

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MAGDALENE C. UNAJan**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.80	
b. Students		4.75	
TOTAL for Instruction	40%	4.78	1.91
2. Research	30%	4.00	1.20
3. Extension	30%	4.00	1.20
4. Support Operations	0%	0.00	0.00
5 Administration	0%	0.00	0.00
TOTAL	100%		4.31

EQUIVALENT NUMERICAL RATING: 4.31
Add: Additional Points, if any: 0.29
TOTAL NUMERICAL RATING: 4.60

ADJECTIVAL RATING: Outstanding

Prepared by:

MAGDALENE C. UNAJan

Name of Faculty

Reviewed by:

MAGDALENE C. UNAJan

Department Head

Recommending Approval:

JANNET C. BENCURE

College Dean

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGDALENE C. UNAJAN, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY 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 of July - December, 2021.


MAGDALENE C. UNAJAN

Department Head

Date: ~~December 2, 2021~~ March 10, 2022

Approved:


JANNET C. BENCURE

College Dean

Date: March 11, 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										
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	Teaches subjects/courses assigned	4	7	5	5	5	5.00	CSci11, CSci11-Biotech, CSci193
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	3	5	5	4	4.67	CSci 128, CS192, CS200.4
		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	2	10	5	5	5	5.00	CSci11 (8), CSci153(2)
		A12. Number of trainings attended related to instruction	Attends mandated trainings	2	3	5	5	5	5.00	PSITE, MTSA, EXTENSION,
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	7	5	5	5	5.00	CSci11, CSci11-Biotech, CSci193

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	12	5	5	4	4.67	CSci11, CSci11-Biotech, CSci193
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to BSCS students	10	20	5	5	5	5.00	Advisees and advisees of other faculty
		A17. Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis proposal	2	2	5	5	5	5.00	JRoda, Dcabarrubias
		A18. Number of students entertained for consultation purposes	Allots time to students seeking for consultation or advise.	10	10	5	5	5	5.00	BSCS and non-BSCS students asking for assistance
		A20. Number of Student organizations assisted on student related activities	Assists student organization in implementing student related activities	1	1	4	5	4	4.33	Assisted CSSS activities
		<i>On-line ready courseware</i>	<i>Prepares instructional module/laboratory guide/workbook or a combination thereof</i>	2	3	5	5	5	5.00	CSci11, CSci11-Biotech, CSci193
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	5	5	5	5	5.00	CSci11, CSci11-Biotech, CSci193
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	4	5	5	5	5	5.00	CSci11, CSci11-Biotech, CSci193
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	CSci11, CSci11-Biotech, CSci193
	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	1	2	5	5	5	5.00	AACUP 2022 visit, ISO Internal Audit

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Stekom University
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		1	5	5	4	4.67	Used Grammarly and Turnitin for students output
						Total			83.33	
						Mean			4.90	
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	1						
	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						
	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	1						
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		1						
	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							
		<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	1	1	5	5	4	4.67	ICT Capability Building for DepEd-Baybay CT Core Team

	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	1	1	4	4	4	4.00	ICT Capability Building for DepEd-Baybay CT Core Team
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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		1	5	5	5	5.00	Virtual classroom for the training, Assisted VSU-CAT online examination
						Total			19.00	
						Mean			4.75	
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	Zero % complaint	Zero % complaint	5	5	5	5.00	No complaints received
		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%	50%	4	5	4	4.33	Document preparation for AACUP 2022
		On program accreditations			100%	4	5	5	4.67	Granted COPC by CHED and AACUP Level 3 Phase 2
		On institutional accreditations			100%	4	5	5	4.67	Assisted in the ISO 2021 Audit
						Total			18.67	
						Mean			4.67	
UMFO 6. General Admin. & Support Services (GASS)										

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complain nt	Zero % complaint	5	5	5	5.00	
	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 performing functions resulting to best practice	1						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	4	4.67	Implemented the Google Drive for DCST documents for easy access and sharing
						Total			4.67	
						Mean			4.67	
	Total Over-all Rating								135.00	
	Average Rating								4.73	
	Adjectival Rating								Outstanding	

Average Rating	4.73
Additional Points:	
FINAL RATING	4.73
ADJECTIVAL RATING	Outstanding

① She is doing very well both in her instruction and administrative functions.
 ② She may be supported to attended a middle level leadership and management training.

Evaluated and Reviewed:


JANNET C. BENCURE

Dean, CET

Date: March 11, 2022

Recommending Approval:


JANNET C. BENCURE

Dean, CET

Date: March 11, 2022

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____


PERFORMANCE MONITORING FORM

Name of Employee: **MAGDALENE C. UNA JAN**

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	Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	July 2021	December 2021	July-December 2021	Very Impressive	Very Satisfactory	Needs to submit before deadlines
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	July 2021	December , 2021	July-December 2021	Very Impressive	Very Satisfactory	Attendance as expected
3	Performs other functions	Very Satisfactory	July 2021	December 2021	July-December 2021	Very Impressive	Outstanding	Member of TWG for VSUCAT and VSUEE

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MAGDALENE C. UNA JAN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assist. Prof. Magdalene C. Unajan**

Performance Rating: _____

Aim: Assist. Prof. Unahan as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Computer (BSCS) as provided for in the new CMO 25, s. 2015

Proposed Interventions to Improve Performance:

Note: Prof. Unajan will be developed into an effective implementor of the new OBEdized four (4)-year BSCS Program as she leads the Department of Computer Science and Technology.

Date: July 2021

Target Date: December 2021

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCS as provided for in CMO 25, s. 2015, and the implementation of the new VSU BSCS Curriculum.

Results:

- Mastery on the provisions of CMO 25, s. 2015
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

Date: July 2021

Target Date: December 2021

Next Step:

- Continuous implementation of the newly approved BSCS Curriculum
- Monitor the implementation of the new BSCS Curriculum

Outcomes:

- Effective implementation of the new BSCS Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSCS degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSCS Program


Final Steps/Recommendations:

- Implement the new BSCS Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement (**CQI**) in the offering of the new BSCS Program

Prepared by:


JANNET C. BENCURE
Dean, CET

Conforme:


MAGDALENE C. UNAJOAN
Head, DCST