



COMPUTATION OF FINAL INDIVIDUAL RATING FOR FACULTY

Annex P

Name of Faculty: **Dr. NANCY D. ABUNDA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Instruction:			
a. Head (50%) form IPCR	4.96	50%	(2.46) 2.48
b. Student (50%) from Teaching Performance Evaluation	5.00	50%	(2.50) 2.50
Total for Instruction	45%	4.96	2.23
2. Research	25%	4.67	1.17
3. Extension	25%	5.00	1.25
1. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5%	4.72	0.24
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: 4.89
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.89


FINAL NUMERICAL RATING 4.89

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


NANCY D. ABUNDA
Head, IMDO

Reviewed by:


MA. RACHEL KIM L. AURE
Director, IEO

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NANCY D. ABUNDA**, the **Head of the Instructional Materials Development Office** commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July 1 - December 31, 2023**.

NANCY D. ABUNDA

Instructor

Date: **January 31, 2024**

Approved:

MA. RACHEL KIM L. AURE

Director for Instruction & Evaluation

Date: **January 31, 2024**

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	Timeline	SS	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								

	<u>PI 10</u> . 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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	12	26.7	5	5	5	5.00	Math IIn, Math IV (Jupiter & Venus)

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.00	Math IIn, Math IV (Jupiter & Venus)
		A11. 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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	7	5	5	5	5.00	Faculty Onboarding 2nd sem AY 2023-2024, Launching and Contract Signing of Microsoft Office 365 A3, End-User Training of Microsoft 365 A3, ISO 9001:2015 Awareness and Re-Awareness Seminar, Internal Quality Audit (IQA) Training from AGF, 1-week Supervisory Development Course (SDC) Tracks 2 & 3, and OVPAA OTP Monitoring Workshop
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	10	5	5	5	5.00	Math IIn, Math IV (Jupiter & Venus)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	25	5	5	5	5.00	Math IIn, Math IV (Jupiter & Venus)
		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	0	13	5	5	5	5.00	Grade 11-HUMSS Brassica
		A17. Number of students advised on thesis/ field practice/special problem:		0	1	5	5	5	5.00	Grade 12 ABM Students
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	120	5	5	5	5.00	Math IIn, Math IV (Jupiter & Venus), & Grade 11 HUMMS

	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20: Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	10	5	5	5	5.00	Math & Science Month, Grade 11 Parents Meeting, VSUIHS Parents-Teachers' Consultation and Honors Program for 1st quarter, Division Science, Technology and Mathematics Fair 2023, Intramurals 2023, VSUIHS Parents' Meeting and Orientation, VSUIHS Student Onboarding, VSU Graduation Ceremony, VSUIHS Honors Program, 8th VSUIHS Promotional Exercises, 6th VSUIHS Graduation Ceremony,
	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	1	2	4	5	5	4.67	Math IV, Math 11n
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	5	4.67	Math IV
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	20	5	5	5	5.00	Math IV, Math 11n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	47	5	5	5	5.00	Math IV, Math 11n
		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	4	4	5	4.33	Math IV

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle	1	2	5	5	5	5.00	Math IV, Math 11n
	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	0	3	5	5	5	5.00	QS Star Assessment in Curriculum Development, VSU Philippine Quality Award, 5th Internal Quality Audit

		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 oroject within the year							
	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-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	Prepares research proposals, submits and follows up its approval for immediate implementation	0	2	5	5	4	4.67	Benchmarking and Capacity Needs Assessment Towards Developing VSU into a National Green University, Motivation and Study Habits of Learners in the New Normal
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								

		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								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
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								
	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								
	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								
	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								

	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								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons		0	4	5	5	5	5.00	VSU Faculty Onboarding, VSUIHS Orientation with Parents, VSUIHS Student Onboarding, DPSS Syllabi Making	
	Convenor/Organizer	Convenor/Organizer		0	3	5	5	5	5.00	VSU Faculty Onboarding, VSUEE Training-Workshop, Curriculum and Instruction Review of the Graduate School Degree Programs	
	Consultancy	Consultant									
	Evaluator	Evaluator									
	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								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal								
MFO 12- Instructional Materials Development Services											
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Spearheading in the planning of instructional material development and coordination the publication of the same.	50%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 2. Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	50%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

