

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2022

Name of Faculty Member:

MARIA VANESSA E. GABUNADA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.10 x 50% = 2.050	
TOTAL for Instruction	75%	4.55	3.413
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	20%	5.00 x 20% = 1.000	1.000
TOTAL	100%		4.663

EQUIVALENT NUMERICAL RATING: 4.663

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.663

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARIA VANESSA E. GABUNADA

Name of Faculty

Reviewed by:

JETT C. QUEBEC

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS


Approved by:


BEATRIZ S. BELONIAS

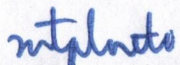
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA VANESSA E. GABUNADA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY-DECEMBER 2022


MARIA VANESSA E. GABUNADA
 Assoc. Prof. 3
 Date: December 16, 2022

Approved:

JETT C. QUEBEC
 Department Head
 Date: January 6, 2023


MA. THERESA P. LORETO
 Dean, College of Arts and Sciences
 Date: JAN 13 2023

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned (ENGL 232, LTNG 290)	3	2.33	5	5	5	5.00	Handled subjects/courses assigned (ENGL 232, LTNG 290)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	3	5	5	5	5.00	Acted as academic adviser to graduate
		A3. Number of students advised on thesis/special problem/dissertation		N/A		5	5	5	5.00	
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	3	5	5	5	5.00	Advised and corrected research outline and thesis/SP/dissertation manuscript
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	Advised and corrected research outline and thesis/SP/dissertation manuscript

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	5	5	5	5	5.00	Entertained students seeking consultation with faculty
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems			5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	Prepared 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	1	6	5	5	5	5.00	Prepared 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.	1	8	5	5	5	5.00	Prepared 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	1	2	5	5	5	5.00	Submitted 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 Moodle or Google Classroom	1	3	5	5	5	5.00	Created virtual classroom using either Moodle or Google Classroom
	PI 10. Additional outputs:	<u>A 8.</u> 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	Designed experiential learning activities and other outputs to implement new
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	18	12.82	5	5	5	5.00	Handled and taught courses assigned

	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	22	5	5	5	5.00	Prepared gradesheet and submitted on or before deadline
	A11. 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	0	17	5	5	5	5.00	Facilitated 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	1	5	5	5	5.00	Attended mandated trainings
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	22	5	5	5	5.00	Administered and checked long examination for subjects taught
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture	2	16	5	5	5	5.00	Prepared and checked quizzes for lecture
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	None		5	5	5	5.00	
	PI 8: Number of students advised: * A16. Number of students advised:	Acts as academic adviser to students	1	37	5	5	5	5.00	Acted as academic adviser to students
	A17. Number of students advised on thesis/ field practice/special problem:				5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Advised and corrected research outline and thesis/SP
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	None	6	5	5	5	5.00	Advised and corrected research outline and thesis/SP
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	32	5	5	5	5.00	Entertained students consulting on subject taught, thesis and grades
	PI 9: Number of student organizations advised/ assisted * A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Advised student organizations
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Assisted student organizations in implementing student
	PI 10: Number of instructional materials developed * A21: Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	Prepared and submitted for review by the Technical

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	Prepared 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	2	12	5	5	5	5.00	Prepared 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.	2	18	5	5	5	5.00	Prepared assessment tools such as long exam,
		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	5	5	5	5.00	Submitted 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 Moddle or Google Classroom	1	3	5	5	5	5.00	Created virtual classroom using either Moddle or Google Classroom
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:				5	5	5	5.00	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	Prepared 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	None		5	5	5	5.00	
		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	Designed experiential learning activities and other outputs to implement new normal
					SUB-TOTAL				5.00	
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	0	0					

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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	0						
	<i>In refereed int'l journals</i>		0	1	5	5	5	5.00	Vol 95 No 3 – Cultural Recognition and/or Misrepresentation: The Narratives of Cebuano Literature Translation Projects. November 2022	
	<i>In refereed nat'l/regional journals</i>		1	0						
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 fora/conferences	0	0						
	<i>In int'l fora/conferences</i>		0	0						
	<i>In nat'l/regional fora/conferences</i>		0	0						
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	None	0						
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							
				SUB-TOTAL				5.00		

UMFO 4. EXTENSION SERVICES										
<u>PI 1.</u> Number of active	<u>A 36.</u> Number of active partnerships	Identifies and links with	None							
<u>PI 2.</u> Number of trainees	<u>A 37.</u> Number of trainees weighted	Conducts trainings among	None							
<u>PI 3.</u> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38.</u> Number of extension programs/projects implemented	Implements duly approved extension projects	None							
<u>PI 4.</u> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<u>A 39.</u> 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							
<u>PI 5.</u> Number of technical/expert services	<u>A 40.</u> 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		1	1	5	5	5	5.00	Provided the technical and expert services requested by beneficiaries	
<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow	None						Prepared extension project proposals,	
<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		None							
	<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	None						Designed extension related activities and other outputs to implement new normal	
				SUB-TOTAL				5.00		
UMFO 5. SUPPORT TO OPERATIONS										

