

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MILDRED SIAREZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction		<del>4.41</del> <sup>5</sup> <del>2.205</del> <sup>5</sup>	
a. Head/Dean (50%)		<del>4.85</del> x 50% = <del>2.42</del>	
b. Students (50%)		4.83 x 50% = 2.41	
Total for Instruction	100%	<del>4.83</del> <sup>5</sup> <del>4.415</del> <sup>5</sup>	<del>4.83</del> <sup>5</sup> <del>4.415</del> <sup>5</sup>
2. Research			
a. Client/Dir. for Research (50%)	0		0
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	0		0
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			0
4. Administration	0		0
5. Production	0		0
TOTAL	100		<del>4.83</del> <sup>5</sup> <del>4.415</del> <sup>5</sup>

## EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.83~~ <sup>5</sup> ~~4.42~~ <sup>5</sup>

ADJECTIVAL RATING:

Outstanding

Prepared by:

**MILDRED M. SIAREZ**  
Name of Faculty

Reviewed by:

**ROSARIO P. ABELA**  
Department Head

Recommending Approval:

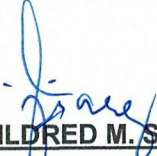
**BAYRON S. BARRED**  
Dean/Director

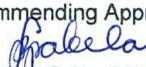
Approved:


**ROTACIO S. GRAVOSO**  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MILDRED M. SIAREZ, a faculty member of the VSU INTEGRATED HIGH SCHOOL commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June 2024.

  
**MILDRED M. SIAREZ**  
 Instructor  
 Date: July 25, 2024

Recommending Approval  
  
**ROSARIO P. ABELA**  
 Department Head  
 Date: 8-27-24

Approved:  
  
**BAYRON S. BARREDO**  
 Dean  
 Date: 8-28-24

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							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	25.6	5	5	5	5.00	Trends and Issues in Social Science, Practical Research 2, Asian History
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8	4	5	4	4.33	Trends and Issues in Social Science, Practical Research 2, Asian History
		<b>A 11.</b> 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	0	3	5	5	5	5.00	Trends and Issues in Social Science, Practical Research 2, Asian History

		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	0	2	5	5	5	5.00	Mental Health Seminar, Seminar on Extension Proposal
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8	5	5	5	5.00	Trends and Issues in Social Science, Practical Research 2, Asian History
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	40	5	5	5	5.00	Trends and Issues in Social Science, Practical Research 2, Asian History
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	0	25	5	5	5	5.00	Grade 8- Pomelo
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:		0	5	5	5	5	5.00	3rd year BSED Social Studies
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	1	5	5	5	5.00	BSED Social Studies
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	80	5	5	5	5.00	Grade 12 STEM A B, Grade 8 Pomelo, Jackfruit, Mango, BSEd Soc. Stud.
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	5	5	5	5.00	Social Studies Consortium



		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	9	5	5	5	5.00	English Month Culmi, SBO Valentines Day Celeb, 2nd Quarter Honors Program and PArnts-Teachers consultation, Nat'l Arts Month, VSU Centennial Anniversary, 3rd Quarter Honors Programme and Parents-Teachers consultation, 4th Quarter Honors Programme, Promotional Exercises, Graduation Exercises
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	0	10	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	1	5	5	5	5.00	Trends and Issues in Social Studies
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	20	5	5	5	5.00	Trends and Issues in Social Science, Practical Research 2, Asian History
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	85	5	5	5	5.00	Trends and Issues in Social Science, Practical Research 2, Asian History
		<b>A 23</b> : 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	0	5	5	5	3.00	
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	Trends and Issues in Social Science, Practical Research 2, Asian History
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							

[illegible]



		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							

	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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							



		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>								79.93 5	402.33

<b>Average Rating (Total Over-all)</b>		39.5 19.89 5
<b>Additional Points:</b>		
<b>Approved Additional points</b>		
<b>Final Rating</b>		4.79 4.91 5
<b>Adjectival Rating</b>		Outstanding

Comments & Recommendations for Development Purp  
*Keep up your passion in teaching and conducting research to have more publications.*

