SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2024

Name of Faculty Member: **KAY T. JUANILLO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		3.93 x 50% = 1.965	
b. Students (50%)		4.33 x 50% = 2.165	
TOTAL for Instruction	80%	4.13	3.304
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	4.00 x 5.0% = 0.200	0.200
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	4.00 x 5.0% = 0.200	0.200
TOTAL for Extension			
4. Production	5%	3.93 x 5.0% = 0.197	0.197
5. Administration/Other Services	5%	3.67 x 5.0% = 0.184	0.184
TOTAL	100%		**4.08**

EQUIVALENT NUMERICAL RATING: 4.08
Add: Additional Points, if any: N/A
TOTAL NUMERICAL RATING: **4.08**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: Reviewed by:

KAY T. JUANILLO   **MARIA VANESSA E. GABUNADA**
Name of Faculty   Department Head

Recommending Approval:

GLENN G. PAJARES
Dean, CAS

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **KAY T. JUANILLO**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE** commit to the deliver and agree to be rated on the the following targets in accordance with the indicated measures for the period July - December 2024.

KAY T. JUANILLO
INSTRUCTOR I
Date: 1-17-25

Approved:

MARIA VANESSA E. GABUNADA
Head, DALL
Date: 1-17-25

GLENN G. PAJARES
College Dean
Date: 1-17-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	N/A						
	PI 10. Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students	N/A						
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						

	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A							
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A							
	Number of instructional materials developed		N/A							

UMFO 2. HIGHER EDUCATION SERVICES

OVPI MFO 3. Higher Education Management Services

PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	N/A						
PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	30	36.00	4	4	4	4.00	Humn12n(3 section), Humn11(5 section), Elst200 (1 section), , Comm11 (3sections)
PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	N/A						
PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	70%	100%	4	4	3	3.67	Humn12n, Humn11, Elst200.2, Comm11
PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	80%	100%	4	4	4	4.00	Humn12n, Humn11, Comm11
PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	2	1	4	4	4	4.00	Humn12n
PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	80%	100%	4	4	3	3.67	Humn12n, Humn11, Elst200.2

PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100%	4	4	4	4.00	
PI 19: Additional Outputs	A 9. 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							
PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	16	4	4	4	4.00	Learning materials and assessment tools for Humn11, Humn12n, ELst200, Comm11
	A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	14	4	4	4	4.00	
	A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	6	4	4	4	4.00	
	A 13. Number of Student organizations advised	Advises student organizations recognized by DSO							
	A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	4	4	4	4.00	AB English Language Studies Society (ABELSS), VSU University Supreme Student Council (USSC)
				Total:				3.93	

UMFO 3 . RESEARCH SERVICES

PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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	1	1	4	4	4	4.00	

PI	Activity	Description							Remarks
PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	2	1	4	4	4	4.00	Netspeak and its Influence to the Language Skills of VSU Students
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	1	N/A					
	a. International		1						
	b. National		N/A						
	c. Regional or Institutional Conferences		N/A						
PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	0						
PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG							
PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies							
PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources	N/A	N/A					
PI 8: Amount of research money obtained from internal sources	A 22. Amount of research money obtained from internal sources	Requests for research money from internal sources							
PI 9: Number of patents applications	A 23 Number of patents applications	Applies for patents							
PI 10: Number of patents approved	A 24. Number of patents approved	Follow ups patent applications							
PI 11: Number of creative works published	A 25. Number of creative works published	Writes publishable materials out of research outputs and submits for publication							

PI 12: Number of research articles derived from approved research in the university submitted	A 26. Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication						
PI 13: Number of research articles derived from approved research in the university published	A 27. Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication						
PI 14: Number of Scopus, WoS, and ACI publications and other reputable journals	A 28. Number of Scopus, WoS, and ACI publications and other reputable journals							
PI 15: Additional outputs*	A 29. No. of research-related awards (research conducted by faculty or student w/ faculty)							
	A 30. 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 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output						
				Total:			4.00	
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 (MOUs/MOAs)	A 32. 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	A (Measure)	Function							Remarks
		PI 2: Number of trainees weighted by the length of training	**A 33.** Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A					
		PI 3: Number of extension programs and projects	**A 34.** Number of extension programs and projects		N/A	N/A					
		PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	**A 35.** Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	N/A	N/A					
		PI 5: *Number of technical/expert services rendered*	**A 36.** *Number of technical/expert services rendered as/in:*	Provides the technical and expert services requested by beneficiaries							
			a. Peer reviewer of journal/book		1	N/A					
			b. Review of research and extension proposal		N/A						
			c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		2	3	4	4	4	4.00	Organizer/Facilitator, Narrative of Change: Examining Literature's Role in Shaping Society and Identity (Nov. 16, 2024) Organizer/Facilitator, Multimethod and Mixed Methods in Research (Oct.19, 2024) Facilitator, Teaching English to Young Learners (Feb. 1, 2024)
			d. accreditor		N/A						
			e. consultancy		N/A						