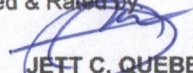
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	A 44. Compliance to all requirements of the QMS core processes of the university 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	non-confor	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% complia	100% compliant					
	On program accreditations	Area III in-charge (MSLT)	1	1	5	5	5	5.00	MSLT
	On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	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 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	None						
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	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 performing functions resulting to best practice							
	Admin Functions related to Instruction: DLABS Language Section Head	Evaluates Virtual Classrooms	1	22	5	5	5	5.00	Evaluates 23 Virtual Classrooms of Faculty under DLABS Language Section
		Monitor Virtual Classrooms	1	22	5	5	5	5.00	Monitors 23 Virtual Classrooms of Faculty under DLABS Language Section
		Presides section meetings	1	4	5	5	5	5.00	Presides 4 meetings related to Language and Humanities

	Admin Functions related to Instruction: member of DLABS Personnel Committee	Screens applicants and other department related functions	1	1 substitute; 20 part-timers	5	5	5	5.00	Screened and recommended applicants for 2nd Sem SY 2020-2021
	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						
				SUB-TOTAL				5.00	
	Total Over-all Rating								
	Average Rating								
	Adjectival Rating								

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

Comments & Recommendations for Development Purpose: Dr. Gabunada's commitment to DLABS and its development is beyond measure. She is highly intellectual and academic which is most beneficial to the advancement of the department.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: January 6, 2023

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 13 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: **MARIA VANESSA E. GABUNADA**

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	Screens applicants for 1st Sem SY 2022-2023	Hired applicants for 1st Sem SY 2022-2023	August 2022	August 2022	August 2022	Impressive	Outstanding	
2	Prepares additional documents for Level 1 AACCUP	Compiled documents for Level 1 AACCUP	September 2022	September 2022	September 2022	Impressive	Outstanding	
3	Screens additional applicants for 1st Sem SY 2022-2023	Hired applicants for 2 nd Sem SY 2020-2021	September 2022	September 2022	September 2022	Impressive	Impressive	
4	Revises course syllabi	Revised and approved ELDs 126, ELSt 112, and ENGL 232	September 2022	September 2022	September 2022	Impressive	Outstanding	
5	Prepares supplemental learning materials in preparation for the resumption of full face-to-face classes	Prepared powerpoints and class activities for face-to-face classes in ELDs 126, ELSt 112, and ENGL 232	September 2022	September 2022	September 2022	Impressive	Outstanding	
6	Prepares Midterm examinations for ELDs 126, ELSt 112, and ENGL 232	Approved Midterm examinations for ELDs 126, ELSt 112, and ENGL 232	October 2022	October 2022	October 2022	Impressive	Outstanding	
7	Prepares TOS for ELDs 126, ELSt 112, and ENGL 232	Approved TOS for ELDs 126, ELSt 112, and ENGL 232	November 2022	November 2022	November 2022	Impressive	Outstanding	
8	Submits Grade sheets for ELDs 126, ELSt 112, and ENGL 232 in CUMULUS	Submitted Grade sheets for ELDs 126, ELSt 112, and ENGL 232 in CUMULUS	November 2022	November 2022	November 2022	Impressive	Outstanding	
9	Conducts and critiques title defense of undergraduate students thesis	Approved undergraduate thesis title	November 2022	November 2022	November 2022	Impressive	Outstanding	
10	Proofread Journal and Humanities journal articles	Critiqued Journal and Humanities journal articles	November 2022	November 2022	November 2022	Impressive	Outstanding	
11	Conducts Class observation of assigned regular and part-time faculty.	Evaluated class performances of assigned regular and part-time faculty.	December 2022	December 2022	December 2022	Impressive	Outstanding	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


JETT C. QUEBEC
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To publish in an ISI/SCOPUS/CHED IJP Journals; Write Learning Guides, and Manage administrative position

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

Date: January 2022

Target Date: One year from today

First Step:

- a) Encouraged her to revise journal articles for publication
- b) Assign her to write Learning Guides in ELDs 129, LTNG 290, and Engl 232
- c) Advised her to write research proposal in English Language/Literature
- d) Guided her in managing the Language Section

Result:

She has published an article in UST-UNITAS, an internationally journal for literature and cultural studies. She also received the layout proof for her article in Philippine Studies, a Scopus-indexed journal.

Finished writing Learning Guide in ELDs 129, LTNG 290, and Engl 232

Appointed her as Language Section Head

Date: January 2023

Target Date: End of 1st semester

Next Step:

She has submitted research and extension programs to the university's research and extension office.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


MARIA VANESSA E. GABUNADA
Faculty