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%)		4.81	(2.41)
b. Students (50%)		4.86	(2.43)
Total for Instruction	100	4.84	4.84
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.84

EQUIVALENT NUMERICAL RATING: 4.84
Add. Additional Points, if any:
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:
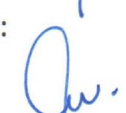
APRIL JAE G. CUSTODIO   **JOEL Q. MABALHIN**
Name of Faculty   Department Head

Recommending Approval:

BAYRON S. BARREDO
College Dean

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **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-June 2022</u>.

Approved:

APRIL JAE G. CUSTODIO
Instructor I
Date: July 11, 2022

JOEL Q. MABALHIN
Department Head
Date: July 11, 2022

BAYRON S. BARREDO
College Dean
Date: July 11, 2022

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	27.15	4	5	5	4.67	TEGr108, TEGr109, Engl136 & PrEd200

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	8	5	5	3	4.33	TEGr108, TEGr109, Engl136 & PrEd200
		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	1					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	4	4.67	TEGr108, TEGr109, Engl136 & PrEd200
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	25	5	5	4	4.67	TEGr108, TEGr109, Engl136 & PrEd200
		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 adviserto students	20	64	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:		5	17					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	181	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 Organization
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	*1*	1					
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*	*1*	15	5	5	5	5.00	TEGr108, TEGr109, Engl136 & PrEd200
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	*1*	20	5	4	4	4.33	TEGr108, TEGr109, Engl136 & PrEd200
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	*10*	22	5	5	5	5.00	TEGr108, TEGr109, Engl136 & PrEd200
	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	*1*	4	5	5	5	5.00	TEGr108, TEGr109, Engl136 & PrEd200
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					

		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								

		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									
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								57.67		
Average Rating								4.81		
Adjectival Rating								Outstanding		

Evaluated & Rated by:

JOEL Q. MABALHIN
Department Head
Date: 07-12-20⬚

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 7-15-2⬚

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 7-28-2⬚

Comments & Recommendations for Development Purpose:

As a new member of the family, you have shown no regrets to accept additional tasks aside from instructions. Keep it up!

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, 2022	Before the end semester	June, 2022	Very Impressive	Very Satisfactory	27.15 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, 2022	Before end of the semester	June, 2022	Impressive	Very Satisfactory	Developed 15 online courseware, 20 supplemental learning & 22 assessment tools
3	Develop virtual classroom	Develop 1 virtual classroom	1st week of January, 2022	Before end of the semester	June, 2022	Impressive	Very Satisfactory	Developed 4 Virtual Classrooms

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:

JOEL Q. MABALHIN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **APRIL JAE G. CUSTODIO**
Performance Rating: **4.81**

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

Proposed Interventions to Improve Performance:

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

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

Result:

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

Next Step:
Conduct In-service Trainings

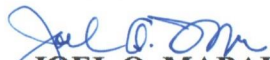Submit Instructional Materials fo ISBN or copyright_____

Approved Proposals for Funding_____

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities_____

Prepared by:

JOEL Q. MABALHIN
Unit Head

Conforme:

APRIL JAE G. CUSTODIO
Name of Ratee Faculty/Staff