

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Rating Period: July-December 2021

Name of Faculty Member: ANNIE A. PARMIS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.485	
b. Students (50%)		4.75 x 50% = 2.375	
TOTAL for Instruction	80%	4.86	3.888
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	0.750
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.888

EQUIVALENT NUMERICAL RATING: 4.888

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.888

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


  
**ANNIE A. PARMIS**

Name of Faculty


Reviewed by:

  
**JETT C. QUEBEC**  
Department Head

Recommending Approval:


  
**MA. THERESA P. LORETO**  
Dean, CAS

Approved by:


  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 JULY-DECEMBER 2021.

  
ANNIE A. PARMIS  
Associate Professor 1  
Date: January 13, 2022

Approved:  
  
JETT C. QUEBEC  
Department Head  
Date:

  
MA. THERESA P. LORETO  
College Dean  
Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timelines	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	1	4.0	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 300, LTNG 299
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	10	18	5	5	5	5.00	MS-LT and M-Ed Students
		A3 . Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	8	12	5	5	5	5.00	MS-LT, M-Ed Students
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	3	8	5	5	5	5.00	MS-LT, M-Ed Students
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	5	15	5	5	5	5.00	MS-LT, M-Ed Students
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	10	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	1	3	5	5	5	5.00	LTNG 225, LTNG 207, LTNG 209
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							



	<b>A13 . Number of long examinations administered and checked</b>	exam prep	Administers and checks long examination for subjects taught	5	10	5	5	5	5.00	LTNG 207, LTNG 227, LTNG 299
	<b>A14 . Number of quizzes administered and checked</b>		Prepares and checks quizzes for lec	10	15	5	5	5	5.00	LTNG 207, LTNG 227, LTNG 299
	<b>A15 . Number of lab reports and term papers checked and graded</b>		Checks lab reports and term papers submitted as required	N/A	N/A					N/A
<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	N/A	N/A					N/A
	<i>Published Study Guides</i>		<i>Ebooks</i>	3	4	5	4	5	4.67	Mythology and Folklore; ELT Approaches, Methods, and Blended Learning; Purpoosive Communication; and Language and Science
	<i>Supplemental learning resources</i>		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	N/A	N/A					N/A
	<i>Assessment tools</i>		<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	100	200	5	5	5	5.00	Learning Task/Articles and Assessment
	<b>A 6 : Number of Periodic Exams</b>		<i>Prepares Midterm and Final Exam</i>	5	6	5	5	5	5.00	LTNG 207, LTNG 227, LTNG 299
	<b>A 7 : Number of virtual classroom created and operational</b>		<i>Google Meet/E-mail/Messenger/ Live Calls</i>	3	4	5	5	5	5.00	LTNG 207, LTNG 227, LTNG 299, LTNG 300
<b>PI 10 . Additional outputs:</b>	<b><u>A 8. Other outputs implementing the new normal due to covid 19</u></b>		<i>Designs experiential learning activities and other outputs to implement new normal</i>	N/A	N/A					N/A
<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. Actual Faculty's FTE</b>		<i>Handles and teaches courses assigned</i>	18	15.25	5	5	5	5.00	ELSt 199, ELDs 122 (2 sections), Engl 137 (2 sections), and ELSt 200
	<b>A10 . Number of grade sheets submitted within prescribed period</b>	Preparation	<i>Prepares gradesheet and submits on or before deadline</i>	6	12	5	5	5	5.00	ELSt 199, ELDs 122 (2 sections), Engl 137 (2 sections), and ELSt 200, LTNG 207, LTNG 227, LTNG 299, LTNG 300
	<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>		<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	2	5	5	5	5	5.00	ELDs 122, ELSt 198, LTNG 207, LTNG 209, LTNG 225
	<b>A12 . Number of conferences/ trainings attended related to instruction</b>	Trainings attended	<i>Attends conferences and trainings</i>							



		<b>A13 . Number of long examinations administered and checked</b>	exam prep	Administers and checks periodic examination for subjects taught	2	6	5	5	5	5.00	ELSt 199, ELST 200, ELDs 122, Engl 137
		<b>A14 . Number of quizzes administered and checked</b>		(oral and written)	10	20	5	5	5	5.00	(Graduate and undergraduate courses)
		<b>A15 . Number of lab reports and term papers checked and graded</b>		Checks lab reports and term papers submitted as required	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		Acts as academic adviser to students	5	15	N/A	N/A	N/A	N/A	First Year ABELS
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	ELSt 200
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	ELSt 200
		<b>A18 . Number of students entertained for consultation</b>		Entertains students consulting on subject taught, thesis and grades	20	46	5	5	5	5.00	(graduate and undergraduate courses)
	<b>PI 9:</b> Number of student organizations advised/	<b>A19 . Number of Student organizations advised</b>		Advises student organizations recognized by USOO	none	none					none
		<b>A20 . Number of Student organizations assisted on</b>		Assists student organizations in implementing student related activities	none	none					none
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course were developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		OBE Coures Syllabi		Updates OBE Course Syllabi	3	5	5	5	4	4.67	(Graduate and Undergraduate courses)
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by		Submits the course were duly reviewed by TRP for editing by MMDC editor	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<b>A 24 :</b> Number of virtual classroom created and		Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:			N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A	N/A	N/A	N/A	N/A	N/A



		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		<i>Published Study Guides (Ebooks)</i>	1	4	5	5	5	5	Mythology and Folklore; ELT Approches, Methods, and Blended Learning; Purposive Communication; and Language and Science
						AVERAGE				<b>4.97</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>					N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		<i>Conducts research for possible utilization by industry or other beneficiaries</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		<i>Conducts and completes research project within the year</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year		<i>Writes publishable materials out of research outputs and submits for publication</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In refereed int'l journals</i>			N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In refereed nat'l/regional</i>			N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		<i>Prepares, submits and presents research paper in scienfic for a/conferences</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared submitted		<i>Prepares research proposals, submits and</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of course-related awards (research conducted by faculty or student w/ faculty)		<i>Presented paper abroad</i>	N/A	N/A					N/A
		<b>A 33.</b> Number of journal articles/ published		<i>Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper</i>	N/A	N/A					N/A
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	<i>Prepares and submits application for UM of technology generated out of research</i>	N/A	N/A					N/A
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		<i>Designs research related activities and other outputs to implement new normal</i>	N/A	N/A					N/A
<b>UMFO 4. EXTENSION SERVICES</b>											N/A




	<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		<i>Identifies and links with probable partners for extension activities and maintains this active partnership</i>	N/A	N/A						N/A
	<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		<i>Conducts trainings among beneficiaries of technologies for transfer</i>	N/A	N/A						N/A
	<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		<i>Implements duly approved extension projects</i>	N/A	N/A						
	<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		<i>Provides quality and relevant training courses and advisory services</i>	N/A	N/A						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		<i>Provides the technical and expert services requested by beneficiaries</i>	N/A	N/A						
	<i>Research Mentoring</i>	<i>Research Mentor</i>			N/A	N/A						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>			N/A	N/A						
	<i>Resource Persons</i>	<i>Resource Persons</i>			N/A	N/A						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>			N/A	N/A						
	<i>Consultancy</i>	<i>Consultant</i>			N/A	N/A						
	<i>Evaluator</i>	<i>Evaluator</i>			N/A	N/A						
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		<i>Prepares extension project proposals, submits and follow up its approval for immediate implementation</i>	N/A	N/A						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *			N/A	N/A						
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		<i>Designs extension related activities and other outputs to implement new normal</i>	N/A	N/A						





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

Evaluated & Rated by:

  
JETT C. QUEBEC

Department Head

Date: January 13, 2022

Recommending Approval

  
MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/9/2022

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

**Comments & Recommendations for Development Purpose:**

Dr. Parmis is one of the most hardworking faculty of DLABS. Her experience in the academe provides additional help to the department. More collaborations with co-faculty is a welcome development.



**"Exhibit I"**

**PERFORMANCE MONITORING FORM**

Name of Employee: **ANNIE A. PARMIS**

Task No.	Task Description	Expected Output	Date Assigned July – December 2021	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teach the following undergraduate and graduate courses: Engl 137, ELSt 199, ELDs 122, ELST 200, LTNG 207, LTNG 227, and LTNG 299, LTNG 300	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2021	December 2021	December 2021	Impressive	Outstanding	
2.	Serve as a thesis adviser and teacher for the course ELSt 200 and LTNG 300.	Regular checking of the manuscripts and consultation	July 2021	December 2021	December 2021	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	July 2021	December 2021	December 2021	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	July 2021	December 2021	December 2021	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	July 2021	December 2021	December 2021	Impressive	Outstanding	
6.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exams	July 2021	December 2021	November 2021	Impressive	Outstanding	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	July 2021	December 2021	December 2021	Impressive	Outstanding	
8.	Accomplish course syllabi, TOS, and monthly DTRs.	Approved course syllabi , TOS, and DTRs	July 2021	December 2021	July-December 2021	Impressive	Outstanding	

9.	Serve as a host of the Nostalgia program (DYDC)	Airtime appearances	July 2021	December 2021	December 2021	Impressive	Outstanding	
10.	Write and publish e-books	Published 4 Study Guides	July 2021	December 2021	November 2021	Impressive	Outstanding	
11.	Edit Manuscripts	Edited graduate and undergraduate theses	July 2021	December 2021	December 2021	Impressive	Outstanding	
12.	Prepare Midterm and Final Grades	Grades Submitted to the Registrar	July 2021	December 2021	January 2022	Impressive	Outstanding	

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

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

Prepared by:

  
JETT C. QUEBEC  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annie A. Parnis

Performance Rating:

Aims:

1. Participation in professional organizations
  - Attending local, regional, national, and international conferences or webinars
  - Serving as Panel reactor
  - Coordinating events
  - Serving as an academic/thesis adviser or a panel member
2. Conducting instruction, research, production, and extension activities
3. Improve job performance
  - Keeping up with new teaching approaches, methodologies, and strategies in the new normal amidst pandemic
  - Learning about updates in the field of English language teaching
  - Improving existing talents and skills
4. Increased duties and responsibilities
  - Taking on new challenges in the current work, project or plan
5. Expanding coverage
  - Writing Learning Guides, syllabi, and other instructional materials
  - Publishing books and research articles
  - Reviewing the works of others for publication

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

Date: December 2022

Target Date: One year from today

First Step:

- a) She was encouraged to keep up with the good work and find time for some improvements and higher possibilities

Result:

She will have hopefully become more productive and more efficient in her teaching and other tasks and assignments.

Date: December 2021

Target Date: End of first semester SY: 2021-2022

Next Step:

She was advised to conduct a research and participate in conferences and trainings as presenter/resource speaker, as well as to publish books and research articles.

Outcome: NA

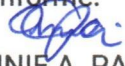
Final Step/Recommendation: NA

Prepared by:



JETT C. QUEBEC  
Department Head

Conforme:

  
ANNIE A. PARMIS  
Faculty/Ratee