SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ELIA MAURY C. JADINA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.68x1= 4.68	
b. Students (50%)	(No TPES-Newly Hired)		
Total for Instruction	60%	4.68	2.81
2. Research	40%	5.0	2.0
3. Extension	-	-	-
4. Administration	-	-	-
5. Production	-	-	-
TOTAL			**4.81**

EQUIVALENT NUMERICAL RATING: 4.81
Add: Additional Points, if any: N/A
TOTAL NUMERICAL RATING: **4.81**
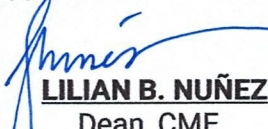
ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

ELIA MAURY C. JADINA   **LILIAN B. NUÑEZ**
Name of Faculty   Director, ISRDS

Recommending Approval:

LILIAN B. NUÑEZ
Dean, CME

Approved:

ROTACIO S. GRAVOSO
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ELIA MAURY C. JADINA**, a faculty member of the **Institute for Strategic Research and Development Studies** commits to deliver and agree to to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>September 23 to December, 2024.</u>

ELIA MAURY C. JADINA
Ratee
Date: 1-16-25

Approved:

LILIAN B. NUÑEZ
Director, ISRDS
Date: 1-21-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES									4.5	
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned	0	0					
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students	1	1	4.5	4.5	4.5	4.5	Nurdita Rahmadani
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0	0					

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	0	0						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	0						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	0						
	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	0	0						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	0						
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	0	0						
UMFO 2. HIGHER EDUCATION SERVICES										49
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	1	2	5	5	5	5		Scio11 (Team Teaching)
	<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	5	5		Scio11
	<u>A 11.</u> 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	0						
	<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	0	0						

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	5	5	5	1 Long exam Scio11
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	3	4	4	4	4	3 quizzes (announced) Scio 11
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	40	60	5	5	5	5	Scio 11 Term Paper entitled "Is there Gender Bias in my Home?"
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	0	0					
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	0	0					
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	0					
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	0					
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	0	0					
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	5	5	5	5	5	Presented a total of 4 ppt presentations and provided 1 reading assignment 'The Beijing Platform for Action and Gender Data of the Philippines'

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6	*5*	*5*	*5*	*5*		2 rubrics for class role playing, 2 rubrics for class reporting, 2 long quizzes
		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	0	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	0						
	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	0	0						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0						
UMFO 3 . RESEARCH SERVICES										*5*	
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		NA							
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		NA							
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	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		NA							
	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		1	1	5	5	5	5		International Conference on Public Administration and Governance (ICoPAG) 2024
		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	NA							
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		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	NA							
	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	NA							

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	NA							
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	NA							
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	NA							
Research Mentoring	*Research Mentor*									
Peer reviewers/Panelists	*Peer reviewers/Panelists (Newsletter editor)*									
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	NA							
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	NA							
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	NA						
	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	NA						
	On program accreditations								
	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	NA						
	Perform supervisory activities		NA						
	Other responsibilities		NA						
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	NA						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal	NA						
Total Over-all Rating		14.40							

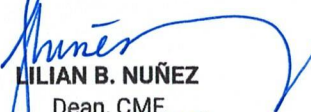|			
Average Rating (Total Over-all rating divided by 4)	4.79	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.79	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Produce academic outputs like learning guides and publications!

Evaluated & Rated by:

LILIAN B. NUÑEZ
Director, ISRDS
Date: 1-21-25

Recommending Approval:

