

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARY GRACE P. ENAYA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.99 x 50% = 2.495	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	90%	4.50	4.046
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.94 x 5% = 0.247	
TOTAL for Research			0.247
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.543

EQUIVALENT NUMERICAL RATING: 4.543

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.543

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: MARY GRACE P. ENAYA
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


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY GRACE P. ENAYA**, a faculty member of the **DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL 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 2021**.


MARY GRACE P. ENAYA
 Instructor I
 Date: July 12, 2021

Approved:

DR. JETT C. QUEBEC
 Department Head
 Date: July 30, 2021


DR. MA. THERESA LORETO
 College Dean
 Date: *Aug. 10, 2021*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percent be supported with numerical numerators and denomin.
						Quality	Efficiency	Timeline ss	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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					
	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	N/A	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A	N/A					
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					
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	<i>Handles and teaches courses assigned</i>	<i>18 per semester</i>		5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	6	5	5	5	5.00	
		A11. Number of INC forms with grade submitted within prescribed	Facilitates students in their completion of the subject and	0	1	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	6	4.5	5	5	4.83	Gender and Quarantine Productivity Cloud Tag Workshop, Philosophical of the Philippines Department of Ph University of Santo Tomas, March 1 International Mother Language Con the theme "Multilingual Education in Pandemic and in Transition: Mappir for Language Development and Go February 21- March 21, 2021; Wom Phenomenology Class' Internationa featuring scholarly philosophical pap Hedwig Conrad-Martius, Edith Steir Arendt, University of Santo Tomas 1 29, 2021; Coronavirus vaccine: Are take the shot?, Visayas State Unive 23, 2021; Signifying Fr. Ignacio Alci Islands in the 21st Century Online 1
		A13. Number of examinations administered and checked	Administers and checks examination for subjects taught	5	10	5	5	5	5.00	M074-Humn 13n - PHILIPPINE POI CULTURE; M076Humn 12n - REAL ARTS; M516 Humn 12n - READING VISUAL AR Humn 11 - ART APPRECIATION; M Humn 11 - ART APPRECIATION; T Litr 115 - SURVEY OF AFRO-ASIA LITERATURE
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A	N/A					

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	N/A	12	5	5	5	5.00	TAGON, HONEY PIE OLVINA; VAF SHEILLA NAMOC; TORNO, ARCH GARCIANO; SARSONAS, JOSHUA DREW DAVE JABALLA; TOLEDO, CAYANONG; VALIDA, ERICCA VIL ZACARIAS, SALVE AGNER; SORC RYAN FAUSTINO; TAÑARE, REGI LAMBANG; SY, JELLY DUMANJUC ESTHER AQUILYN ESTREMOS
		A17. Number of students advised on thesis/ field practice/special problem:		N/A	2	5	5	5	5.00	NEGAD, CHELSY GWEEN ANCAJ ESTHER AQUILYN ESTREMOS
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis, and grades	5	15	5	5	5	5.00	M074-Humn 13n - PHILIPPINE POI CULTURE; M076Humn 12n - REAL ARTS; M516 Humn 12n - READING VISUAL AR; Humn 11 - ART APPRECIATION; M Humn 11 - ART APPRECIATION; T Litr 115 - SURVEY OF AFRO-ASIAN LITERATURE
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	N/A	N/A					
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	N/A	N/A					
	PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	4	5	5	5	5.00	Humn 13n - Philippine Popular Cult 12n - READING VISUAL ARTS; Humn 11 - ART APPRECIATION; L SURVEY OF AFRO-ASIAN LITERA
		<i>On-line ready courseware</i>	<i>Prepares Instructional module</i>	1	4	5	5	5	5.00	

