SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SHEERWINA MAE G. BALOTITE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction		4.97 2.185	
a. Head/Dean (50%)		4.90x50%= 2.45	
b. Students (50%)		5.00x50% = 2.50	
Total for Instruction	100%	4.95 4.485	4.95 4.485
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%		0.0
5. Production	0		0
TOTAL	100		4.95 4.485

EQUIVALENT NUMERICAL RATING:
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.95 4.485

ADJECTIVAL RATING: Outstanding

Prepared by:

SHEERWINA MAE G. BALOTITE
Name of Faculty

Reviewed by:

ROSARIO P. ABELA
Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President of Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>SHEERWINA MAE G. BALOTITE</u>, a faculty member of the <u>VSU INTEGRATED HIGH SCHOOL</u> 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 to December 2024.

Approved:

SHEERWINA MAE G. BALOTITE
Instructor
Date: 7/24/24

ROSARIO P. ABELA
Department Head
Date: 7/11/24

BAYRON S. BARREDO
College Dean
Date: 7-11-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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							
	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							

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	25	46.45	5	5	5	5.00	TEGr 102- BEEd; English IV - Jupiter; English IV- Venus; Reading & Writing- Grade 11-STEM A, 11-STEM B
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	TEGr 102- BEEd; English IV - Jupiter; English IV- Venus; Reading & Writing- Grade 11-STEM A, 11-STEM B
		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						0 O	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Intensive Training for Regional Schools Press Conference (RSPC) Qualifiers 2024
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	4	5	5	4.67	English IV; Reading and Writing Skills; TEGr 102

	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	4	4.67	English IV (2), Reading And Writing (2); TEGr 102 (1)
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required						*O*	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	0	209	5	5	5	5.00	36- Grade 11 STEM A; 36- Grade 11 STEM B; 47- Grade 10 Jupiter; 46- Grade 10- Venus; 44- TEGr 102
	A17. Number of students advised on thesis/ field practice/special problem:		0	3	5	5	5	5.00	3 Field Study BSED English 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	10	209	5	5	5	5.00	44- BEEd; 47- Grade 10 Jupiter; 46- Grade 10- Venus; 36- 11 STEM A; 36- 11 STEM B
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	The Tiller; Grade 11 STEM Organization
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	3	5	4	5	5	4.67	VSU Centennial Anniversary; 3rd Quarter Honors Program; 4th Quarter Honors Program; 9th Promotional Exercises; 7th 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	5	5	5	5.00	English IV; Reading and Writing Skills
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	English IV; Reading and Writing Skills
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	17	5	5	5	5.00	5 powerpoint lessons in English IV; 6 lessons in Reading & Writing; 6 lessons in TEGr 102

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	16	5	5	4	4.67	5 in English IV; 5 in Reading & Writing; 6 in PrEd 131
		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	2	4	5	5	4.67	English IV; Reading and Writing Skills
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	English IV; Reading and Writing Skills
	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							
		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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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 scienfic for a/conferences							
		In int'l fora/conferences								

		In nat'l/regional fora/conferences							
	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						
	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	Implementes 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							
Convenor/Organizer	Convenor/Organizer							
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 immediate implementation						
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										

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 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										
	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										
	On program accreditations											
	On institutional accreditations											

UMFO 6. General Admin. & Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients										
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										78.67 78.33		
Average Rating										4.90 4.37		
Adjectival Rating										Outstanding		

vhe has the will to do her assigned/tasked well.

Evaluated & Rated by:

ROSARIO P. ABELA
Department Head
Date: 7-11-24

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 7-11-24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 9/14/24

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

1ST Semester AY 2023 - 2024

Name of Faculty : BALOTITE, SHEERWINA MAE G.

Department: VSU Integrated High School

College: TEACHER EDUCATION

Course No. & Descriptive Title		Lec./ Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
PrEd 131	Building & Enhancing New Literacies Across the Curriculum	Lec	5.00	Outstanding	100.0 %
Engl IV	Eng., Gram.,Comp.,& World Lit.	Lec	5.00	Outstanding	100.0 %
Engl IV	Eng., Gram.,Comp.,& World Lit.	Lec	5.00	Outstanding	100.0 %
	Oral Communication	Lec	5.00	Outstanding	100.0 %
	Oral Communication	Lec	5.00	Outstanding	100.0 %
	Average Rating		**5.00**	**Outstanding**	**100.0 %**

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 08, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 08, 2024

Received by:

SHEERWINA MAE G. BALOTITE
Name and Signature of Faculty
Date: May 21, 2024

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

INSTRUCTION AND EVALUATION
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FM-ODI-04
V02 12-08-2023
No.1ST23-24sIHS-02

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: <u>VSU INTEGRATED HIGH SCHOOL</u>

Head of Office: <u>DR. ROSARIO P. ABELA</u>

Number of Personnel: 17

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring 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)
Coaching 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:

ROSARIO P. ABELA
Department Head

Noted by:

BAYRON S. BARREDO
Dean, College of Education

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Sheerwina Mae G. Balotite
Performance Rating: Oustanding

Aim: To produce instructional materials on subjects handled for flexible learning.
     To pursue advanced studies related in the field of specialization.

Proposed Interventions to Improve Performance:

Date: February 2024   Target Date: August 2024

First Step:
    Seek university admissions for advanced studies.

Result:
        Admitted to a university for pursue advanced higher degree studies.

Date: July 2024   Target Date: August 2024

Next Step:
    1. Recommended to the university administration for advanced studies.

Outcome: Started for PhD in the approved university.

Final Step/Recommendation:

    1. To finish the pursued advanced studies at the scheduled time.

                            Prepared by:

                            ROSARIO P. ABELA
                            Unit Head

Conforme:

SHEERWINA MAE G. BALOTITE
    Name of Ratee Faculty/Staff