

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **LILIAN B. NUÑEZ**


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)			
b. Students		(No TPES conducted due to COVID)	
Total for Instruction	25%	4.5	1.12
2. Research	45%	4.33	1.94
3. Extension	10%	4.0	.40
4. Administration	20%	5.00	1.00
TOTAL			4.46


EQUIVALENT NUMERICAL RATING: 4.46
Add: Additional Points, if any: 0.1
TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

Reviewed by:



LILIAN B. NUÑEZ
Name of Faculty


MARIA AURORA T.W. TABADA
Department Head

Recommending Approval:


MOISES NEIL V. SERIÑO
Dean/Director

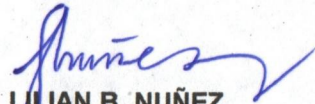
Approved:

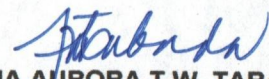

BEATRIZ S. BELONIAS
Vice President- Instruction

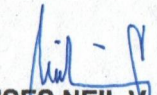
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, LILIAN B. NUNEZ, a faculty member of the INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES, 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.


LILIAN B. NUÑEZ
 Associate Professor
 Date:

Approved:

MARIA AURORA T.W. TABADA
 Director
 Date: Sept. 25, 2020


MOISES NEIL V. SERINO
 College Dean
 Date: Sept. 28, 2020

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						5	4	4	4.67	
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	4	2					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	1					
		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	2	2					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	4					

	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	1						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2						
		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	1						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2						
	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						5	4	4	4.33		
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	1						
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1						
		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						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	5	5						

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2						
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	6						
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2						
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>								
		A17 . Number of students advised on thesis/ field practice/special problem:									
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript								
		<i>As SRC Member</i>	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	10						
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>								
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related</i>								
	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	1						
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1						

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	3						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	6						
		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								
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1						
	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						
		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						4	5	4	4.33		
	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	2	2						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oject 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		1						
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage 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 faculty or								
		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	2	2					
		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						4	4	4	4.0	
	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	3	3					
	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	1	1						
	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		3	3						
	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								
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	0 nonconformity	zero nonconformity						
	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%	100% compliant						
	On program accreditations		1							
	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	0% complaint	0% complaint	5	5	5	5.0		
	Admission Functions: No. of graduating high school students who took the entrance examination resulting from information drive	Prepares for and conducts entrance examination at different testing centers	8,000	12,040						
		Conducts orientation with test proctors (testing days)	10	10						
		Prepares test materials (testing days)	20	23						
		Conducts admission test (testing days)	10	13						
		Checks test papers (testing dates)	20	23						
		Submits results to Univ. President (campuses)	5	5						

	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								22.33	
	Average Rating								4.47	
	Adjectival Rating									

Evaluated & Rated by:

M. Tabada
MARIA AURORA T.W. TABADA
Director

Date: *Sept. 25, 2020*

Moises Neil V. Serino
MOISES NEIL V. SERIÑO
Dean, CME

Date: *Sept. 25, 2020*

Approved by:

B. Belonias
BEATRIZ S. BELONIAS
Vice President for Instruction

Date:

Comments & Recommendations for Development

Purpose: *Dr. Moneo needs to publish so the MS Dev Soc program can have another prospective GAC Chair. Otherwise, in SY 2020-2021, the MS Dev Soc program will have to be on hold since there will be no one eligible to be GAC Chair.*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lilian B. Munez
Performance Rating: _____

Aim: Meet publication requirement of Graduate School
for prospective CoAC chair.
Proposed Interventions to Improve Performance:

Date: 2 Jan 2020 Target Date: June 30, 2020

First Step:

Write one article.

Result:

First draft of article for collegial review.

Date: July 4, 2020 Target Date: Dec 30, 2020

Next Step:

Revise and finalize draft article

Outcome: Article for submission

Final Step/Recommendation:

Article accepted and Dr. Munez be
recommended as CoAC chair for DevSec major

Prepared by:

Spitabade
MARN TABODA

Unit Head

Conforme:

Munez
Name of Ratee Faculty/Staff