SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

GINA A. DELIMA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.686x50%= 2.34	
b. Students (50%)		5.0x50%= 2.5	
Total for Instruction	50%	4.84	2.42
2. Research	25%	4.75	1.19
3. Extension	20%	4.50	0.9
4. Administration	5%	5.0	0.25
5. Production	-		-
TOTAL			4.76

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

<u>4.76</u>

N/A 4.76

ADJECTIVAL RATING:

Outstanding

Prepared by:

GINA A. DELIMA

Name of Faculty

Reviewed by:

LILIAN B. NUÑEZ

Director, ISRDS

Recommending Approval:

LILIAN B. NUÑEZ

Dean, CME

Approved:

ROTACIO S. GRAVOSO

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GINA A. DELIMA, a faculty member of the INSTITUTE FOR STRATEGIC RESEARCH & DEVELOPMENT STUDIES_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 toDecember 2024.

> GINA A. DELIMA Assistant Professor III Date: <u>Jan 15, 2025</u>

Approved:

ILIAN B. NUÑEZ

Director, ISRDS Date: 1-21-25

	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishme		Ra	ting		REMARKS (Indicators in percentage should be supported with numerical values in numerators
No.					nt	Quality	Eficiency	Timeliness	Average	and denominators)
UMFO	1. ADVANCED EDUCATIO	N SERVICES								4.60
OVPI M	IFO 2. Graduate Student N	Management Services								
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		2	6	5	5	5	5	1st sem (DSOC 208, 252, 247, 299): Midyear: DSOC 299, 252)
	PI 8: Number of graduate students advised *	A2. Number of students advised		2	4	5	5	5	5	
		A3. Number of students advised on thesis/special problem/dissertation		2	4	5	5	5	5	Jadina(MSDS), Saulan (MSDC), Petalcorin (MSDC), Managbanag (MSTREC)
		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	2	4	5	5	5	5	Jadina(MSDS), Saulan (MSDC), Petalcorin (MSDC), Managbanag (MSTREC)
		A4. Number of students entertained for consultation purposes		10	18	5	5	5	5	11 first year, 2 (incoming), 2 old students, 3 MS from other program
	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	3	3	4	4	4	4	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3 .	4	4	4	4	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	12	Y	4	4	ч	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5	
		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	0						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	3	4	ц	ч	Ч	
	<u>PI 10</u> . 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	0						
UMFO	I 2. HIGHER EDUCATION S	BERVICES								
OVPI L	IMFO 3. Higher Education	Management Services								4.77
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	1	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	5	5	5	5	5	
		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	2	1	45	45	4.5	4.5	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	4	Ч	4	4	

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		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	4	Ч	Ч	Ц	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	0						
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	34	5	5	5	5	
JAS TOTO REPORT FOR AN ADDRESS OF THE	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	0						
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	34	5	5	5	5	

PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	0						
	1 - 3	Assists student organizations in implementing student related activities	0						
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	2	5	5	5	5	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5	
	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							
	A 24: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5	
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		0						
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
	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							

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					T	_			4.45
O 3 . RESEARCH SERVICES					-	-	_	_	4.79
outputs in the last three (3)	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	utilization by industry or other beneficiaries	0						
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	Ч	Ч	Ч	Internationalization project
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							More than Just Food (Published on March 2024)
	In refereed int'l journals		1	1	5	5	5	5	
	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		1	1	5	5	5	5	PAEDA - Impact Assessmnet of BDC together with MS AgEcon student - Sylvia Agyemang
	In nat'l/regional fora/conferences		1	1	5	5	5	5	VICARP - DRR Internationalization Project
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	0						
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	0						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						

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		the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						4 .5
UMFO	4. EXTENSION SERVIC	ES								4.9
	partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	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	2	2	3.5	3.5	3.5	3.5	
		<u>A 37</u> . Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0						
	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	2	2	4	4	Ч	4	
		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	80%	80%	4.5	4.5	4.5	4.5	
	PI 5. Number of technical/expert services	<u>A 40</u> . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor		0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5	Review of manuscript for International Journal of Disaster Risk Reduction on August 2023
,,	Resource Persons	Resource Persons		1	1	5	5	5	5	Training organized by Research office, served as a resource speaker Oct 8-10, 2024.
	Convenor/Organizer	Convenor/Organizer		0						
	Consultancy	Consultant		0			_			
	Evaluator	Evaluator		0						

	proposals approved *	A 41. Percent of extension	Prepares extension project proposals, submits and follow up its approval for immediate implementation Designs extension related activities and other outputs to implement new normal	0	2	5	5	5	5	
UMF	O 5. SUPPORT TO C	PERATIONS	Improment new normal			T				5
	OVPI MFO 4. Program ar	nd Institutional Accreditation Servic	es	***************************************						
	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	1	1	5	5	5	5	
		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							
		On program accreditations								
		On institutional accreditations			1	5	5	5	5	
		Contribute to the Internationalization goal of VSU		1	1	5	5	5	5	
UMF	O 6. General Admin	. & Support Services		Y 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0						
	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	0						

	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0			
Total Over-all Rating		28.62				
Additional Points	Over-all rating divided by 4)	4.72			And the second second second	mmendations for Development Purposes: Intions for your scholarsh
FINAL RATING	oints(with copy of approval)	4.72		awar	d for	ations for your scholarsh your PhD studies!

