.33	Math IIB and Math IIn
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	4	5	4.67	Google Classroom Math IIB and Math IIn
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							

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	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							
	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							
		In int'l fora/conferences		1	1	5	5	5	5.00	
		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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								

		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								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
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								
	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	Implementes 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							
Research Mentoring	*Research Mentor*								
Peer reviewers/Panelists	*Peer reviewers/Panelists*								
Resource Persons	*Resource Persons*								
Convenor/Organizer	*Convenor/Organizer*								
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 (extn. 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							
MFO 12- Instructional Materials Development Services									
PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Spearheading in the planning of instructional material development and coordination the publication of the same.	50%	200%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component campuses.
PI 2. Percentage of syllabi, evaluation sylllabus, TOS, instructional materials and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	50%	200%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component campuses.

	PI 4: Number of seminars/trainings/workshops coordinated for entire university		Coordinating seminars/ workshops for entire unviersity.	2	5	5	5	4	4.67	1. Webinar on Navigating Digital Shift: Instructional Materials to Support the University's Flexible Learning (March 17-18, 2021) 2. VSU E-Learning Environment Training-Workshop for Newly- Hired Instructors (March 29-30, 2021). 3. Webinar on VSUEE last April 6, 2021. 4. Brief Turnitin Kick-Off Administrator's Training with Dr. Edgardo Tulin (VSU President), Dr. Beatriz Belonias (VP for Academic Affairs) and Chancellors of the different VSU components colleges, and Ms. Niña Victorio Buenabajo - Professional and Education Services Consultant of Turnitin Philippine last May 3, 2021. 5. Turnitin Feedback Studio Instructors Workflow Training
	PI 6: Number of syllabi, evaluation sylllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, lms and VSUEE.	200	1,533	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 7: Number of Virtual Classroom Evaluation reviewed and approved		Review and approve Virtual Classroom Evaluation	200	1,006	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component campuses.

PI 8: Number of Virtual Classroom Monitoring reviewed and approved		Review and approve Virtual Classroom Monitoring	100	599	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component campuses.
PI 9: Number of Virtual Classroom created		Creat Virtual Classroom	600	1,347	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component campuses.
PI 9: Number of coordinating the VSU faculty and students VSUEE account			10,000	13,000					
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		zero non-conformity	5	5	5	5.00	External ISO evaluation 2nd visitation last February 4-5, 2021

		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	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC.			1	100% compliant	5	5	5	5.00	
	PI 2: . Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services		100% compliant	5	5	5	5.00	
	PI 3: Number of planning sessions, tracking and monitoring of targets, meeting, etc. cnducted to ensure attainment of department targets			4	6	5	5	5	5.00	
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		100% compliant	5	5	5	5.00	
	PI 5: Number of monthly/special staff meetings conducted**									Comments & Recommendation for Development Purpose:
	Total Over-all Rating								126.66	
	Average Rating								4.69	
	Adjectival Rating							Outstanding		

She is dependable and is responsible in all tasks assigned to her. Keep up the good work.

Evaluated & Rated by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: