SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LOUISA MARIE B. ANDRADE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.61	(2.31)
b. Students (50%)		4.33	(2.17)
Total for Instruction	80%	4.48	3.58
2. Research	10%	4.00	0.40
3. Extension	10%	4.33	0.43
4. Administration			
5. Production			
TOTAL			4.41

EQUIVALENT NUMERICAL RATING: 4.41
Add. Additional Points, if any:
TOTAL NUMERICAL RATING: 4.41

ADJECTIVAL RATING: Very Satisfactory

Prepared by: Reviewed by:

LOUISA MARIE B. ANDRADE   **JOEL Q. MABALHIN**
Name of Faculty   Department Head

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUISA MARIE B. ANDRADE**, a faculty member of the <u>DEPARTMENT OF TEACHER EDUCATION</u> commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>January-June 2022</u>.

Approved:

LOUISA MARIE B. ANDRADE
Instructor III
Date: 7-13-2022

JOEL Q. MABALHIN
Department Head
Date: 07-13-2022

BAYRON S. BARREDO
College Dean
Date: 7-13-3

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines s	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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*	36	23.7	5	5	4	4.67	ELng 104 (3), TEGr 116 (3), PrEd 200
		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	2	12	5	5	3	4.33	ELng 104 (3), TEGr 116 (3), PrEd 201
		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	1	37	5	5	5	5.00	TEGR 120 (37)

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	VSU Faculty Onboarding, Preparing an Outcome-Based Education Course Syllabus for Graduate Degree Courses
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	236	5	4	4	4.33	ELng 104 (3), TEGr 116 (3)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	50	360	5	4	4	4.33	ELng 104 (3), TEGr 116 (3)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	768	5	4	4	4.33	ELng 104 (3), TEGr 116 (3), PrEd 200
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	80	373	5	5	5	5.00	BEEd students Batch 2020 & Batch 2021
		A17. Number of students advised on thesis/ field practice/special problem:			20	5	5	5	5.00	
		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	10	26	5	4	5	4.67	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	4	5	4.67	Mentors' Guild; LEXES

		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	4	4	4.33	Virtual Pinning Ceremony for Practice Teachers
	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							
		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	5	27	5	4	4	4.33	ELng 104 (3), TEGr 116 (3)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	4	5	4.67	ELng 104 (3), TEGr 116 (3), PrEd 200
		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						
		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	ELng 104 (3), TEGr 116 (3), PrEd 200
	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						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	4	4	4	4.00	DepEd Baybay City Division

	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1		5	5	5	5.00	Teaching Internship in the 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 project within the year	1	1		4	4	4	4.00	Rsearch still ongoing (extended due to COVID)
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									
	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	1		5	4	4	4.33	DepEd Baybay City Division	
	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		1							
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								
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							
	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							
	On program accreditations										
	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		Zero % 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									
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						**Comments & Recommendations for Development Purpose:** Your passion to your work is incomparable. You will not stop working with your tasks until it ends with good outputs. Keep up the good works.		
Total Over-all Rating											
Average Rating									4.56		
Adjectival Rating									Very Satisfactory		

Evaluated & Rated by:

JOEL Q. MABALHIN
Department Head
Date: 07-13-20T.

Recommending Approval

BAYRON S. BARREDO
Dean, _____
Date: 7-15-22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 7-28-22

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **LOUISA MARIE B. ANDRADE**

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 undergraduate courses	18 FTE	1st week of January, 2022	Before the end semester	June, 2022	Very Impressive	Outstanding	23.7 FTE
2	Advise and serve student-related activities and organization	Advise and serve 1 organization	1st week of January, 2022	Before the end of the semester	June, 2022	Very Impressive	Very Satisfactory	Advised and served Mentor's Guild & LEXES
3	Develop On-line courseware	Develop 1 courseware	1st week of January, 2022	Before the end of the semester	June, 2022	Very Impressive	Very Satisfactory	Developed 27 supplemental learning resources and 10 assessment tools
4	Conduct Research	Conduct 1 research	1st week of January, 2022	Before the end of the semester	June, 2022	Impressive	Very Satisfactory	On-going (extended due to COVID)

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:

JOEL Q. MABALHIN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LOUISA MARIE B. ANDRADE**
Performance Rating: **4.56**

Aim: Increases involvement in research and extension activities
      Produces instructional materials on handled
      Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June, 2022   Target Date: July-December, 2022

First Step:
Attend Seminars, Trainings, and workshop
Develop at least one Instructional Materials
Write Research Proposals for Funding

Result:

Date: June, 2022   Target Date: July-December, 2022

Next Step:
Conduct In-service Trainings
Submit Instructional Materials fo ISBN or copyright
Approved Proposals for Funding

Outcome: Published Books/ instructional materials
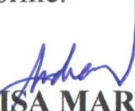
Final Step/Reccomendation:

Conduct Research, Trainings and Extension Activities

Prepared by:

JOEL Q. MABALHIN
Unit Head

Conforme:

LOUISA MARIE B. ANDRADE
Name of Ratee Faculty/Staff