# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
# WITH MULTIPLE FUNCTIONS

Name of Faculty Member:   LUCIA S. NORRIS

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1. Instruction | | | |
| a. Head (50%) from IPCR | 100.00 | 3.88 | 3.88 |
| b. Student (50%) from Teaching Performance Eval'n. By- | 0.00 | 0.00 | 0.00 |
| Total for Instruction | 100% | 1.94 | 3.88 |
| 2. Administration and Support Services | 0% | 0.00 | 0.00 |
| TOTAL | 100% | TOTAL EQUIVALENT NUMERICAL RATING | 3.88 |

EQUIVALENT NUMERICAL RATING:          3.88

Add:   Additional Points, if any:          -

TOTAL NUMERICAL RATING:          **3.88**

ADJECTIVAL RATING:          Very Satisfactory

Prepared by:

**LUCIA S. NORRIS**
Name of Faculty

Reviewed by:

**SHALOM GRACE C. SUGANO**
Department Head

Recommending Approval:

**ALELI A. VILLOCINO**
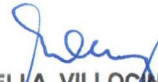Dean/Director

Approved:

**BEATRIZ S. BELONIAS**
Vice President

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, LUCIA S. NORRIS, a faculty member of the  VSU INTEGRATED HIGH SCHOOL 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-JUNE 2020.

Approved

**LUCIA S. NORRIS**
Instructor
Date:

**SHALOM GRACE C. SUGANO**
Department Head
Date:

**ALELI A. VILLOCINO**
College Dean
Date:

| 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 | | | | | | | |
| | 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 | 18 | 52 | 4 | 4 | 5 | 4.33 | Science I and Science IVB |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 5 | 6 | 4 | 4 | 5 | 4.33 | Science I and Science IVB |
| | | 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 | 0 | 3 | 3 | 3 | 3.00 | |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 0 | 2 | 4 | 4 | 4 | 4.00 | Google Classroom Training; Moodle Training |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 5 | 6 | 5 | 4 | 5 | 4.67 | Science I and Science IVB |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 10 | 24 | 4 | 4 | 4 | 4.00 | Science I and Science IVB |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 50 | 124 | 4 | 4 | 5 | 4.33 | Science IVA Lab reports |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviserto students | 0 | | 3 | 3 | 3 | 3.00 | |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | 0 | 0 | 3 | 3 | 3 | 3.00 | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 0 | 0 | 3 | 3 | 3 | 3.00 | |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 0 | 0 | 3 | 3 | 3 | 3.00 | |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 5 | 12 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **PI 9:** Number of student organizations advised/ assisted * | **A19**. *Number of Student organizations advised* | Advises student organizations recognized by USOO | 1 | 3 | 3 | 3 | 3 | 3.00 | |
| | **A20**. *Number of Student organizations assisted on student related activities* | Assists student organizations in implementing student related | 3 | 4 | 4 | 4 | 4 | 4.00 | JS Prom, Presentation of sponsors, Homeroom Honors Program, career Guidance |
| **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 | 2 | 20 | 4 | 4 | 5 | 4.33 | Science I and Science IVB |
| | *On-line ready courseware* | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 2 | 4 | 4 | 5 | 4.33 | Science I and Science IVB |
| | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 1 | 10 | 4 | 3 | 5 | 4.00 | Science I and Science IVB |
| | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 1 | 8 | 4 | 3 | 5 | 4.00 | Science I and Science IVB |
| | **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 | 4 | 4.00 | Science I and Science IVB |
| | **A 24 :** Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 1 | 1 | 4 | 4 | 5 | 4.33 | Google Classroom Science IVB |
| **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 | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| | | 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 | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | 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 | | zero non-conformity | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | 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% compliant | | | | |
| | | 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 | Zero % complaint | | | | | |
| 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 | | | | | | Comments & Recommendation for Development |
| Total Over-all Rating | | | | | | | 77.65 | . Purpose: |
| Average Rating | | | | | | | 3.88 | |
| Adjectival Rating | | | | | | Very Satisfactory | | |

Comments & Recommendation for Development
. Purpose:
She is one of the pillar of success in the department. She is a seasoned mentor. She has the willingness to extend her time and expertise for the welfare of everyone.

Evaluated & Rated by:

**SHALOM GRACE C. SUGANO**
Department Head
Date:

Recommending Approval

**ALELI A. VILLOCINO**
Dean, College of Education
Date:

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Instruction
Date: 12/10/20

# PERFORMANCE MONITORING FORM

Name of Employee: <u>LUCIA S. NORRIS</u>

| 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 | Teach Science IVB, Science 1 and Math 1B | Deliver quality learning to students in the junior high school | Jan. 2020 | June 2020 | June 2020 | Very impressive | Outstanding | |
| 2 | Revised syllabi in Science IVB, Science 1 and Math 1B within the school year | Revised syllabi that addresses the needs of learners | Jan. 2020 | June 2020 | June 2020 | Very impressive | Very Satisfactory | |
| 3 | Develop teaching aid in Science 1VB, Science 1 and Math 1B | A more comprehensive ppt presentation | Jan. 2020 | June 2020 | June 2020 | Very Impressive | Outstanding | |
| 4 | Develop teaching guide/ handouts | Develop teaching guide and handouts suitable to junior high school students | Jan. 2020 to June 2020 | | | Very impressive | Very Satisfactory | |
| 5 | Develop laboratory guide | Develop a laboratory guide for Science 1 | Jan. 2020 to June 2020 | | | Very Impressive | Outstanding | |
| 6 | Number of student-related activities assisted | Assisted eleven (11) student related activities | Jan. 2020 to June 2020 | | | Very Impressive | Outstanding | |
| 7 | Practice teachers mentored and evaluated | Assisted, mentored and evaluated two (2) bio-sci major students | Jan. 2020 to March 2020 | | | Very Impressive | Outstanding | |
| 8 | Field study students assisted | Assisted six (6) field study students from the college of education | Jan. 2020 to March 2020 | | | Very impressive | Outstanding | |
| 9 | Special assignments from the principal | OIC principal | Jan. 2020 | | | Very impressive | Outstanding | |

\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

**SHALOM GRACE C. SUGANO, Ph.D.**
Unit Head