LILIAN B. NUÑEZ
Dean, CME
Date: 1-21-25

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 1-30-25

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL
July-December 2024

		Q
	1st	U
	2nd	A
✓	3rd	R
✓	4th	T
		E
		R

Name of Office: <u>Institute for Strategic Research and Development Studies</u>

Head of Office: <u>Lilian B. Nuñez</u>

Number of Personnel: <u>4 Faculty members, 2 Science Research Specialists, 3 Administrative Aides</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (please specify)	
	One-on-One	Group			
Monitoring					
Performance of functions and discussion of concerns and actions to take		Staff meetings: -September 6 -October 15 -November 6 -November 8 Faculty meetings: -July 15 -August 7 -August 8 -September 16	Issued CME memo randu n nos. 8-14 for CME units -Aug to Dec	Posted Whereabouts Chart at the Administrative Office -monthly	Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings.
Conduct of classes	Conducted class observation and shared results to faculty members: -August 21 -Nov. 17 -Nov. 21 -Nov. 27 -Nov. 28				Some class observation reports have yet to be submitted.
Updating of Virtual classrooms (VCs)				Visited 10 VCs: MSDevSoc: 7 MS/MLAM: 3 -November 4	
Course syllabi				Revision of 5 course syllabi: -Scio 11n -DSOC205 -DSOC206 -DSOC299 -LAMP225 -December 1-27	Reminders were sent to concerned instructor through Messenger gc; provided assistance in

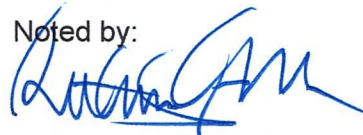|					
					formatting
Submission of grades				Reminders through chat group -Dec. 16-31	Almost 100% submitted on time
Compliance with university & college memorandum circulars		Discussion during regular meetings			Documents for submission were monitored by dDRCs.
Preparation for the AACCUP accreditation of MSLAM & MLAM programs on July 8-12, 2024	Held discussions per area -July 1-7			Visited each Area in google drive and discussed with Area incharge	Online AACCUP evaluation proceeded smoothly as scheduled.
Attendance at conferences, seminars, and meetings				Discussed with participants on complying with necessary documents -as need arises	
Daily attendance				Checked logbook randomly Checked DTRs monthly upon submission	Use of biometric machine with backup logbook for attendance monitoring discussed during meetings
Leaves (SL, VL, CDO, etc.)				Approved application for leave forms	
Coaching					
On completing masteral studies	Discussed with staff on thesis work status -August -October -December				
Faculty Development	Discussed with faculty member on PhD studies abroad -August 2024 Discussed with faculty member on deferment of start of sabbatical leave				Effectivity: January 15, 2025 Effectivity: October 1, 2024

	-August 2024					
Improvement of filing system	Discussed with dDRCs as the need arose -monthly					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: Noted by:

LILIAN B. NUÑEZ   **ROTACIO S. GRAVOSO**
Director, ISRDS   VP-Academic Affairs
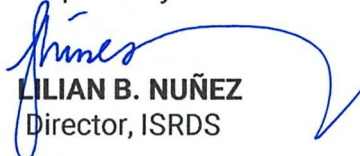
TRACKING TOOL FOR MONITORING TARGETS

JULY – DECEMBER 2024

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						TASK STATUS
				July	Aug	Sept	Oct	Nov	Dec	
MFO 1: ADVANCED EDUCATION & MFO 2: HIGHER EDUCATION SERVICES	Teaching	All faculty members	August-December			Accomplished				DSOC206, DSOC221, DSOC252, DSOC299, LAMP211, LAMP229, LAMP298
	Instructional Materials development, updating, and utilization	All faculty members	August-December			Accomplished				
	Allocate time for student consultations	All faculty members	August-December			Accomplished				As course professors/instructors, academic advisers, GACs, & other committees involving student consultations
	Give learning tasks, quizzes, exams, etc.	All faculty members	August-December			Accomplished				1st Sem 2024-2025
	Submit grade sheets	All faculty	December 16-31			Accomplished				Almost 100% submitted on time
MFO 3: RESEARCH SERVICES	Conduct research and submit research progress reports and outputs	GA Delima	July-December	Accomplished for 1 project						GAD Studies
		LB Nuñez	July-December	Accomplished for 1 project						KTP & IVC
		MATW Tabada	July-December	Accomplished for 2 projects						GAD Studies & Colonial study
		AMM Ajoc	July-December	Accomplished for 1 project						KTP
MFO 4: EXTENSION SERVICES	Implement extension projects and conduct extension activities	GA Delima	July-December	Accomplished for 2 projects						BDC & RLGU
		LB Nuñez	July-December	Accomplished for 2 projects						BIDANI & COLLABDev
		MATW Tabada	July-December	Accomplished for 1 project						RLGU
		SB Gisulga	July-December	Accomplished for 2 project components						BIDANI-BIDA & BMIS
		MP Edullantes	July-December	Accomplished for 1 project component						BIDANI-PNEA
	Attend conferences,	All staff	July-December	Various conferences and seminars attended by						As resource person,

