SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **APRIL JAE G. CUSTODIO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.82x50%= 2.41	
b. Students (50%)		4.57x50% = 2.29	
Total for Instruction	100%	4.70	4.70
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.70

EQUIVALENT NUMERICAL RATING: ____   4.70

Add: Additional Points, if any: ____

TOTAL NUMERICAL RATING: ____   **4.70**

ADJECTIVAL RATING: ____   Outstanding

Prepared by: Reviewed by:

APRIL JAE G. CUSTODIO   **ROSARIO P. ABELA**
Name of Faculty   Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **APRIL JAE G. CUSTODIO**, a faculty member of the <u>DEPARTMENT OF TEACHER EDUCATION</u> commit to the deliver and agree to be rated on the attainment of the following targets and accomplishment in accordance with the indicated measures for the period <u>January-December 2024</u>.

Approved:

APRIL JAE G. CUSTODIO
Instructor I
Date: July 5, 2024

ROSARIO P. ABELA
Department Head
Date: July 5, 2024

BAYRON S. BARREDO
College Dean
Date: July 5, 2024

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	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

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							
	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							
	Assessment tools	Prepares 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							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
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							

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	32.85	5	5	5	5.00	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	12	5	5	3	4.33	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
	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	3	5	5	5	5.00	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	10	5	4	4	4.33	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	59	5	4	4	4.33	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	129	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:		5	26	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	20	219	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	Mentors' Guild
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	4	4	4	4.00	
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*	0	15	5	5	5	5.00	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	25	5	4	4	4.33	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	62	5	5	5	5.00	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	1	5	5	5	5.00	PrEd154, PrEd128, TEGr108, PrEd129, TEGr110
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	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							
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 oroject within the year							

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 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	0						
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								
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	0	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	1	100% compliant					
	On program accreditations		1						
	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	0	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	0						

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0									
	Total Over-all Rating											76.32 ~~72.33~~	
	Average Rating											4.82 ~~77~~	
	Adjectival Rating											Outstanding	

Evaluated & Rated by:

ROSARIO P. ABELA
Department Head
Date: 7/5/2024

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 7/5/2024

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: August 16, 2024

Comments and Recommendations for Development Purpose:
You performed well in instruction. Just be actively engaged in research too.
fpa

INSTRUCTION AND EVALUATION OFFICE
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Phone/Fax: +63 053 565 0600 local 1104
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS STATE UNIVERSITY

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: CUSTODIO, APRIL JAE G.

Department: Dept. of Teacher Education

College: College of Teacher Education

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ECEd 108	CHILDREN'S LITERATURE	LEC	5.00	Outstanding	100.0%
TEGr 107	TEACHING MATH IN THE PRIMARY GRADES	LEC	5.00	Outstanding	100.0%
TEGr 112	TEACHING ARTS IN THE ELEMENTARY GRADES	LEC	4.00	Very Satisfactory	80.0%
TEGr 120	TEACHING MULTI-GRADE CLASSES (Elective)	LEC	4.00	Very Satisfactory	80.0%
TEGr 107	TEACHING MATH IN THE PRIMARY GRADES	LEC	4.00	Very Satisfactory	80.0%
TEGr 112	TEACHING ARTS IN THE ELEMENTARY GRADES	LEC	5.00	Outstanding	100.0%
TEGr 120	TEACHING MULTI-GRADE CLASSES (Elective)	LEC	5.00	Outstanding	100.0%
	Average Rating		4.57	Outstanding	91.43%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: May 08, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 08, 2024

Received by:

CUSTODIO, APRIL JAE G.
Name and Signature of Faculty
Date: 05/20/24
Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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1st23-24sDTE-01

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: <u>Department of Teacher Education</u>

Head of Office: <u>Rosario P. Abela</u>

Number of Personnel: _____32_____
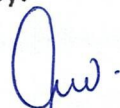
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		• On the making of the OBE course syllabus • On the Implementation of the New Curricula • On the implementation of Synchronous and asynchronous classes		Notice of Meetings/Routing Slip	Conducted during regular monthly meetings
Coaching	• On the making of Test Questionnaire and Table of Specifications • On the contents of the new courses offered • On the faculty with satisfactory rating on TPES			Notice attached to evaluation form/Routing Slip	Conducted individually

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

Conducted by:

Abela

ROSARIO P. ABELA
Immediate Supervisor

Noted by:

