

## 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		3.38 x 50%	1.69
	b. Student (50%) from Teaching Performance Eval'n. By-Students		5 x 50%	2.50
Total for Instruction				
2.	Administration and Support Services			
TOTAL			TOTAL EQUIVALENT NUMERICAL RATING	4.19

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.19

ADJECTIVAL RATING:

Very satisfactory


Prepared by:

  
**LUCIA S. NORRIS**  
 Name of Faculty

Reviewed by:

  
**SHALOM GRACE C. SUGANO**  
 Department Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
 Dean/Director


Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President


"Exhibit B"

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 accomplishments in accordance with the indicators for the period of JULY - DECEMBER 2021

  
LUCIA S. NORRIS  
Instructor  
Date:

Approved:   
SHALOM GRACE C. SUGANO  
Department Head  
Date:

  
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							

		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	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							
	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	46.9	5	5	5	5.00	Science I, Science IVB and Math Ia



		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	5	4	4	3	3.67	Science I, Science IVB and Math Ia
		<b>A11.</b> 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	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	0	1	4	3	3	3.33	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	4	4	4	4.00	Science I, Science IVB and Math Ia
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	50	4	3	3	4.33	Science I, Science IVB and Math Ia
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	40	100	3	4	3	4.33	Science I Lab reports
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	0	0	2	2	2	2.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		0	0	2	2	2	2.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0	2	2	2	2.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0	2	2	2	2.00	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	50	5	5	4	4.67	

	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	0	0	2	2	2	2.00	
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	3	4	4	4	3	3.67	
	<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	2	3	4	3	3	3.33	Science I and Science IVB
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	3	3	3	3.00	Science I and Science IVB
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	4	4	3	3.67	Science I, Science IVB and Math Ia
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	4	4	3	3.67	Science I, Science IVB and Math Ia
		<b>A 23 :</b> 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	2	3	3	4	3.33	Science I and Science IVB
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	10	4	5	5	4.67	Google Virtual Classroom Science IVB, Science I and Math Ia
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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]

		<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							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<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								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> 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>											
	<b>PI 8.</b> 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*	<b>A 44.</b> 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								



		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<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							Comments & Recommendation for Development Purpose: <i>She is a seasoned mentor.</i>
	<b>Total Over-all Rating</b>								67.67	
	<b>Average Rating</b>								3.38	
	<b>Adjectival Rating</b>								Very satisfactory	

Evaluated & Rated by:

**SHALOM GRACE C. SUGANO**

Department Head

Date:

Recommending Approval

**BAYRON S. BARREDO**

Dean, College of Education

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:

*2/14/22*

## 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: February 2022

Target Date: March 2022

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: February 2022

Target Date: March 2022

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