MFO	Activity	Responsible	Timeline							Remarks
	seminars, training						faculty and staff			facilitator, and participant
MFO 5: SUPPORT TO OPERATIONS	Comply with all requirements as prescribed in the accreditation tools and participate in the AACCUP online accreditation.	All staff	July 1-12	Accomplished						Level 2 AACCUP accreditation of MSLAM & MLAM programs on July 8-12, 2024
	Provide ISO forms to faculty and staff	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
MFO 6: GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	Sign appointments, requests, certificates, etc.	LB Nuñez	July-December			100% IFWs; Actual Teaching Load, etc.		100% Requests and other documents approved		As Institute Director
	Attend meetings	All staff	July-December	Accomplished						Department, college, and university meetings
	Prepare minutes of meetings of monthly meetings	RF Dayondon	July-December				100%	100%	100%	Regular staff meetings
	Review communications, letters, and requests	LB Nuñez	July-December	Accomplished						As Institute Director
	Serve as Program Coordinator	GA Delima	July-December	Accomplished						For MS DevSoc and M/MSLAM programs
	Prepare and facilitate the signing of documents; filing of documents	RA Dayondon; EA Gonzaga	July-December	Accomplished						Continuous process
	Deliver documents	MB Cerna	July-December	Accomplished for ISRDS, GRC, DBM, CME, DEcon						Continuous process

Prepared by:

LILIAN B. NUÑEZ
Director, ISRDS

Exhibit I

PERFORMANCE MONITORING FORM
September 23 - December 31, 2024

Name of Employee: **ELIA MAURY C. JADINA**

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	Team-teach undergraduate courses	2 sections of ScSc 11n	Sept. 23	Dec. 6	Dec. 6	Impressive	Outstanding	Efficiently done
2	Submit final grade sheets	2 final grade sheets	Dec. 20	Dec. 27	Dec. 27		Outstanding	
3								
4								
5								
6								
7								

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

LILIAN B. NUNEZ
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIA MAURY C. JADINA
Performance Rating: _____

Aim: Have one Learning Guide approved by University Instructional Materials Review
     Committee for publication

Proposed Interventions to Improve Performance:

Date: January 2, 2025   Target Date: May 31, 2025

First Step:
   Draft learning guide on one Development Sociology course

Result:
   Draft reviewed by ISRDS IM Review Committee and FHSS IMRC and necessary
revisions made by the author

Date: June 1, 2025   T   Target Date: August 1, 2025
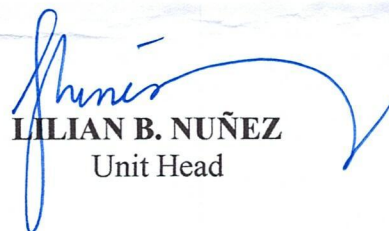
Next Step:
   Submit the learning guide to the University IMRC.

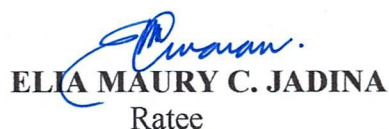Outcome: Learning guide approved by UIMRC and ready for publication

Final Step/Recommendation:

Submit UIMRC-approved learning guide to publisher.

Prepared by:

LILIAN B. NUÑEZ
Unit Head

Conforme:

ELIA MAURY C. JADINA
Ratee