


**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**
Rating Period: July-December 2021


Name of Faculty Member: ANGELIE E. GENOTIVA


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		3.75 x 50% = 1.875	
TOTAL for Instruction	80%	4.37	3.492
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Research			0.500
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	5%	0.00 x 5% = 0.000	0.000
TOTAL	100%		4.242

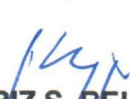
EQUIVALENT NUMERICAL RATING: 4.242
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.242

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: 
ANGELIE E. GENOTIVA
Name of Faculty

Reviewed by: 
JETT C. QUEBEC
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, ANGELIE E. GENOTIVA, 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 JULY-DECEMBER 2021


ANGELIE E. GENOTIVA

Instructor I

Date: December 20, 2021

Approved:


JETT C. QUEBEC

Department Head

Date: January 5, 2022


MA. THERESA P. LORETO

College Dean

Date: 2/9/2022

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	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
CVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A						NA
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	PI 9: Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc	N/A						
		<u>A 6</u> : 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						
		<u>A 7</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	PI 10 . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	31.05	5	5	5	5.00	Handled SCSC 13n classes
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	5	5	5	5.00	Submitted gradesheets for SCSC 13n classes
		<u>A 11</u> . 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	3	5	5	5	5.00	Submitted 3 completion forms for INC students who took up ScSc 13n (first semester AY 2020-2021)

		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Attended 2 DLABS webinars: 1. Understanding Corpus Linguistics on Sept. 22, 2021 2. "Globalization: Interdependency of Asia
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	16	16	5	5	5	5.00	16 long assessments for 8 ScSc 13n classes
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	20 quizzes for 8 ScSc 13n classes
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE						The faculty does not handle Laboratory courses
	PI 8: Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic advisor to students	N/A						The faculty does not have student advisees
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:		N/A						The faculty does not have student advisees
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A						The faculty does not have student advisees
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A						The faculty does not have student advisees
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	4	4.67	Accepted online consultations from ScSc 13n students and replied to
	PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised/	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	1. Adviser for VSU DEBATE SOCIETY
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	1. Adviser for VSU DEBATE SOCIETY
	PI 10: Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5.00	Prepared Instructional materials for ScSc 13n

		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Prepared instructional materials for ScSc 13n students
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5.00	Prepared Power point, reading assignments, video presentation for ScSc 13n students
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15	5	5	5	5.00	Prepared learning tasks and module assessments for ScSc 13n students
		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	1	1	5	5	5	5.00	Submitted courseware for Scsc 13n duly reviewed by TRP for editing
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	7	8	5	5	5	5.00	Managed/Updated virtual classroom for ScSc 13n
	PI 11 Additional outputs	A 25. Number of Additional outputs accomplished:	Reviews syllabus as member of the department's Technical Review Panel	1	1	5	5	5	5.00	Reviewed syllabus for Philo 11n
			Reviews TOS as member of the department's Technical Review Panel	1	1	5	5	5	5.00	Reviewed TOS for Philo 11n
		Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program/institutional accreditation and/or evaluation	1	none					None
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					None

		A.26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Prepared online ready courseware
					AVERAGE				4.98	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A.27. 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	1	2	5	5	5	5.00	1. "Social Impact and the Role of the Local Government in a Ridge to Reef Conservation Project in Pilar, Camotes Cebu" and 2. "Ethno-Linguistic Study of Mina manwa, Its Challenges and Charges Overtime".
	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	5	5	5	5.00	Partially done with the study entitled "Ethno-Linguistic Study of Mina manwa, Its Challenges and Charges Overtime"
	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	1	5	5	5	5.00	Co-authored a paper accepted for publication at the Journal of Humanitarian Affairs, Manchester University Press
		In refereed int'l journals		1	1	5	5	5	5.00	Co-authored a paper accepted for publication at the Journal of Humanitarian Affairs, Manchester University Press
		In refereed nat'l/regional journals		1	0					none
	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	1	0					none
		In int'l fora/conferences		1	0					none
		In nat'l/regional fora/conferences		1	0					none

	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	1	1	5	5	5		"Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime"
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE						
		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	NONE						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	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 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	N/A						
	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	N/A						
	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	Implements duly approved extension projects	N/A	1	5	5	5	5.00	Submitted an extension project proposal at the VSU Extension office

	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	N/A						
	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						
	Research Mentoring	Research Mentor		NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
	Resource Persons	Resource Persons		NONE						
	Convenor/Organizer	Convenor/Organizer		NONE						
	Consultancy	Consultant		NONE						
	Evaluator	Evaluator		NONE						
	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	NONE						
	PI 11. Additional outputs *	A 42. No. of extension-related awards		NONE						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NONE						
					AVERAGE				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and	institutional Accreditation Services								
	PI 8. Compliance to all requirements thru the established/adequate implementation,	A 44. 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	zero non-conformity	zero non-conformity	5	5	5	5.00	
		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	100% compliant	100% compliant					
		On program accreditations		N/A	100% compliant					

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: ANGELIE E. GENOTIVA

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 ScSc13n	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	July 2021	December 2021	December 2021	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	July 2021	December 2021	December 2021	Impressive	Outstanding	
3	Class preparation	Will prepare online ready course wares, learning guides, virtual classrooms, quizzes, and activities	July 2021	December 2021	December 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2021	December 2021	January 2022	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2021	December 2021	December 2021	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2021	December 2021	December 2021	Impressive	Outstanding	

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

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

Prepared by:



JETT C. QUEBEC
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Angelie E. Genotiva**

Performance Rating: **Very Satisfactory**

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: January 2022

Target Date: One year from today

First Step:

- a) Required her to be involved on research or extension projects which the Department has started to work on.
- b) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:

She is currently connected to one research project approved by the university.
She has employed several teaching strategies that simplified her discussions relative to the different levels of intellectual abilities of her students

Date: January 2022

Target Date: December 2022

Next Step:

She was advised to write her thesis manuscript into publishable research articles and submit them to reputable peer referred journals.

Outcome: She has submitted for review two manuscripts to a CHED recognized journal

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


ANGELIE E. GENOTIVA
Faculty