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	M074-Humn 13n - PHILIPPINE POI CULTURE; M076Humn 12n - REAL ARTS; M516 Humn 12n - READING VISUAL AR Humn 11 - ART APPRECIATION; M Humn 11 - ART APPRECIATION; T Litr 115 - SURVEY OF AFRO-ASIAI LITERATURE
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	M074-Humn 13n - PHILIPPINE POI CULTURE; M076Humn 12n - REAL ARTS; M516 Humn 12n - READING VISUAL AR Humn 11 - ART APPRECIATION; M Humn 11 - ART APPRECIATION; T Litr 115 - SURVEY OF AFRO-ASIAI LITERATURE
		A 23 : Number of on-line course ware reviewed by TRP & edited	Submits the course ware duly reviewed by TRP for editing by	1	1	5	5	5	5.00	Humn 13n - PHILIPPINE POPULAF
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	4	6	5	5	5	5.00	M074-Humn 13n - PHILIPPINE POI CULTURE; M076Humn 12n - REAL ARTS; M516 Humn 12n - READING VISUAL AR Humn 11 - ART APPRECIATION; M
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:	Prepares documents and /or program profile and other materials required during							
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	5	5	5	5	5.00	Minutes of the Meeting of faculty me
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					

		A 26. 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	Learning activities for the following c Humn 13n - Philippine Popular Cultu 12n - READING VISUAL ARTS; Humn 11 - ART APPRECIATION; L SURVEY OF AFRO-ASIAN LITERA
					AVERAGE				4.99	
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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	3	5	5	5	5.00	
		<i>In refereed int'l journals</i>		N/A	N/A					
		<i>In refereed nat'l/regional journals</i>		N/A	N/A					
	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	1	1					
		<i>In international conferences</i>		N/A	N/A					
		<i>In national/regional conferences</i>		1	1	4.5	5	5	4.83	Title of Paper: Ang Imahen at Paghi Lalawigan ng Samar Mula sa mg Ar Matatagpuan sa Beyer Collection ng
	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	N/A	N/A					

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		N/A	N/A					
		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	N/A	N/A					
		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	1	5	5	5	5.00	Secured minutes of the meeting and evidence of faculty meetings through platform.
					AVERAGE				4.94	
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	N/A	N/A					
	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	N/A	N/A					
	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	Implements duly approved extension projects	N/A	N/A					
	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	0% compliance	100% compliant					
	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		N/A	N/A					
	Peer reviewers/Panelists	Peer reviewers/Panelists		N/A	N/A					
	Resource Persons	Resource Persons		N/A	N/A					
	Convenor/Organizer	Convenor/Organizer		N/A	N/A					
	Consultancy	Consultant		N/A	N/A					
	Evaluator	Evaluator		N/A	N/A					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up	N/A	N/A					
	PI 11. Additional outputs *	A 42. No. of extension-related		N/A	N/A					
		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	zero non-conformity	zero non-conformity	5	5	5	5.00	
		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	N/A					
		On institutional accreditations		N/A	N/A					
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	NONE	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 performing functions resulting to best practice	NONE	NONE					

		Administrative Functions related to Instruction: Department Secretary	Prepares minutes of department meetings	1	5	5	5	5	5.00	January 20, 2021; February 10, 2021; May 12, 2021; June 30, 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	NONE					
					AVERAGE				5.00	
		Total Over-all Rating								
		Average Rating								
		Adjectival Rating								
		Average Rating (Total Over-all rating divided by number of entries)								Comments & Recommendations for Development Purpose: Mrs. Enaya is an artistic mind. Her didi the department is without doubt. A higher degree welcome development.
		Additional Points:								
		Approved Additional points (with copy of approval)								
		FINAL RATING								
		ADJECTIVAL RATING								

Evaluated & Rated by:


DR. JETT C. QUEBEC

Department Head

Date: July 30, 2021

Recommending Approval


DR. MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Aug. 10, 2021

Approved by:


DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/12/21

PERFORMANCE MONITORING FORM

Name of Employee: Mary Grace P. Enaya

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 two (4) courses (Humn 13n, Humn 11n, Humn 12n, Litr 115)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops, provide minutes of the meeting	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
8	Attend meetings and write the minutes of meeting	Will provide the minutes of meeting each meeting	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
9	Perform tasks during AACUP PSV and RQAT	Documents will be submitted in the assigned area	January 2021	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY GRACE P. ENAYA

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: January 2021

Target Date: February 2021

Step/s:

- a) Reminded Ms. Enaya to publish journal articles
- b) Reminded Ms. Enaya to attend webinars

RESULT:

- a) Ms. Enaya co-authored a journal article;
- b) Ms. Enaya attended different webinars organized by different organizations.

Prepared by:



JETT C. QUEBEC
Department Head

Conforme:



MARY GRACE C. ENAYA
Name of Ratee/Faculty/Staff