

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

Name of Faculty Member: **LOUISA MARIE B. ANDRADE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.51	
b. Students (50%)			
Total for Instruction	100%	4.51	4.51
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.51

EQUIVALENT NUMERICAL RATING: 4.51

Add. Additional Points, if any:

TOTAL NUMERICAL RATING: 4.51

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**LOUISA MARIE B. ANDRADE**  
Name of Faculty

Reviewed by:

  
**BAYRON S. BARREDO**  
Department Head

Recommending Approval:

  
**ALELI A. VILLOCINO**  
Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUISA MARIE B. ANDRADE**, a faculty member of the **DEPARTMENT OF TEACHER EDUCATION** 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 2020.

**LOUISA MARIE B. ANDRADE**

Instructor III

Date:

Approved:

**JOEL Q. MABALHIN**

Department Head

Date: 10/06/2021

**BAYRON S. BARREDO**

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 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	30.15	5	4	4	4.33	ELng 105, Litr 114, Litr137, TEGr 116 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5	5	5	5	5.00	ELng 105, Litr 114, Litr137, TEGr 116 (2)
		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	1						Student who got INC mark in the 1st sem of SY 2019-2020 failed to submit her lacking requirement due to COVID19
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Global Englishes: Development, Issues, and Pedogogical Implications; Enhancing Resilience in the Workplace; Google Classroom as a Learning Management System (LMS); Webinar on Course Modules Production for Flexible
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	4	4	4.33	ELng 105, Litr 114, Litr137, TEGr 116 (2)

		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	18	5	4	5	4.67	ENg 105, Litr 114, Litr137, TEGr 116 (2)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	20	5	4	5	4.67	ENg 105, Litr 114, Litr137, TEGr 116 (2)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic advisor to students</i>	100	120	5	4	4	4.33	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	50	5	4	4	4.33	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	4	4	4.33	Mentors' Guild; LEXES
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	4	5	4.67	Pasidungog Night, Educational Fair (COEd Week)
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1						



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10							
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1							
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	4	4	4	4.00	DepEd Baybay City Division	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	3							
<b>UMFO 3 . RESEARCH SERVICES</b>											
	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 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-refereed 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> 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**

	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								

	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 (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							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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 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								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					

	<b>PI 3: Additional Outputs</b>	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>								49.66	
	<b>Average Rating</b>								4.51	
	<b>Adjectival Rating</b>								Very Satisfactory	

Evaluated & Rated by:

*Joel Q. Mabalin*  
**JOEL Q. MABALHIN**  
 Department Head  
 Date: 10/06/2021

Recommending Approval

*Bayron S. Barredo*  
**BAYRON S. BARREDO**  
 Dean, College of Education  
 Date:

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: 12/18/2020

Comments & Recommendation for development Purposes:

Reporting to the office daily or as mandated by the CSC is highly recommended to finish works on time.



## PERFORMANCE MONITORING FORM

Name of Employee: LOUISA MARIE B. ANDRADE

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 undergraduate courses	18 FTE	1st week of January, 2020	Before the end semester	May, 2020	Very Impressive	Outstanding	30.15 FTE
2	Advise and serve student-related activities and organization	Advise and serve 1 organization	1 <sup>st</sup> week of January, 2020	Before the end of the semester	May, 2020	Very Impressive	VS	Advised and served Mentor's Guild, LEXES & CoEd SSC

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

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

Prepared by:

  
BAYRON S. BARREDO

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOUISA MARIE B. ANDRADE

Performance Rating: 4.51

Aim: Increases involvement in research and extension activities  
Produces instructional materials on handled  
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December 2020

Target Date: January-June, 2021

First Step:

Attend Seminars, Trainings, and workshop

Develop at least one Instructional Materials

Write Research Proposals for Funding

Result:

Date: December 2020

Target Date: January - June, 2021

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright

Approved Proposals for Funding

Outcome: Published Books/ instructional materials

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

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Prepared by:

  
**BAYRON S. BARREDO**

Unit Head

Conforme:

  
**LOUISA MARIE B. ANDRADE**

Name of Ratee Faculty/Staff