SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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. ~~Faculty~~ Head	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	~~90~~ ~~95~~% 92.5		~~4.75~~ ~~4.50~~ 4.625
2. Research	2.5%	(4.00) 4.33	~~0.10~~ .11
3. Extension	~~2.5%~~		
4. Production			
5. Administration/Other Services	5.0 %	4.0	0.2
TOTAL			~~4.850~~ 4.608 ~~4.858~~ 4.935

EQUIVALENT NUMERICAL RATING: ~~4.850~~ 4.~~858~~608 4.935
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: ~~4.850~~ 4.~~858~~608 4.935

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Daisy Parayr-Acoritay
DAISY P. ACORITAY
Name of Faculty

Reviewed by:

JETT C. QUEBEC
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 OFLIBERAL ARTS AND BEHAVIROAL SCIENCES commits to 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:

DAISY P. ACORITAY
Assistant Professor 1
Date:

JETT C. QUEBEC
Department Head
Date: 2-4-21

MA. THERESA P. LORETO
College Dean
Date: 2/15/2021

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	Language Testing and English Discourse	1	2	5	5	5	5.00	Assigned to Teach Language Testing and English Discourse
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	1	3	5	5	5	5.00	Two students studying in MG06 have a consistent consultancy and one in M096.
	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	2	5	5	5	5.00	Given a Google Classroom for the Language Testing and English Discourse
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	1	1	5	5	5	5.00	Given a Google Classroom for the English Discourse Class

	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	Supported appropriate reading materials and lessons for the English Discourse.
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5.00	Provided relevant quizzes for the subject.
	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	N/A	N/A					
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	There were two Graduate School class assigned to the faculty.
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	4	5	5	5	5.00	The activity was designed to fit for language teaching.

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	Purposive Communication, English Discourse, and Undergraduate Thesis	18		5	5	5	5.00	3 Purposive Comm Classes, 2 English Discourse, and 2 Undergraduate Thesis/ I HANDLED CCOMM11 UNTIL MIDTERM ONLY
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	16	5	5	5	5.00	4 Purposive Comm Classes, 1 College English Teaching, and 1 Undergraduate Thesis
	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	NONE						
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	These are all Webinars in relation to On-line Classes preparation and assessment.
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	28	5	5	5	5.00	4 Purposive Comm Classes 6and 1 English Discourse
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	36	5	5	5	5.00	4 Purposive Communication Classes and 1 English Discourse
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	10	5	5	5	5.00	Provides consultation services in relation to their academic performance.
	A17 . Number of students advised on thesis/ field practice/special problem:								

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Only one student has complied the necessary requirements.
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Only one student has complied the necessary requirements.
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	76	5	5	5	5.00	Provided consultation services in relation to their academe concerns
PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*		Advises student organizations recognized by USOO	NONE						
	A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	NONE						
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	Three subjects were given ample time for development of instructional materials: Purposive Comm, English Discourse
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	2	5	5	5	5.00	Only 3 subjects were given on-line ready courseware in preparation for the new semester for SY 2020-2021.
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	35	5	5	5	5.00	All of them relates to Purposive Communication and English Discourse.
		Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	2	33	5	5	5	5.00	The assessment tools were designed according to the subjects
	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	2	2	5	5	5	5.00	These coursewares are related to Purposive Communication and English Discourse.
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	7	5	5	5	5.00	These coursewares are related to Purposive Communication, Language Testing, Undergraduate Thesis and English Discourse. These courseware will be used for the incoming first semester of SY 2020-2021.
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	2	4					Preparations for accreditation protocols have been postponed due to lack of access by the faculty to the acquisition of documents from the appropriate office. This is in due of the COVID-19 transmission safety steps.

	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	1					We are still waiting for the completion of documents for the MOA signing with the UPTITUDE and VSU. However, there is already a positive response from the university
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	10	5	5	5	5.00	These outputs are for Purposive Communication, Approaches to College English Teaching, and English Discourse.

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	N/A	NONE					
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	1	1	4	4	4	4.00	On Press with the Journal of Critical Reviews
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		1	1	4	4	4	4.00	In Press: Journal of Critical Reviews
	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	1	NONE					The COVID-19 pandemic prevented me to travel and attend conferences
	In int'l fora/conferences		1	NONE					
	In nat'l/regional fora/conferences		1						
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	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
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 reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	NONE					

		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	2	5	5	5	5.00	Genre and Discourse Analysis for the ABELS students and Language Testing

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	1	None					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
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	1	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
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	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
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	1	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
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	N/A						
Research Mentoring	Research Mentor		NONE	NONE					These were not made possible due to the threat of COVID-19 transmission
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
Resource Persons	Resource Persons		1	NONE					These were not made possible due to the threat of COVID-19 transmission
Convenor/Organizer	Convenor/Organizer		1	NONE					These were not made possible due to the threat of COVID-19 transmission
Consultancy	Consultant		1	NONE					These were not made possible due to the threat of COVID-19 transmission
Evaluator	Evaluator		1	NONE					These were not made possible due to the threat of COVID-19 transmission

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	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	NONE					These were not made possible due to the threat of COVID-19 transmission in all possible public areas

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	zero non-conformity	4	4	4	4.00	
	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	100% compliant					
	On program accreditations		N/A						
	On institutional accreditations		N/A						

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		Zero % non-complaint					
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	NONE						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE						
Total Over-all Rating									
Average Rating									

Adjectival Rating								

Average Rating (Total Over-all rating divided by number of entries)	4.93	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.93	
ADJECTIVAL RATING	OUTSTANDING	

Comments & Recommendations for Development Purpose: Ms. Acoritay is mindful of her delivarables which is expected of her as a faculty member of DLABS. Finishing her doctorate degree would be a welcome development for the department.

Evaluated & Rated by:

JETT QUEBEC
Department Head
Date: 2-4-2)

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/19/21

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAISY P. ACORITAY, M.E.
Performance Rating: OUTSTANDING

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 2021   Target Date: One year from the date of a one-on-one meeting with students and involved in the international, national, and local language studies and education research conferences to present research papers qualified for publication.

First Step:
Review the lessons in Purposive communication, Language pedagogy, and linguistics and adapt them to the needs of the students.

Result:

The faculty was able to offer teaching and learning support to students. In addition to the safety measures to avoid COVID-19, the teacher also offered the requisite steps to adopt leniency towards the academic requirements of students.

Date: June 2021   Target Date: End- of first semester

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 the copies of e-class records that reflect the academic response Provide copies or links of the appropriate journals in all her classes especially her weak points and strengths.

Outcome:

There were employment 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. Due to the pandemic, the faculty and students were unable to meet in the classroom for face-to-face conversation, so, both the students and the faculty have to meet on the available social media forum to interact and submit the academic requirements.

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:

JETT C. QUEBEC, Ph.D.
Unit Head

Conforme:

DAISY P. ACORITAY
Employee