PI 4: Number of seminars/trainings/workshops coordinated for entire university		Coordinating seminars/ workshops for entire university.	2	13	5	5	5	5.00	1. Conduct Face to face Teaching Performance Evaluation by Students in Villaba Campus 2. Mandatory Orientation and Re-Orientatoin of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents 3. VSU Faculty Onboarding 2023 4. Webinar on Table of Specifications and Test Item Analysis 5. TURNITIN Feedback Studio Instructor's Workflow Training 6. Conduct Face to face Teaching Performance Evaluation by Students in VSU- IHLS 7. CHEDRO 8 Monitoring Visit 8. COED Curriculum Review 9. Microsoft Office 365 A3 Knowledge Transfer Administrator's Training 10. Microsoft Office 365 A3 End-User Training 11. Launching of Microsoft 365 12. VSUEE Workshop Series 13. University Curriculum Review
PI 6: Number of syllabi, evaluation syllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	200	978	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
PI 7: Number of Virtual Classroom Evaluation reviewed and approved		Review and approve Virtual Classroom Evaluation	200	82	4	3	4	3.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 8: Number of Virtual Classroom Monitoring reviewed and approved		Review and approve Virtual Classroom Monitoring	100	82	4	3	4	3.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 9: Number of Virtual Classroom created		Creat Virtual Classroom	600	72	4	3	4	3.67	All VSU undergraduate and graduate programs of main campus and component colleges
PI 9: Number of coordinating the VSU faculty and students VSUEE account			10,000	15,409	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

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 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 functions as faculty member							

		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			5	5	5	5.00	5th IQA
		On program accreditations								
		On institutional accreditations							4.77	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC.			1	300%	5	5	5	5.00	IMDO
	PI 2: Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services	0	100%	5	5	5	5.00	IMDO
	PI 3: Number of planning sessions, tracking and monitoring of targets, meeting, etc. conducted to ensure attainment of department targets			4	100%	5	5	4	4.67	IMDO
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.			1	100%	5	5	5	5.00	IMDO
	PI 5: Number of monthly/special staff meetings conducted**			4	100%	5	5	5	5.00	IMDO
	PI 6:: Additional Outputs									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									
		A 47. Collaboration with the VSU Component College				5	5	5	5.00	IMDO
		A 48. Consolidation of guidelines and policies with the Academic Units/ department.				5	5	5	5.00	IMDO

		A 49. Prepares training proposal for OHIMD, ODIE, and VSU				5	5	5	5.00	IMDO
		A 50. Coordinate with Nephila Web in the renewal of Branded Moodle App for VSUEE.				5	5	5	5.00	IMDO
		A 51. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
										Comments & Recommendation for Development Purpose:
										Dr. Abunda diligently works on all tasks assigned to her.
		Total Over-all Rating							183.11	
		Average Rating							4.82	
		Adjectival Rating							Outstanding	

Evaluated & Rated by

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation Office

Date: January 31, 2024

Approved by

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: February 1, 2024

PERFORMANCE MONITORING FORM

Name of Employee: **Dr. NANCY D. ABUNDA**


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.	In-charge in the spearheading in the planning of instructional materials development and coordination the publication of the same.	Developed quality instructional materials for publication for the issuance of ISBN from the National Library.	Month of July 2023	Month of December 2023	Month of December 2023	Outstanding	Outstanding	
2	Reviewed, check and issued certification of IMs submitted for publication	All instructional materials are properly checked, reviewed and submit for the issuance of ISBN from the National Library and published.	Month of July 2023	Month of December 2023	Month of December 2023	Outstanding	Outstanding	
3	Spearhead and facilitate seminars/ trainings/ workshops coordinated for entire university.	All VSU faculty undergo seminars/ training/ workshop on how to prepare OBE syllabi, TOS and Instructional Materials.	Month of July 2023	Month of December 2023	Month of December 2023	Outstanding		

4	Reviewed, check and approved OBE Syllabi, TOS and VSUEE monitor.	All OBE Syllabi, TOS and VSU are properly check and approved.				Very Impressive	Outstanding	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


MA. RACHEL KIM L. AURE
 Director, Instruction and Evaluation

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Nancy D. Abunda
Performance Rating: Outstanding

Aim: To write research proposal and submit to OVPRE for findings.

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: July - December, 2023

First Step:

1. Attend relevant seminars and training on Research Proposal Writing and Instruction.
 2. To produce at least one (1) learning guide per subject ready for the new normal instruction.
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Result:

1. Carried out responsibilities efficiently as an instructor and administrator.

Date: July 2023

Target Date: July – December, 2023

Next Step:

Decrease teaching load in order to engage in research and produce new IM's.

Outcome: A better schedule that will allow time for administration, research and instruction.

Final Step/Recommendation:

1. Publish more research articles to reputable journals.
2. Mentor young and less experienced faculty.

Prepared by:


MA. RACHEL KIM L. AURE
Director, IEO

Conforme:


NANCY D. ABUNDA
Head, IMDO