

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBER
WITH MULTIPLE FUNCTIONS**

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

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)		Equivalent Numerical Rating (2x3)
1. Instruction				
a. Head/ Dean (50%)		4.90	50%	2.45
b. Student (50%)		5.00	50%	2.50
Total for Instruction	75%		4.95	3.71
2 Research	15%		4.67	0.70
3 Extension				
4 Administration and Support Services	10%		4.96	0.50
TOTAL	100%			4.91

EQUIVALENT NUMERICAL RATING: 4.91

Add: Additional Points, if any:

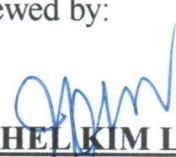
TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: **Outstanding**


Prepared by:


NANCY D. ABUNDA
Head, IMDO

Reviewed by:


MA. RACHEL KIM L. AURE
Director, IEO

Approved:


BEATRIZ S. BELONIAS
VP Academic Affairs

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

I, **NANCY D. ABUNDA**, 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 **January - June, 2023**.

NANCY D. ABUNDA

Instructor

Date: 6/30/2023

Approved:

MA. RACHEL KIM L. AURE

Director for Instruction & Evaluation

Date: 8/8/2023

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							

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<u>PI 9</u> : 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							
		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 IIIn, 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	0	2	5	5	4	4.67	Math IIB
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	12	5	5	5	5.00	Workshop Meeting on 2023 SWOT, OTP, NEIP, WFP, Virtual Orientation-Workshop on New Communication Platforms for VSU Employees, Mandartory Orientation, VSU Faculty Onboarding, Preparation on OBE-aligned Course Syllabus, Construction of TOS and Delivery of Instruction of Instruction/ Assessment/ TPES (Villaba), 2-Day Seminar-Workshop on Syllabi and TOS Preparation (Isabel), Training-Workshop on Updating the OBE-Course Syllabus and Table of Specifications (Alangalang), Preparation and Evaluation of the Outcomes-based Education Syllabus and Making the Table of Specifications (Tolosa), OBE Syllabus Making Writeshop (DoPAC), Outcomes-Based Education (OBE) Course Syllabus (DBiotechnology), Orientation and Re-orientation-Workshop on the Development of Table of Specifications (DFS), CET Workshop on Continuous Quality Improvement (CQI), Virtual Orientation and Re-orientation-Workshop on the Development of Table of Specifications (TOS) and Test-Item AnalysisTurnitin Feedback Studio Instructor's Workflow Training, Training-Workshop on the Crafting of VSU Integrated High School Handbook
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	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	27	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:	<i>Acts as academic adviser to students</i>							
		A17: Number of students advised on thesis/ field practice/special problem:		0	3	5	5	5	5.00	BSEd - Math major Practice Teachers
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	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	110	5	5	5	5.00	Math II, Math IV (Jupiter & Venus), Student Teachers

	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	9	5	5	5	5.00	Student Special Onboarding, Third Quarter Honor's Program, Parent-Teachers Consultation, Career Guidance, Arts Month, Annual Research Congress, Moving-Up Ceremony, Parent-Seniors' Night, 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	15	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	25	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	2	5	5	5	5.00	ISO Re-certification Audit , AACUP Accreditation

		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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		0	10	5	5	5	5.00	VSU Faculty Onboarding, Preparation on OBE-aligned Course Syllabus, Construction of TOS and Delivery of Instruction of Instruction/ Assessment/ TPES (Villaba), 2-Day Seminar-Workshop on Syllabi and TOS Preparation (Isabel), Training-Workshop on Updating the OBE-Course Syllabus and Table of Specifications (Alangalang), Preparation and Evaluation of the Outcomes-based Education Syllabus and Making the Table of Specifications (Tolosa), OBE Syllabus Making Writeshop (DoPAC), Outcomes-Based Education (OBE) Course Syllabus (DBiotechnology), Orientation and Re-orientation-Workshop on the Development of Table of Specifications (DFS), Virtual Orientation and Re-orientation-Workshop on the Development of Table of Specifications (TOS) and Test-Item Analysis,
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		0	4	5	5	5	5.00	Mandatory Orientation, VSU Faculty Onboarding, Virtual Orientation and Re-orientation-Workshop on the Development of Table of Specifications (TOS) and Test-Item Analysis, Turnitin Feedback Studio Instructor's Workflow Training
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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							
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, lms 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	600%	5	5	5	5.00	1. Mandatory Orientation Program- February 10, 2023 2. VSU Faculty Onboarding - February 17, 2023 3. Outcomes-Based Education (OBE) Course Syllabus (DBiotechnology) - February 6 & 10, 2023 4. Outcomes-Based Education (OBE) Course Syllabus (DoPAC) - February 9, 2023 5. Orientation and Re-orientation-Workshop on the Development of Table of Specifications (DFS) - February 15, 2023 6. Orientation and Re-orientation-Workshop on the Development of Table of Specifications and Outcomes-Based Education (OBE) Course Syllabus (VSU Villaba) - March 6, 2023 7. Orientation and Re-orientation-Workshop on the Development of Table of Specifications and Outcomes-Based Education (OBE) Course Syllabus (VSU Isabel) - March 24, 2023 8. Orientation and Re-orientation-Workshop on the Development of Table of Specifications and Outcomes-Based Education (OBE) Course Syllabus (VSU Alangalang) - April 3, 2023 9. Virtual Orientation and Re-orientation-Workshop on the Development of Table of Specifications (TOS) and Test-Item Analysis (VSU System) - April 4, 2023 10. Orientation and Re-orientation-Workshop on the Development of Table of Specifications and Outcomes-Based
	PI 6: Number of syllabi, evaluation syllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.	200	896	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	400	5	5	5	5.00	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	400	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges

	PI 9: Number of Virtual Classroom created		Creat Virtual Classroom	600	2,765	5	5	5	5.00	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	19,519	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							
		On program accreditations								
		On institutional accreditations								
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	OHIMD
	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	
	PI 3: Number of planning sessions, tracking and monitoring of targets, meeting, etc. conducted to ensure attainment of department targets			4	150%	5	5	4	4.67	
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.			1	100%	5	5	5	5.00	OHIMD
	PI 5: Number of monthly/special staff meetings conducted**			4	150%	5	5	5	5.00	
	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	
		A 48. Consolidation of guidelines and policies with the Academic Units/ department.				5	5	5	5.00	

		A 49. Prepares training proposal for OHIMD and ODIE				5	5	5	5.00	
		A 50. Coordinate with Nephila Web in the creation of Branded Moodle App for VSUEE.				5	5	5	5.00	
		A 51. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	PI 5: Number of monthly/special staff meetings conducted**									Comments & Recommendation for Development Purpose: <i>Keep up the good work.</i>
	Total Over-all Rating								176.67	
	Average Rating								4.91	
	Adiectival Rating					Outstanding				

Evaluated & Rated by:

MA. RACHEL KIM L. AURE

Director, IEO

Date: 8/30/2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/31/23

PERFORMANCE MONITORING FORM

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

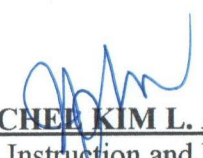
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	In-charge in the spearheading in the planning of instructional materials development and coordination the publication of the same.	Developed quality instructional materials for publication for the issuance of ISBN from the National Library.	Month of January 2023	Month of February 2023	Month of February 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 January 2023	Month of February 2023	Month of February 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 January 2023	Month of February 2023	Month of February 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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Instructional Materials Development Office

Head of Office: Dr. NANCY D. ABUNDA

Number of Personnel: 1 Regular Staff, 1 Job Order

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR's Biometrics, Personal check-up	IEO/ IMDO Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	January 1 – June 30, 2023
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	


Follow-up documents	Office Clerks			Schedule	Daily
Coaching					
1. Coaching the Head of the IMDO regarding the planning of instructional materials development and coordination the publication of the same. 2. Coaching the Head of the IMDO regarding the monitoring of OBE Syllabi, Evaluation of Syllabi, TOS, IMs and VSUEE OHIMD office. 3. Coaching the Head IMDO regarding the review and approved Virtual Classroom Evaluation.					January 1 – June 30, 2023

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

Conducted by:

Noted by:


MA. RACHEL KIM L. AURE
Immediate Supervisor


BEATRIZ S. BELONIAS
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO I. Compliance to CSC Rules & Regulations								
PI 1. Percentage in spearheading in the planning of instructional materials development and coordination the publication of the same.	1. In-charge in the spearheading in the planning of instructional materials development and coordination the publication of the same.	Dr.Nancy Abunda – Head, IMDO Charity Maarat – VSUEE Technical Support	January – June, 2023					
PI2. Percentage in reviewing, checking and issuing of certification of IMs submitted for publication.	1. Reviewed, check and issued certification of IMs submitted for publication.	Dr.Nancy Abunda – Head, IMDO Rafael B. Vergara Jr. – In-charge	January – June, 2023					
PI3. Percentage of syllabi, TOS and VSUEE monitored.	1. Reviewed, check and approved OBE Syllabi, TOS and VSU monitor.	Dr.Nancy Abunda – Head, IMDO Charity Maarat- Staff In-charge	January – June, 2023					
PI4. Number of seminars/ trainings/ workshops coordinated for entire university.	1. Spearhead and facilitate seminars/ trainings/ workshops coordinated for entire university.	Dr.Nancy Abunda – Head, IMDO Rafael Vergara – Staff In-charge	January – June, 2023					
		Dr.Nancy Abunda – Head, IMDO Charity Maarat – Staff In-charge	January – June, 2023					

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: January 2023

Target Date: February - June, 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: January 2023

Target Date: February - June 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