

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	3.87	3.87
	b. Student (50%) from Teaching Performance Eval'n. By	0.00	0.00	0.00
	Total for Instruction	100%	3.87	3.87
2.	Administration and Support Services	0%	0.00	0.00
	TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	3.87

EQUIVALENT NUMERICAL RATING:

3.87

Add: Additional Points, if any:

-

TOTAL NUMERICAL RATING:


3.87

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:



LUCIA S. NORRIS
Name of Faculty


SHALOM GRACE C. SUGANO
Department Head

Recommending Approval:


BAYRON S. BARREDO
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 of JULY - DECEMBER 2020

LUCIA S. NORRIS

Instructor

Date: December 18, 2020

Approved:

SHALOM GRACE C. SUGANO

Department Head

Date: 11/26/2021

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 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	44.05	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	5	4	4	5	4.33	Science I and Science IVB
		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	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	5	4	4	4	4.00	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 IVB Lab reports
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic advisor to students</i>	0		3	3	3	3.00	
		A17 . Number of students advised on thesis/ field practice/special problem:		0	0	3	3	3	3.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	0	3	3	3	3.00	
		<i>As SRC Member</i>	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	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	4	5	4.33	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 Moodle 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							

[illegible]

		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 (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							
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 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 performing 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							
	Total Over-all Rating								76.98	
	Average Rating								3.87	
	Adjectival Rating								Very Satisfactory	

Comments & Recommendation for Development
Purpose:
She is a seasoned teacher. She is one of the pillars of HHS. She accepts the challenges in distance learning despite of her age.

Evaluated & Rated by:

SHALOM GRACE C. SUGANO

Department Head

Date: *1/26/2021*

Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: *1/27/21*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Lucia S. Norris

Performance Rating: Very Satisfactory

Aim: To produce instructional materials on subjects handled ready to be used for distance learning.

Proposed Interventions to Improve Performance:

Date: August 2020

Target Date: December 2020 – April 2021

First Step:

Attend seminar and workshops on writing instructional materials.

Develop at least one learning guide for each subject ready to use in the new normal.

Result:

Attended seminars and workshops held in the university.

Developed learning guides and materials utilized for distance learning.

Date: January 2021

Target Date: April 2021

Next Step:

Perform responsibilities as a faculty.

Outcome: Achieved goals and objectives in instruction.

Final Step/Recommendation:

Mentor young and less experienced faculty.

Prepared by:


SHALOM GRACE C. SUGANO, Ph.D.

Unit Head

Conforme:


LUCIA S. NORRIS

Name of Ratee Faculty/Staff