SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Maria Hazel I. Bellezas

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		4.29	
b. Students (50%)		(No TPES conducted during this period due to COVID 19	
TOTAL INSTRUCTION	60%	4.29	2.57
2. Research	10%	4.00	0.40
3. Extension	20%	3.62	0.72
4. Support Operations	5%	4.80	0.24
5. Gen. Admin. & Support Services	5%	4.8	0.24
TOTAL			4.18

EQUIVALENT NUMERAL RATINGS: 4.18

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING: 4.18

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MARIA HAZEL I. BELLEZAS
Name of Faculty

Reviewed by:

MA. SALOME B. BULAYOG
Department Head

Recommending Approval:

MOISES NEIL V. SERINO
Dean, CME

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>MARIA HAZEL I. BELLEZAS</u>, a faculty member of the <u>DEPARTMENT OF ECONOMICS</u> 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 January-December 2020.

Approved:

MARIA HAZEL I. BELLEZAS
Assistant Professor IV
Date: _____

MA. SALOME B. BULAYOG
Department Head
Date: _____

MOISES NEIL V. SERIÑO
College Dean
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (July-Dec. 2020) Accumulated	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	1	1.33	4	4	4	4.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	1	1	4	4	4	4.00	
		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							

	PI	Activity	Description							
		A4. Number of students entertained for consultation	Entertains students seeking consultation with faculty	1	2	4	4	5	4.33	
	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	1	1	5	4	4	4.33	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	6	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	1	3.5	3.5	3.5	3.50	
		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	1	1	4	4	4	4.00	
	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	20	32.3	4	4	4	4.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	13	5	5	5	5.00	

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	4	4	4	4	4.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	11	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	20	30	5	5	5	5.00		
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	4	4	4	4.00		
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript								
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	25	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	1	4	4	4	4.00		
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities								
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	4	4	5	4.33		
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00		
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	25	5	4	5	4.67		

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	14	5	4	4	4.33
		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
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	5	4	4	4	4.00
	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	0	3.5	3.5	3.5	3.50
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal						
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						
	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	1	4.5	4.5	4.5	4.50
	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						
		In refereed int'l journals		1	1	5	5	5	5.00
		In refereed nat'l/regional journals							

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 scienfic for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
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							
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by								
	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	1	1	4	4	4	4.00	
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	1	0	3.5	3.5	3.5	3.50	Suspended due to covid
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	1	0	3.5	3.5	3.5	3.50	Suspended due to covid

	PI	A	Description							
	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	60%	0	3.5	3.5	3.5	3.50	Suspended due to covid
	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 (extn. 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 theQMS 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	zero non- conformity	4.8	4.8	4.8	4.80	

		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	100% compliant	4.8	4.8	4.8	4.80	
		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	zero% complaint	4.8	4.8	4.8	4.80	
	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 performfing 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									141.40	
Average Rating									4.28	
Adjectival Rating									VS	

Comments & Recommendations for Development Purpose:

Must engage more in research activities and submits outputs for publication

Evaluated & Rated by:

MA. SALOME B. BULAYOG
Department Head
Date: _____

Recommending Approval

MOISES NEIL V. SERIÑO
Dean, CME
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/25/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Maria Hazel I. Bellezas**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Prepares assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	July 2020	Feb. 2021	Feb. 16, 2021	Very impressive	Outstanding	
2	Prepares instructional module/e-learning materials for online classes	Very satisfactory	July 2020	Dec. 2020	Dec. 18, 2020	Very Impressive	Very Satisfactory	
3	Attends online meetings and virtual webinars and performs functions as member of different committee of the department	Outstanding	July 2020	Dec 2020	Dec. 23, 2020	Impressive	Very Satisfactory	
4	Performs other functions	Outstanding	July-Dec 2020	Dec. 2020	Dec. 23, 2020	Impressive	Very Satisfactory	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

MA. SALOME B. BULAYOG
Unit Head

EXHIBIT L

Name of Employee   :Maria Hazel I. Bellezas
Performance Rating   :Very Satisfactory

Aim: To improve teaching capability of faculty member.

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

Date: July 2020   Target Date: Dec. 2020

First Step:

Required Dr. Bellezas to update course syllabi and course content relevant to the current trends and needs of the undergraduate courses assigned.

Result:

Updated graduate course syllabi

Date: July 2020   Target Date: Dec. 2020

Next Step:

Improve further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Dr. Bellezas improved instructional materials developed.

Prepared by:

MA. SALOME B. BULAYOG
Unit Head

Conforme:

MARIA HAZEL I. BELLEZAS
Ratee