

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

MARY ANN G. COBICO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 100% = 5.000	
b. Students (50%) <i>(no TPEs result yet for 2nd sem 22-23)</i>		X = 0.000	
TOTAL for Instruction	70%	5.00	3.500
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	30%	5.000 x 30% = 1.500	1.500
TOTAL	100%		5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARY ANN G. COBICO

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS


Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANN G. COBICO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, 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-JUNE 2023.


MARY ANN G. COBICO
 Assistant Professor I
 Date: July 19, 2023

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 7-19-23


MA. THERESA P. LORETO
 College Dean
 Date: JUL 25 2023

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	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					
		A3. Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted	Converts the existing instructional materials into flexible learning	N/A	N/A					

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	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					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	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					
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 per semester	30.75	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	
		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	N/A	N/A					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	0					
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	12	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	24	24	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	N/A					

	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	N/A	N/A						
		A17. Number of students advised on thesis/ field practice/special problem:		N/A	N/A						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A						
		A18. Number of students entertained	Entertains students consulting on	20	30	5	5	5	5.00		
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USDO	N/A	N/A						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A						
	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	N/A	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	18		5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	36		5	5	5	5.00	
		A 22 : 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						
		A 23 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A						
	PI 11. Additional outputs	A 24. Number of Additional outputs accomplished:	Reviews syllabus as member of the department's Technical Review Panel	N/A	N/A						

			Reviews TOS as member of the department's Technical Review Panel	N/A	N/A					
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	2	5	5	5	5.00	AACUP, COPC
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 25. 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					
					TOTAL				5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research	A26. Number of research outputs in the	Conducts research for possible	N/A	N/A					
	PI 2. Number of research outputs completed within the year *	A 27. Number of research outputs completed within the year *	Conducts and completes research project within the year	N/A	N/A					
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 28. 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	N/A	N/A					
		<i>In refereed int'l journals</i>		N/A	N/A					
		<i>In refereed nat'l/regional journals</i>		N/A	N/A					
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 29. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	N/A	N/A					
		<i>In int'l fora/conferences</i>		N/A	N/A					
		<i>In nat'l/regional fora/conferences</i>		N/A	N/A					
	PI 5. Percent of research proposals approved *	A 30. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	N/A						

	PI 6. Additional outputs*	A 31. No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE	NONE					
		A 32. 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	NONE	NONE					
		A 33. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	NONE					
		A 34. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NONE	NONE					
					TOTAL				NONE	
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 35. 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	N/A	N/A					
	PI 2. Number of trainees weighted by the length of training	A 36. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A					
	PI 3. Number of extension	A 37. Number of extension	Implementes duly approved	N/A	N/A					
	PI 4. Percentage of	A 38. Percentage of beneficiaries who	Provides quality and relevant training	N/A	N/A					
	PI 5. Number of	A 39. Number of technical/expert	Provides the technical and expert	N/A	N/A					
	Research Mentoring	Research Mentor		NONE	NONE					
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		NONE	NONE					
	Convenor/Organizer	Convenor/Organizer		NONE	NONE					
	Consultancy	Consultant		NONE	NONE					
	Evaluator	Evaluator		NONE	NONE					
	PI 8. Percent of extension proposals approved *	A 40. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	NONE	NONE					

	PI 11. Additional outputs *	A 41. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NONE	NONE					
		A 42. Other outputs implementing the	and other outputs to implement new	NONE	NONE					
					TOTAL				NONE	
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 43. Compliance to all requirements of the QMS 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	Zero non-conformity	5	5	5	5.00	
		A 44. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	AACUP, COPC
		On program accreditations	Prepares required documents and complies all requirements as	100% compliant	100% compliant	5	5	5	5.00	COPC
		On institutional accreditations		100% compliant	100% compliant	5	5	5	5.00	AACUP
UMFO 6. General Admin. & Support Services (GASS)										
	Customer Service Satisfaction	PI 1. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint	Zero complaint	5	5	5	5.00	
ODS STO 1	ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures/guidelines revised/updated/registered at QAC	Quality procedure/guideline revised and/or registered	6	6	5	5	5	5	updated QPs and submitted to the Dean of Students
		PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Processes implemented according to QP	3	3	5	5	5	5	Career Assessment, Jobs Fair, Pre-Employment Seminar
		PI 4. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	AACUP, COPC, ISO
ODS STO 4		PI 5. Number of new systems/innovations/proposals introduced and implemented	Prepares proposal for immediate implementation	1	1	5.00	5	5	5	Jobs Fair in collaboration with the ACRO

	Innovations & New Best Practices Development Services	PI 6. Number of request for expert services in seminars/workshops served/provided	Provides expert services in the form of seminars/workshops	1	3	5.00	5	5	5	Good Work: Habits and Workplace Etiquette: BSTM, BSHM, College of Engineering
ODS GASS 1	Administrative Support Services	PI 7. Number of formal/informal linkages with external agencies maintained	Identifies and links with external agencies	2	4	5.00	5	5	5	DOLE, DMW, EVNGCA, PESO-Ormoc
		PI 8. Number of council/board/committee assignments served/functions performed	Performs committee assignments	2	4	5.00	5	5	5	QS, Farmers Field Day, VSU Anniversary Convocation, Honors and Awards
ODS GASS 2	Student Welfare Services	PI 9. Number of guidance activities conducted	Conduct of guidance activities	3	5	5.00	5	5	5	2 wellness activities, 1 Pre-Employment, 1 Jobs fair, 1 Exit Survey and Interview for graduating students
		PI 10. Percentage of student counselled	Counseling and follow-up	2% of the current student population under my assigned college	4%	5.00	5	5	5	55/1399 College of Engineering
ODS GASS 5	Student Career and Job Placement Services	PI 11. Number of career development seminars/webinars, jobs fair and other recruitment activities conducted to students	Conduct of career development and job placement services	2	3	5.00	5	5	5	
		PI 12. Number of established informal linkages with industries/employers	Identifies and links with industries/employers to provide job opportunities to graduating students/graduates	10	20	5.00	5	5	5	
					TOTAL				5.00	

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

Comments & Recommendations for Development Purpose: Miss Cobico is a good addition to the department. Her psychological expertise is needed by her colleagues and students. She is recommended to pursue higher graduate studies for the development of her career.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: 7-19-23

Recommending Approval

MA. THERESA P. LORETO

Dean, JUL 25 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: MARY ANN G. COBICO

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 the GE courses ScSc16 and ScSc11N	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	March 2023	June 2023	June 2023	Impressive	Very Satisfactory	
2	Assist students' concerns through students consultation	Will improve students' performance	March 2023	June 2023	June 2023	Impressive	Outstanding	
3	Class preparation	Will prepare learning guides, quizzes, and activities	March 2023	June 2023	June 2023	Impressive	Very Satisfactory	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	March 2023	June 2023	July 2023	Impressive	Very Satisfactory	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	March 2023	June 2023	June 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	March 2023	June 2023	June 2023	Impressive	Outstanding	

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

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

Prepared by:



MARIA VANESSA E. GABUNADA

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Mary Ann G. Cobico**

Performance Rating:

Aim: To engage in research or extension projects and improve teaching strategies

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

Date: March 2023

Target Date: One year from today

First Step:

- a) Involve in research or extension projects which the Department has started to work on.
- b) Simplify discussions more so that students with different levels of intellectual abilities will be able to comprehend
- c) Employ different teaching strategies to suit the learning styles of the students

Date: March 2023

Target Date: December 2023

Next Step:

To write her thesis manuscript into publishable research articles and submit to reputable peer referred journals.

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



MARY ANN G. COBICO
Faculty