BAYRON S. BARREDO
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURA-TION	TASK STATUS			REMARKS
				Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	
MFO 1 Advanced Education Services							
OVPAA MFO1. Graduate Degree Program Management Services							
PI 1. Percentage of graduate school faculty engaged in research work applied in a. Pursuing advanced research degree program	Monitor the number of faculty pursuing research degree program for 2024	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Custodio, April Jae and Garingalao, Krizia
b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Monitor the number of faculty pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		VSU-IHS
OVPAA MFO2. Graduate Student Management Services							
PI 4. Total FTE coordinated, implemented & monitored	Coordinate, implement and monitor the FTE for 2nd Semester, 2023-2024, Summer, 2024 & 1st Semester, 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
PI 8. Number of graduate students advised	Advise graduate students	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
PI 9. Number of Instructional materials developed	Develop instructional materials	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
PI 10. Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2nd sem 2023-2024, Summer 2023-2024 and 1st sem 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished more than 100% of the target
PI 4: Number of graduates in mandated programs	Monitor graduating BEEd, BECEd and BSEd (major in	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		242 graduates for school

graduated within the prescribed period	Science, Soc Stud, Engl, Math & Filipino) students						year 2023-2024
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist CE student organization	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 10: Number of instructional materials developed/revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (95%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BEEd, BECEd, BSEd graduate tracer study	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Only 90 out of 267 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT and COPC requirements for the BEEd, BECEd and BSEd program	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		With certificate of compliance from CHED
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACCUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Subjected to AACCUP Level II in BSEd and BECEd
PI 20: Number of programs applying for COPC	Comply in the application for COPC to all program	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		COPC compliance for all program
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			All courses have an approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		All faculty were able to submit grades on time
PI 25: Percentage of IFWs submitted to OVPAA on time	Submit IFW to OVPAA on time	Dept. Head & Faculty	Jan.-Dec. 2024		Completed		All faculty were able to submit IFW
MFO 3. Research Services							
PI 2: Number of research outputs presented in regional/ national/ int'l fora/	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished

conferences							
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
MFO 4. Extension Services							
PI 2: Number of training conducted	Conduct extension activities	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be accomplished
MFO 5. Support to Operations							
PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		The effectivity of study leave of Custodio & Garingalao is on August to be monitored
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Ms. Custodio and Garingalao
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		21 faculty were recommended and approved for training
PI 8: Number of faculty recruited/ hired based on needed competencies and aligned with ISO standards	Hire regular and part-time instructors	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Hired 13 part-time instructors for 2nd semester, 2023-2024 for DTE & IHS
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		All faculty were rated at least VS
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AACCUP accredited for all programs	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accredited in AACCUP for all programs
PI 4: Number of activities organized/	Attend activities in relation to program	Dept. Head & Faculty	Jan.-Dec.	Completed			Attended the AACCUP

attended/ assisted/ participated/ facilitated	accreditation		2024				program accreditation workshop
PI 5: 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	Comply 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	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No NC and some OFI were still open
MFO 6. General Admin & Support Services							
PI 1. Zero percent complaint from clients served	Zero percent complaint from clients served	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		No complaint received
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Submitted under general fund and STF
PI 3. Number of coaching sessions among faculty & staff	Conduct coaching among faculty and staff	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Conducted planning and monitoring during meetings
PI 5. Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Conducted 3 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DTE office	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		DTE is supervised by designated head
PI 9: Number of routinary documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		937 documents acted, accomplished beyond the target
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR	Submit DTR every month	Dept. Head & Faculty	Jan.-Dec. 2024		On-going		Submitted DTR more or less 60%

every month								of the faculty members on time
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan.-Dec. 2024		On-going			Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.-Dec. 2024		On-going			Department head submits monthly accomplishment (100%)

Prepared by:

ROSARIO P. ABELA
Unit Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **APRIL JAE G. CUSTODIO**

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 2024	Before the end of semester	June 2024	Very Impressive	Very Satisfactory	32.85 FTE
2	Develop on-line courseware, supplemental learning resources & assessment tools	Develop 1 course ware, 1 supplemental learning & 1 assessment tool	1st week of January 2024	Before the end of semester	June 2024	Impressive	Very Satisfactory	Developed 15 online courseware, 25 supplemental learning & 62 assessment tools
3	Develop virtual classroom	Develop 1 virtual classroom	1st week of January 2024	Before the end of semester	June 2024	Impressive	Very Satisfactory	Developed 1 Virtual Classrooms

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

Prepared by: *Rabela*
ROSARIO P. ABELA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **APRIL JAE G. CUSTODIO**
Performance Rating: ~~4.82~~ 4.67

Aim: Increase involvement in research and extension activities
        Produce instructional materials on courses handled
        Present and Publish Research

Proposed Interventions to Improve Performance:

Date: June 2024   Target Date: July to December 2024

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

Result: _____

_____

_____

Date: June 2024   Target Date: July to December 2024

Next Step: Submit Research Proposals for Funding
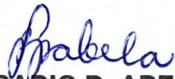   Conduct Research

Outcome: _____

Final Step/Recommendation:
        Publish Research Output
        Conduct Research, Trainings and Extension Activities

Prepared by:

ROSARIO P. ABELA
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