PI 6: Number of extension proposals submitted	**A 37.** Number of extension proposals submitted	Prepares extension project proposals and submits for review	N/A	N/A						
PI 7: Number of extension proposals approved	**A 38.** Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	N/A	N/A						
PI 8: Number of extension proposals implemented	**A 39.** Number of extension proposals implemented	Implements duly approved extension projects	N/A	N/A						
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	**A 40.** Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	N/A	N/A						
	a. *International*		N/A							
	b. *National*		N/A							
	c. *Regional or Institutional Conferences*		N/A							
PI 10: Number of extension actvities conducted	**A 41.** Number of extension activities conducted	Conducts extension program activities	N/A							
PI 11: Number of trainings, seminars, fora conducted	**A 42.** Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora								
PI 12: Number of IEC materials developed	**A 43.** Number of IEC materials developed	Develop IEC materials								
PI 13: Number of IEC materials distributed	**A 44.** Number of IEC materials distributed									
PI 14: Number of extension articles derived from approved extension projects in the university submitted	**A 45.** Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university								

	PI 15: Number of extension articles derived from approved extension projects in the university published	A 46. Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication								
	PI 16: Amount of research money obtained from external sources	A 47. Amount of extension money obtained from external sources	Requests for extension money from external sources	.							
	PI 17: Amount of research money obtained from internal sources	A 48. Amount of extension money obtained from internal sources	Requests for extension money from internal sources								
	PI 18: Additional outputs *	A 49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
					Total:				4.00		

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	4							
		International		1	N/A					
		National		1	1	4	4	4	4.00	American English Alumni Association of the Philippines Training Seminar

		Regional/Institutional							
				2	3	4	4	4	4.00	Narrative of Change: Examining Literature's Role in Shaping Society and Identity (Nov. 16, 2024) Multimethod and Mixed Methods in Research (Oct.19, 2024) Teaching English to Young Learners (Feb. 1, 2024)
OVPI MFO 3. Registration Services									
PI 9: Percentage of students enrolled and validated within the registration period	**A 51**. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	90%	100%	4	4	4	4.00	ABELS Academic Advisees
PI 10. Number of students advised during the registration period	**A 52.** Number of students advised during the registration period	Acts as academic adviser	30	32	4	4	4	4.00	
OVPI MFO 4. Curricular Program Management Services									
PI 12: Number of IMs reviewed by the DIMRC	**A 53**. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	3	3	3	3.00	Humn12n
PI 13: Number of course syllabi and TOS reviewed and approved	**A 54**. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	3	3	4	4	4	4.00	Humn12n, Humn11, Comm11
PI 14: Number of OJT MOAs prepared	**A 55.** Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program							
PI 15: Number of student interns deployed and monitored	**A 56.** Number of student interns deployed and monitored	Acts as student internship program coordinator							

PI 16: Number of student thesis advised:	**A 57**. Number of students advised on thesis/field practice/special problem:								
	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	5	7	4	4	4	4.00	ABELS Students
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	7	10	4	4	4	4.00	ABELS Students
PI 17: Number of exchange students supervised	**A 58.** Number of exchange students supervised	Acts as exchange student program coordinator/facilitator							
PI 18: Number of students from other schools having summer program supervised	**A 59.** Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	N/A	N/A					
PI 19: Number of external institutions/agencies conducting benchmarking activities served	**A 60.** Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	N/A	N/A					
PI 20: Number of students from other academic departments conducting research activities served	**A 61.** Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	N/A	2	4	5	4	4.33	Served as English Critic
PI 21: Additional outputs	**A 62.** Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	4	4	4	4.00	Humn11, Humn12n, Comm11, Elst 200
	A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							

