

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

MAY C. PASCUAL

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty Head	100%	4.98	4.98
b. Students	0%		0.00
TOTAL for Instruction	90.95% 92.5%		4.48 4.73 ✓ 4.607
2. Research	2.5%	3.17 3.165	0.08 0.079
3. Extension	2.5%		✓ 0.00
4. Production			
5. Administration/Other Services	5.0%	5.00	.25
TOTAL			4.561 4.810 ✓ 4.936

EQUIVALENT NUMERICAL RATING:

4.561
4.810 ✓ 4.936

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.810 ✓
4.561 4.936

ADJECTIVAL RATING:

OUTSTANDING VERY SATISFACTORY
OUTSTANDING

Prepared by:

May C. Pascual
MAY C. PASCUAL

Name of Faculty

Reviewed by:

Jett C. Quebec
JETT C. QUEBEC

Department Head

Recommending Approval:


Ma. Theresa P. Loreto
MA. THERESA P. LORETO
Dean, CAS

Approved by:


Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAY C. PASCUAL, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2020


MAY C. PASCUAL
 Assistant Professor I
 Date: 1/22/2021

Approved: 
JETT C. QUEBEC
 Department Head
 Date: 1-26-21


MA. THERESA P. LORETO
 College Dean
 Date: 2/15/2021

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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3. Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	N/A					

	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	N/A	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A					
	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	N/A	N/A					
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 per semester	18	5	5	5	5.00	Taught 5 sections in ScSc11n, and 1 section equivalent as affiliate Guidance Counselor at ODS
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	0					Gradesheets still to be accomplished after the semester is over in 2021
		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	NONE	10	5	5	5	5.00	Completion forms of three students with INC who complied were immediately submitted upon request.

	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Attended the Webinars on LMS/Moodle (2x), TOS, Faculty on-boarding
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	5	5	5	5	5.00	Only one major exam was administered per section due to distance learning limitations and to minimize inequality brought about by
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	15	5	5	4	4.67	4 Assessments were conducted and checked per section
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					Term papers are still due due in February 2021
PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	N/A	N/A					
	A17 . Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	Students were served via emails, chats and video calls (after virtual classes and scheduled virtual consultations)
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by ODS	NONE	1	5	5	5	5.00	USSC was assisted in their queries regarding online survey on Cyberbullying
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	NONE					
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	1	5	5	5	5.00	Collaborated with 2 other instructors in the development of Understanding the Self Courseware
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Collaborated with 2 other instructors in the preparation of online-ready Understanding the Self Courseware via the VSU elarning

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	9	5	5	5	5.00	1 powerpoint presentation for each of the lessons before December, 2 video clips and link to DYDC Serbisyo Estudyante on Self-Care
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12	34	5	5	5	5.00	1 major exam, 13 Learning Tasks, 13 Assessments, 3 Pre-Tests, 3 Post Tests, 1 Final Term Paper in collaboration with other UTS Instructors
		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	5	5	5	5.00	Submitted courseware on Understanding the Self
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	10	5	5	5	5.00	Created Google Classrooms for each of the 5 section on top of the virtual classroom in VSUEE
	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	1	5	5	5	5.00	Secured available documents from ODS needed for AACUP Preliminary Visit for DLABS Graduate Program
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Experiential learning activities were incorporated in the second half of the LG for Understanding the Self to enhance student learning.
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	NONE	NONE					
	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	0.3	3	3	3	3.00	Research started still on data collation and interpretation

	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	1	0.3	4	3	3	3.33	research conducted will be hopefully published when done
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 scientific for a/conferences	1	0					To be done yet
		<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	0					
	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	1	0					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0					
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	N/A	N/A					
	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	N/A	N/A					

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		Guidance Coordinator, BSN	5	5	5	5.00	served as guidance coordinator BSN
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	NONE	NONE					
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
Total Over-all Rating									
Average Rating									
Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	4.79
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.79
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Ms. Pascual is responsible and committed faculty of DLABS. Her presence provides a steady source of guidance. A doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: 1-26-21

Recommending Approval


MA. THERESA P. LORETO

College Dean

Date: 2/15/2021

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/19/21

PERFORMANCE MONITORING FORM

Name of Employee: May C. Pascual

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 one (1) course subjects (ScSc11n)	Attendance sheets of the assigned classes, grade sheet per course taught, and good result of student performance evaluation	August 2020	November 2020	December 2020	Impressive	Outstanding	Improve performance vis-à-vis students' comments on TPES.
2	Prepare instructional materials for courses taught	Varied instructional materials that matches student learning styles	July 2020	August 2020	August 2020	Impressive	Outstanding	Design Motivation tasks in the Learning Guides that are brief but expand the Learning Tasks and Assessments
3	Assist students' concerns through student consultations	Improved student performance	August 2020	November 2020	November-December 2020	Impressive	Outstanding	Provide more interventions to improve student academic performance in the new normal
4	Prepare course syllabus updates	Approved course syllabi in ScSc11n	July 2020	October 2020	October 2020	Impressive	Outstanding	Follow OBE and ISO format as prescribed
5	Submission of midterm and final grades	Grades submitted to Registrar's Office on time	August 2020	December 2020				Submit only Final grades due to pandemic
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2019	August to December 2020	August to December 2020	Impressive	Outstanding	Active participation in all activities (virtual or face to face)
7	Perform other functions assigned by the Department head and university administrators	Induction into office as DBGF, Active involvement in the SDO programs related to Department-based guidance facilitation and collated documents from SDO for AACCUP Preliminary Visit	October 2020	December 2020	December 2020	Impressive	Outstanding	Submission of semestral report of accomplishment as DBGF and additional documents for AACCUP

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

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

Prepared by:

JETT C. QUEBEC
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAY C. PASCUAL

Performance Rating:

Aim: To support the University's aim to have at least 60% of its faculty to acquire a doctorate degree.

Recommended to take study leave for her dissertation to be accomplished and graduate from the current doctorate program.

Date: December 2020

Target Date: September 2021

First Step:

Followed up on the status of her post graduate degree and encouraged to submit a letter of request for study leave.

Outcome:

A letter of request for study leave was submitted to the Department Personnel Council

Date: January 8, 2021

Next Step: Inform her on the status of her request


Result:

Awaiting approval on recommendation.

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


MAY C. PASCUAL
Name of Ratee/Faculty/Staff