

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SUSAN M. ENAGE**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.96x50%=2.48	
b. Students (50%)		5x50% = 2.50	
TOTAL for Instruction	75%	4.98	3.74
2. Research	0%	0	0
3. Extension	0%	0	0
4. Administration	25%	5	1.25
5. Production	0%	0	0
TOTAL			4.99

EQUIVALENT NUMERICAL RATING: 4.99

Add: Additional Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.99

ADJECTIVAL RATING: Outstanding

Prepared by: *Enage*  
SUSAN M. ENAGE  
Name of Faculty

Reviewed by: *Abela*  
ROSARIO P. ABELA  
Department Head

Approved by: *Tulin*  
EDGARDO E. TULIN  
 President

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-2008 BY 60322 UCBAW

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**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, SUSAN M. ENAGE, of the VSU Laboratory High School 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 to JUNE, 2018.

SUSAN M. ENAGE

Ratee

Approved:

ROSARIO P. ABELA

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Advanced &amp; Higher Education Services:</b> Education Services as Laboratory High School of the College of Education	FTE								
	• TL	Teaching	12.75	51.6	5	5	5	5	Filipino 7 & Filipino 9
	Number of Instructional Materials Developed/Revised and Utilized:								
	• Revised syllabi within the year		1	1	4	5	5	4.67	Filipino 7
	• Teaching Guides / Handouts		1	2	4	5	5	4.67	Filipino 7 7 Fil.9
	• Teaching Aid (PowerPoint/visual aids/etc)		1	2	4	5	5	4.67	Filipino 7 & 9
	• Laboratory Guide								
	Student Advising and Consultation Services:								
	• Number of organizations advised		1	3	4	5	5	4.67	Grade 7 AdviserCoordinatorCI
	• Number of student-related activities assisted		5	5	5	5	5	5	Freshmen Org.asviser Filipino Clib Valentines Day, Acquaintance Party, Buwan ng Wika,English Month, , Christmas Party, Cat Turn Over ceremony
Average Rating								4.78	
<b>Support to Operation to the College of Education</b>	Instructional Services								
	• No. of Practice Teachers Mentored and Evaluated		0						
	• No. of Field Study Students Assisted		0	6	5	5	4	4.67	
	Other services								
	• Other services provided to VSU activities and other agencies								
<b>Personal development and welfare support</b>	Trainings / Seminars / Conferences Attended:								
	• Approved or Conducted by DepED								



	Other services								
	Average Rating								
<b>Administrative functions &amp; other special assignments</b>	Special Assignments from Office of the Principal								
	<ul style="list-style-type: none"> <li>Performs registrar functions such as keeping and updating students forms, VSULHS Entrance Exam assisted, Attendance to meetings called by the principal, to improve the school site, committee assignments, &amp; other special assignments</li> </ul>	Guidance Facilitator, LIS Coordinator, Assisted VSULHS Entrance Exam, Clean and Green Committee	90% compliance	100%	5	5	5	5	
Average Rating								<b>5.00</b>	
<b>Total Over-all Rating</b>									

Average Rating (Total Over-all rating divided by 3)		<b>4.82</b>	Comments & Recommendations for Development Purpose: <i>your mentoring skill is laudable.</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Evaluated & Rated by:

*R. Abela*  
**ROSARIO P. ABELA, ED.D**  
Dept/Unit Head

Date: \_\_\_\_\_

Recommending Approval:

*A. Villocino*  
**ALEJ A. VILLOCINO, ED.D.**  
Dean/Director

Date: \_\_\_\_\_

Approved by:

*B. Belonias*  
**BEATRIZ S. BELONIAS, Ph.D**  
Vice President

Date: \_\_\_\_\_

1 – Quality 2 – Efficiency 3 – Timeliness

4 – Average



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 2. *Handwritten notes and scribbles in the top right section of the page.*  
 3. *Handwritten notes and scribbles in the middle left section of the page.*  
 4. *Handwritten notes and scribbles in the middle right section of the page.*  
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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Susan M. Enage  
Performance Rating: Outstanding

Aim: To produce instructional materials on subjects handled.

Proposed Interventions to Improve Performance:

Date: June 2018 Target Date: July 2018 – December 2018

First Step:  
Develop at least one IM.  
Attend seminar and workshops.

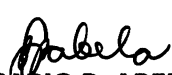
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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:  
\_\_\_\_\_  
\_\_\_\_\_

Outcome:  
\_\_\_\_\_

Final Step/Recommendation:  
\_\_\_\_\_

Prepared by:  
  
**ROSARIO P. ABELA, Ed.D.**  
Unit Head

Conforme:  
  
**SUSAN M. ENAGE**  
Name of Ratee Faculty/Staff