

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: EUNICE B. GARCIA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.86x100%= 4.86	
b. Students (0%)			
Total for Instruction	85%	4.87	4.14
2. Research			
a. Client/Dir. for Research (0)			
b. Dept. Head/Center Director (100%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (100%)		5x100% =5.00	
Total for Extension	10%	5.00	0.50
4. Support to Operation	5%	5.00	0.25
5. Production			
TOTAL			4.89

EQUIVALENT NUMERICAL RATING: _____

4.89

Add: Additional Points, if any: _____

0

TOTAL NUMERICAL RATING: _____

4.89

ADJECTIVAL RATING: _____

Outstanding

Prepared by:

Reviewed by:


EUNICE B. GARCIA

Name of Faculty


ROSARIO P. ABELA

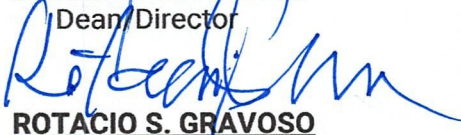
Department Head

Recommending Approval:


BAYRON S. BARREDO

Dean/Director


Approved:

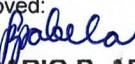

ROTACIO S. GRAVOSO

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, EUNICE B. GARCIA, a faculty member of the DEPARTMENT OF TEACHER EDUCATION - COLLEGE OF EDUCATION commit to the deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period AUGUST TO DECEMBER 2024.


EUNICE B. GARCIA
 Instructor III
 Date: 11/14/2025

Approved:

ROSARIO P. ABELA
 Department Head
 Date: 11/15/2025


BAYRON S. BARREDO
 College Dean
 Date: 11/14/2025

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	Efficiency	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	18	37.35	5	5	5	5.00	Subjects taught: SoSt 105 - 50 students PrEd 152 - 45 students SoSt 120 - 44 students SoSt 121 - 42 students SoSt 106 - 45 students PrEd 200 - 11 students UCSP (SHS) - 9 students

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	14	5	5	3	4.33	Midterm Gradesheets submitted for the following subjects: SoSt 105 PrEd 152 SoSt 120 SoSt 121 SoSt 106 PrEd 200 UCSP (SHS)
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1.00	5	5	5	5.00	VSU E-Learning Environment and VSU BMA Seminar-Workshop
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5.00	Midterm long examinations for the following subjects: SoSt 105 PrEd 152 SoSt 120 SoSt 121 SoSt 106 UCSP (SHS)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	24	5	5	5	5.00	Four quizzes for each of the following subjects: SoSt 105 PrEd 152 SoSt 120 SoSt 121 SoSt 106 UCSP (SHS)
		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	25	70	5	5	5	5.00	No. of Advisees served based on assignment in Cumulus
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							

		<i>As SRC Member</i>	<i>Advises and corrects research outline and thesis/SP manuscript</i>							
		A18. Number of students entertained for consultation purposes	<i>Entertains students consulting on subject taught, thesis and grades</i>	10	44	5	5	5	5.00	No. of students who consulted for grades, lacking requirements, other academic concerns
	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	5	3	5	4.33	Interact Society: Organization for Social Studies Majors in VSU
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>	1	2	5	5	5	5.00	Assisted the organization in the UN Month Celebration and Pasigarbo sa SocStud
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		A 24 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moddle or Google Classroom</i>							
	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	1	2	5	5	5	5.00	AACCUP Evaluation 1: BSED Programs (Social Studies, Filipino, English) and BECED AACCUP Evaluation 2: MEd (English, Chemistry, PE and Biology)
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		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 project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								

	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	<i>Prepares research proposals, submits and follows up its approval for immediate implementation</i>							
	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	<i>Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper</i>							
		A 34. Number of UMs submitted to ITSO, VSU	<i>Prepares and submits application for UM of technology generated out of research output</i>							
		A 35. Other outputs implementing the new normal due to covid 19	<i>Designs research related activities and other outputs to implement new normal</i>							
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	<i>Identifies and links with probable partners for extension activities and maintains this active partnership</i>							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	<i>Conducts trainings among beneficiaries of technologies for transfer</i>							
	PI 3. Number of extension programs organized and supported consistent with	A 38. Number of extension programs/projects implemented	<i>Implements duly approved extension projects</i>							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<i>Provides quality and relevant training courses and advisory services</i>							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	<i>Provides the technical and expert services requested by beneficiaries</i>							

	Research Mentoring	Research Mentor								
	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	RP for Training with CPD Units thru VSUFAN AI entitled "Facilitating Teaching and Learning: Strategies for an Interactive Classroom"
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	Co-Convenor in the Seminar "Unearthing A Glorious Past: A Rediscovery of the Philippine National Historical and Cultural Treasures" hosted by ASSETT of the Philippines
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	<i>Prepares extension project proposals, submits and follow up its approval for immediate implementation</i>							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	<i>Designs extension related activities and other outputs to implement new normal</i>							
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	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	<i>Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member</i>							

		A 45. Compliance to all requirements of the program and institutional accreditations:	<i>Prepares required documents and complies all requirements as prescribed in the accreditation tools</i>							
		On program accreditations		1	2	5	5	5	5.00	AACUP Evaluation 1: BSED Programs (Social Studies, Filipino, English) and BECED AACUP Evaluation 2: MEd (English, Chemistry, PE and Biology)
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	<i>Provides customer friendly frontline services to clients</i>							
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	<i>Initiates/introduces improvements in performing functions resulting to best practice</i>							
		A 48. Other outputs implementing the new normal due to covid 19	<i>Designs administration/management related activities and other outputs to implement new normal</i>							
	Total Over-all Rating								63.67	
	Average Rating								4.90	
	Adjectival Rating								Outstanding	

Evaluated & Rated by:

R. Abela
ROSARIO P. ABELA

Department Head

Date: *1-15-25*

Recommending Approval

B. Barredo
BAYRON S. BARREDO

Dean, College of Education

Date: *1-14-24*

Approved by:

R. Gravoso
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *1/23/2025*

Comments and Recommendations for Development Purpose:

Keep working hard to achieve your targets. propose relevant research in your field.

