SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **PRECIOUS C. DOMINGO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	4.75	4.75
b. Students	0%		0.00
TOTAL for Instruction	95%		**4.51**
2. Research	2.5%	5.00	0.13
3. Extension	2.5%		0.00
4. Production			
5. Administration/Other Services			
TOTAL			**4.638**

EQUIVALENT NUMERICAL RATING: 4.638
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.638**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

PRECIOUS C. DOMINGO   **GUIRALDO C. FERNANDEZ, JR.**
Name of Faculty   Department Head

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PRECIOUS C. DOMINGO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ JANUARY-JUNE 2020

Approved:

PRECIOUS C. DOMINGO
Instructor I
Date: 7/21/2020

GUIRALDO C. FERNANDEZ, JR.
Department Head
Date:

CANDELARIO L. CALIBO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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	N/A	N/A					N/A
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	N/A					N/A
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	N/A					N/A
	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	N/A	N/A					N/A
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					N/A
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					N/A

		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	N/A	N/A				N/A
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A				N/A
	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	N/A	N/A				N/A
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	27.6	5	5	5	5.00	Humn11, Engl 22, Litr14, NSTP, Engl 200
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	8	5	5	5	5.00	Humn11 (4 sec) , Engl 22 (1 sec), Litr14 (1 sec), NSTP (1 sec), Engl 200 (2 advisees)
		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	none	none				none
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	5	5	5	5.00	Google classroom training, Moodle training
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	14	8	5	5	5	5.00	Humn11 (4 sec) , Engl 22 (1 sec), Litr14 (1 sec)
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	25	16	5	5	5	5.00	Humn11 (4 sec) , Engl 22 (1 sec), Litr14 (1 sec)
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	2	2	5	5	5	5.00	Engl 200 (2 advisees)
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	2	2	5	5	5	5.00	Engl 200 (2 advisees)
		A17 . Number of students advised on thesis/ field practice/special problem:			2	2	5	5	5	5.00	Engl 200 (2 advisees)- Rowena Senerpida, Heather Camello
		As SRC Chairman	Advising/correcti on	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Engl 200- Undergraduate Thesis
		As SRC Member	Advising/correcti on	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Engl 200- Undergraduate Thesis
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	Humn11 (4 sec) , Engl 22 (1 sec), Litr14 (1 sec), Engl 200
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none	none				none
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	NSTP (Civic Welfare Training Service)
	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	5	2	4	4	4	4.00	NSTP, Litr 14, Humn11
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	5	3	4	4	5	4.33	Litr 14, Humn11

				Target	Accomp.				Ave.	Remarks
		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	10	7	5	5	5	5.00	Litr 14, Humn11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	7	5	5	5	5.00	Litr 14, Humn11
		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	3	0					*none*
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	2	5	4	5	4.66	Litr 14, Humn11
	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	2	1	5	4	4	4.33	prepared personal documents and ID incase needed for accrediattion/ evaluation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					N/A
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	3	2	4	4	4	4.00	contacted students through messenger and other platform to inform them of their academic status
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	none	none					none
	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	1	1	4	4	4	4.00	English Language Teaching and Learning in Visayas State Unoversity: Where Are They?
	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	1	3	5	5	5	5.00	(1)Technology in Pedagogy: Teachers' Perception towards the Effectiveness of ICT Integration in Language Teaching, (2) Secondary ESL Teachers' Pedagogical Knowledge and Perceptions on Communicative Language Teaching: An Exploratory Survey,(3) Extent of Integration of the 21st century skills in the language classroom
		In refereed int'l journals								

PI	Activity		Description	Target		Q	E	T	Avg	Remarks
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	N/A	N/A					
Research Mentoring	*Research Mentor*			N/A	N/A					
Peer reviewers/Panelists	*Peer reviewers/Panelists*			N/A	N/A					
Resource Persons	*Resource Persons*			N/A	N/A					
Convenor/Organizer	*Convenor/Organizer*			N/A	N/A					
Consultancy	*Consultant*			N/A	N/A					
Evaluator	*Evaluator*			N/A	N/A					
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	N/A	N/A					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			N/A	N/A					
	A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A	N/A					

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI	Activity		Description	Target		Q	E	T	Avg	Remarks
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	zero non-conformity		5	5	5	5.00	zero % non-conformity
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant		5	5	5	5.00	100% compliant
	On program accreditations	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop facility incharge								

UMFO 6. General Admin. & Support Services (GASS)

PI	Activity		Description	Target		Q	E	T	Avg	Remarks
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	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							
	A 48.Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							

Total Over-all Rating										122.65
Average Rating										4.72
Adjectival Rating										O

Average Rating (Total Over-all rating divided by number of entries)		4.72
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.72
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose: Ms. Domingo is the epitome of hardwork and dedication. Her contribution to the department is worth praise and recognition. Finishing her doctorate degree would surely benefit the department.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ. JR.
Department Head
Date:

Recommending Approval

CANDELARIO L. CALIBO
Dean, College of Arts and Sciences
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 11/27/20

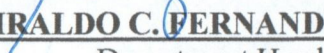Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **PRECIOUS C. DOMINGO**

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 courses: • Art appreciation • Technical Writing and Reporting • Literatures of the World • Manuscript writing	Provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	January 2020	June 2020	March 2020	Very Impressive	Outstanding	
2	Assist students' concerns through students consultation	Aid in students' concerns on the subject (Art appreciation, Technical Writing and Reporting, Literatures of the World, Manuscript Writing)	January 2020	June 2020	April 2020	Very Impressive	Outstanding	
3	Class preparation	Prepared visual aids, quizzes, and learning activities. Secured necessary learning materials	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
4	Submission of midterm grades and final grades	Submit grades to the University registrar and provide a copy of e-class record to the department	January 2020	June 2020	May 2020	Very Impressive	Outstanding	
5	Publish written essays	Published manuscript will be submitted to the department secretary	January 2020	June 2020	June 2020	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	January 2020	June 2020	March 2020	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2020	June 2020	June 2020	Very Impressive	Outstanding	

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PRECIOUS C. DOMINGO**
Performance Rating:

Aim:
- To develop classroom management and teaching strategies appropriate to the class type
- To progress professionally by earning another 9 units in Doctor of Arts in language Teaching
- To connect internationally through presentations and participation in seminars and conferences

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: JANUARY 2020   Target Date: JUNE 2020 (End of the Second semester)

First Step:
- Provide teaching strategies according to the needs of the learners. Conduct needs analysis prior to providing instruction.
-Assess students' capacity in language and tailor fit the subject to their level and needs.
-Enrolled three subjects (9 units) in a graduate study.
-Present papers in conferences, attend seminars/ webinars

Result:
-Applied theoretical knowledge into practical teaching
-Presented a paper in a university convention
-Attended webinars conducted by national and international organization
-Earned 9 units in graduate study

Date: JULY 2020   Target Date: DECEMBER 2020 (End- of first semester)

Next Step:
-Review her teaching effectiveness and evaluate teaching aids and instructional materials
-Make necessary revisions to improve the instructional materials and learning modules
-Attend necessary webinars that could aid to improve or get strategies on online teaching
-Enroll units in graduate study

Outcome: NA

_____

Final Step/Recommendation: NA

_____

Prepared by:

GUIRALDO C. FERNANDEZ JR.
Department Head

Conforme:

PRECIOUS C. DOMINGO
Faculty/Employee