		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 64. Number of virtual classroom created/operational								
					Total:				3.93	

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	N/A	N/A					
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	N/A	N/A					
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	N/A	N/A					
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	10	15	4	4	4	4.00	
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	1	N/A					
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	N/A	N/A					
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	N/A	1	4	4	4	4.00	

PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	N/A	100%	4	4	3	3.67	
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	70%	N/A					
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	80%	N/A					
PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	N/A	N/A					
PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	N/A	N/A					
PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	N/A	N/A					
PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		N/A	N/A					
PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		N/A	N/A					
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	10	15	3	3	3	3.00	Department & University Meetings

		A 81. 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	N/A	N/A					
					Total:				3.67	
Total Over-all Rating										
Average Rating										
Adjectival Rating										

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

Comments & Recommendations for Development Purpose: Ms. Juanillo performs well in her classes and other department-related tasks. She is a dedicated ABELSS Adviser. Purduing Ph.D. can improve her expertise in her specialization.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Head, DALV
Date: 1-17-25

Recommending Approval:

GLENN G PAJARES
Dean, CAS
Date: 1-17-25

Approved by:

ROTACIO S. GRAVOSO g
Vice President for Academic Affairs
Date: 9|11|25

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **KAY T. JUANILLO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommenda tion
1	Teach courses: • Reading Visual Arts • Art Appreciation • Language Research 2	Conducted classes, computed grades per course, provided additional learning materials, and achieve an outstanding result in students' performance evaluation	January 2024	December 2024	January to December 2024	Impressive	Outstanding	
2	Assist students' concerns through student consultation	Aid in students' concerns on the subject (Humn12n, Humn11, Elst200, ABELS Academic Advisees)	January 2024	December 2024	January to December 2024	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, and virtual classroom	January 2024	December 2024	January to December 2024	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn12n, Comm11, Humn11, Elst200)	January 2024	December 2024	January to December 2024	Impressive	Outstanding	
5	Participate in network building activities among different institutions.	Certificate of participation and open opportunities for the colleagues.	January 2024	December 2024	January to December 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	January 2024	December 2024	January to December 2024	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2024	December 2024	January to December 2024	Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **KAY T. JUANILLO**
Performance Rating:

Aims:
- To deliver quality education and enhance student engagement in the classroom by providing diverse activities related to the course.
- To contribute to departmental committees and university initiatives.
- To expand knowledge and gain new skills through higher education.
- To foster a healthy working environment and strengthen interpersonal relationships among co-workers.

Proposed Interventions to Improve Performance and Competence and Qualification to assume higher responsibilities:

Date: JANUARY 2024   Target Date: DECEMBER 2024

-Explore varied teaching methods, provide mixed assessment activities, and foster inclusivity in the classroom.
- Participate in university and department activities.
- Submit admission applications to institutions that resonate with specializations and interests.
- Attend team meetings and engage in relationship building activities.

Outcome: N/A

Final Step/Recommendation: NA

_____

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Conforme:

KAY T. JUANILLO
Ratee/Faculty

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: **JUANILLO, KAY T.**

Department: **Dept. of Arts, Languages and Literature**

College: **College of Arts and Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Humn 11	ART APPRECIATION	LEC	5.00	Outstanding	100.0%
Humn 11	ART APPRECIATION	LEC	4.00	Very Satisfactory	80.0%
Humn 11	ART APPRECIATION	LEC	4.00	Very Satisfactory	80.0%
Humn 11	ART APPRECIATION	LEC	4.00	Very Satisfactory	80.0%
Humn 12n	READING VISUAL ARTS	LEC	5.00	Outstanding	100.0%
Humn 12n	READING VISUAL ARTS	LEC	4.00	Very Satisfactory	80.0%
	Average Rating		4.33	Very Satisfactory	86.67%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: 11-11-2024

Received by:

JUANILLO, KAY T.
Name and Signature of Faculty
Date: 01-20-2025

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

INSTRUCTION AND EVALUATION OFFICE
3/F Administration Building, Visayas State University
Baybay City, Leyte
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph
Phone/Fax: +63 053 565 0600 local 1104

Page 1 of 1
FM-ODI-04

2nd23-24sr
DALL-11