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Teacher Education


Head of Office: Rosario P. Abela

Number of Personnel: 32

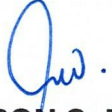
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		<ul style="list-style-type: none">• On the making of the OBE course syllabus• On the Implementation of the New Curricula• On the implementation of Synchronous and asynchronous classes		Notice of Meetings/Routing Slip	Conducted during regular monthly meetings
Coaching	<ul style="list-style-type: none">• 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:


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							
OVPAAs 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	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
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
OVPAAs MFO2. Graduate Student Management Services							
PI 4. Total FTE coordinated, implemented & monitored	Coordinate, implement and monitor the FTE for 2 nd Semester, 2023-2024, Summer, 2024 & 1 st Semester, 2024-2025	Dept. Head & Faculty	Jan.- Dec. 2024			Completed	
PI 8. Number of graduate students advised	Advise graduate students	Dept. Head & Faculty	Jan.- Dec. 2024			Advised	
PI 9. Number of Instructional materials developed	Develop instructional materials	Dept. Head & Faculty	Jan.- Dec. 2024			Developed	
PI 10. Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	Dept. Head & Faculty	Jan.- Dec. 2024			Created and Operationalized	
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2 nd sem 2023-2024, Summer 2023-2024 and 1 st sem 2024-2025	Dept. Head & Faculty	Jan.- Dec. 2024			Completed	Accomplished 100% of the target

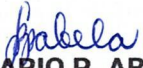
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor graduating BEEd, BECED and BSEd (major in Science, Soc Stud, Engl, Math & Filipino) students	Dept. Head & Faculty	Jan.-Dec. 2024			Monitored	242 graduates for school year 2023-2024
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024			Advised	Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist CE student organization	Dept. Head & Faculty	Jan.-Dec. 2024			Advised	Accomplished beyond target
PI 10: Number of instructional materials developed/revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024			Prepared	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			Conducted	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	Completed	With certificate of compliance from CHED
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024			Accredited	Subjected to AACUP Level II in BSEd and BECED
PI 20: Number of programs applying for COPC	Comply in the application for COPC for all programs	Dept. Head & Faculty	Jan.-Dec. 2024			Complied	COPC compliance for all programs
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed		Conducted	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		Prepared and submitted revised syllabus	All courses with 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	Submitted online	One subject grade sheet not yet submitted

PI 25: Percentage of IFWs submitted to OVPAA on time	Submit IFW to OVPAA on time	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	Submitted and approved	All faculty were able to submit IFW
MFO 3. Research Services							
PI 2: Number of research outputs presented in regional/ national/ int'l fora/ conferences	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	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	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	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	On-going	To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	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	On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	21 faculty were recommended and approved for training
PI 8: Number of faculty recruited/ hired based on	Hire regular and part-time instructors	Dept. Head & Faculty	Jan.-Dec. 2024			Completed	Hired 6 Part-time instructors

needed competencies and aligned with ISO standards							for 1 st Semester, 2024-2025
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				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/attended/assisted/participated/facilitated	Attend activities in relation to program accreditation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Attended the AACCUP 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			Complied	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				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				
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.-Dec. 2024				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			Conducted	Conducted 3 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DTE office	Dept. Head & Faculty	Jan.-Dec. 2024			Supervised	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			Done	937 documents acted, accomplished beyond the target
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.-Dec. 2024			Conducted	To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.-Dec. 2024			Prepared	Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR every month	Submit DTR every month	Dept. Head & Faculty	Jan.-Dec. 2024			Submitted	Submitted DTR more or less 60% 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			Implemented	Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.-Dec. 2024			Submitted	Department head submits monthly accomplishment (100%)

Prepared by:


ROSARIO P. ABELA
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: **EUNICE B. GARCIA**

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 August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	37.35 FTE
2	Advise students and entertain for consultation	Advised and entertained students for consultation	1st week of August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	Advised 70 students and 10 students entertained for consultation

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

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

Prepared by:

R. Abela
ROSARIO P. ABELA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EUNICE B. GARCIA

Performance Rating: 4.89

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

Proposed Interventions to Improve Performance:

Date: August 2024

Target Date: August to December 2024

First Step: Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: August 2024

Target Date: August to December 2024

Next Step: Submit Research Proposals for Funding

Conduct Research

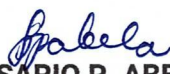
Outcome: _____

Final Step/Recommendation:

Publish Research Output

Conduct Research, Trainings and Extension Activities

Prepared by:


ROSARIO P. ABELA
Unit Head

Conforme:


EUNICE B. GARCIA
Name of Ratee Faculty/Staff