Evaluated & Rated by:

*Rosario P. Abela*  
**ROSARIO P. ABELA**

Department Head

Date: 8-29-24

Recommending Approval

*Bayron S. Barredo*  
**BAYRON S. BARREDO**

Dean, College of Education

Date: 8-29-24

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President for Academic /

Date: 9/14/24

*Rosario S. Barredo*



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS**

**1<sup>ST</sup> Semester AY 2023 - 2024**

**Name of Faculty : SIAREZ, MILDRED M.**

**Department: VSU -Integrated High School**

**College: TEACHER EDUCATION**

Course No. & Descriptive Title		Lec./ Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
Soc Stud II	Asian Hist. GC & CE	Lec	5.00	Outstanding	100.0 %
Soc Stud II	Asian Hist. GC & CE	Lec	5.00	Outstanding	100.0 %
Soc Stud II	Asian Hist. GC & CE	Lec	5.00	Outstanding	100.0 %
USCP	Understanding Culture, Society & Politics	Lec	5.00	Outstanding	100.0 %
USCP	Understanding Culture, Society & Politics	Lec	5.00	Outstanding	100.0 %
SoSt 105	Geography 1	Lec	4.00	Very Satisfactory	80.0 %
Average Rating			4.83	Outstanding	96.67 %

*Source: Results of Teaching Performance Evaluation by Students filed at ODIE*

*Legend:*

*1.00 – 1.49 Poor (P)*

*1.50 – 2.49 Fair (F)*

*2.50 – 3.49 Satisfactory (S)*

*3.50 – 4.49 Very Satisfactory (VS)*

*4.50 – 5.00 Outstanding (O)*

Prepared by:

VANESSA W. NAZAL

*TPES In-Charge*

*Date: May 09, 2024*

Attested by:

MA. RACHEL KIM L. AURE

*Director, Instruction and Evaluation*

*Date: May 09, 2024*

Received by:

MILDRED M. SIAREZ

*Name and Signature of Faculty*

*Date: May 9, 2024*

*Distribution of copies: IEO, College, Department, Faculty (all in original signature)*



**INSTRUCTION AND EVALUATION**

3/F Administration Building, Visayas State University

Baybay City, Leyte

Email: [odie@vsu.edu.ph](mailto:odie@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Phone: +63 53 565 0600 Local 1104



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU INTEGRATED HIGH SCHOOL

Head of Office: DR. ROSARIO P. ABELA

Number of Personnel: 17


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Review and Finalization of the IHS Individual Targets (January – December 2024) and Accomplishments (January – June 2024)		Faculty Meeting  January 8, 2024  Consolidation of IPCR Accomplishments  May 14, 2023			Each faculty finalize their IPCR Targets (January – December 2024) and Accomplishments (January – June 2024)
<b>Coaching</b>  Review the need support to facilitate the attainment of the IHS Targets		Faculty Meeting  February 26, 2024 March 17, 2024  Consolidation of IPCR Accomplishments  August 2, 2024			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

  
ROSARIO P. ABELA  
Department Head

  
BAYRON S. BARREDO  
Dean, College of Education

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mildred M. Siarez

Performance Rating: OUTSTANDING

Aim: To finish the pursued Ph.D degree.

Proposed Interventions to Improve Performance:

Date: February 2024

Target Date: December 2024

First Step:

Granted request for minimum teaching load in the to give time to work in her dissertation paper

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Result:

The faculty carried responsibilities as an instructor and be able to work efficiently her dissertation

Date: July 2024

Target Date: August 2024

Next Step:

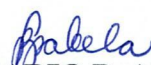
To pass and defend the dissertation proposal and final paper.

Outcome: 1. Carried out responsibilities as an Assistant Professor and be able to work her dissertation.

Final Step/Recommendation:

1. Manage your time well to accommodate all the responsibilities.
2. Finish your Ph.D. degree on as soon as possible.

Prepared by:

  
**ROSARIO P. ABELA**  
Unit Head

Conforme:

  
**MILDRED M. SIAREZ**

Name of Ratee Faculty/Staff