Evaluated & Rated by:

LILIAN B. NUÑEZ

Department Head

Date: |-2|-25

ADJECTIVAL RATING

Recommending Approval

LILIAN B. NUÑEZ
Dean, CME
Date: 1-21-25

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: - 30-25

PERFORMANCE MONITORING & COACHING JOURNAL

July-December 2024

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Name of Office: Institute for Strategic Research and Development Studies

Head of Office: Lilian B. Nuñez

Number of Personnel: 4 Faculty members, 2 Science Research Specialists, 3 Administrative Aides

		MECHAN	MSIN		
Activity Monitoring	Mee	ting	Memo	Others	Remarks
	One-on-One	Group	Memo	(please specify)	
Monitoring					
Performance of functions and discussion of concerns and actions to take		Staff meetings: -September 6 -October 15 -November 6 -November 8 Faculty meetings: -July 15 -August 7 -August 8 -September 16	Issued CME memo randu n nos. 8-14 for CME units -Aug to Dec	Posted Whereabouts Chart at the Administrative Office -monthly	Reporting on the status of activities per working committee and IRE function, and discussion of concerns were done during staff meetings.
Conduct of classes	Conducted class observation and shared results to faculty members: -August 21 -Nov. 17 -Nov. 21 -Nov. 27 -Nov. 28	September 10			Some class observation reports have yet to be submitted.
Updating of Virtual classrooms (VCs)	-1VOV. 20			Visited 10 VCs: MSDevSoc: 7 MS/MLAM: 3 -November 4	
Course syllabi				Revision of 5 course syllabi: -Scio 11n -DSOC205 -DSOC206 -DSOC299 -LAMP225 -December 1-27	Reminders were sent to concerned instructor through Messenger go provided assistance in

				formatting
Submission of grades			Reminders through chat group -Dec. 16-31	Almost 100% submitted on time
Compliance with university & college memorandum circulars		Discussion during regular meetings		Documents for submission were monitored by dDRCs.
Preparation for the AACCUP accreditation of MSLAM & MLAM programs on July 8-12, 2024	Held discussions per area -July 1-7		Visited each Area in google drive and discussed with Area incharge	Online AACCUP evaluation proceeded smoothly as scheduled.
Attendance at conferences, seminars, and meetings			Discussed with participants on complying with necessary documents -as need arises	
Daily attendance			Checked logbook randomly Checked DTRs monthly upon submission	Use of biometric machine with backup logbook for attendance monitoring discussed during meetings
Leaves (SL, VL, CDO, etc.)			Approved application for leave forms	
Coaching			loavo loillio	
On completing masteral	Discussed	T T		
studies	with staff on thesis work status -August -October -December			
Faculty Development	Discussed with faculty member on PhD studies abroad -August 2024			Effectivity: January 15, 2025
	Discussed with faculty member on deferment of start of sabbatical leave			Effectivity: October 1, 2024

	-August 2024		
Improvement of filing system	Discussed with dDRCs as the need		
	arose -monthly		

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

LIAN B. NUÑEZ

rector, ISRDS

Voted by:

ROTACIO S. GRAVOSO

VP-Academic Affairs

TRACKING TOOL FOR MONITORING TARGETS

JULY - DECEMBER 2024

Major Final		ASSIGNED TO		TASK STATUS						
Output/Performan ce Indicator	TASK		DURATION	July	Aug	Sept	Oct	Nov	Dec	TASK STATUS
MFO 1: ADVANCED	Teaching	All faculty members	August-December		Accomplished					DSOC206, DSOC221, DSOC252, DSOC299,
EDUCATION & MFO 2:	Instructional Materials development, updating, and utilization	All faculty members	August-December			Ad	ccompl	ished		LAMP211, LAMP229, LAMP298
HIGHER EDUCATION SERVICES	Allocate time for student consultations	All faculty members	August-December		Accomplished			As course professors/instruct ors, academic advisers, GACs, & other committees involving student consultations		
	Give learning tasks, quizzes, exams, etc.	All faculty members	August-December		Accomplished			1st Sem 2024-2025		
	Submit grade sheets	All faculty	December 16-31		Accomplished				Almost 100% submitted on time	
MFO 3:		GA Delima	July-December		Accomplished for 1					GAD Studies
RESEARCH	Conduct research and submit research progress reports and outputs	LB Nuñez	July-December	Accomplished for 1 project						KTP & IVC
SERVICES		MATW Tabada	July-December	Accomplished for 2 projects					*	GAD Studies & Colonial study
		AMM Ajoc	July-December	Accomplished for 1 project					KTP	
MFO 4:	GA Delima		July-December	Accomplished for 2 projects					BDC & RLGU	
EXTENSION SERVICES	Implement extension projects and conduct extension activities	LB Nuñez	July-December		Accomplished for 2 projects			orojects		BIDANI & COLLABDev
		MATW Tabada	July-December	Accomplished for 1 project				RLGU		
		SB Gisulga	July-December	Accomplished for 2 project components		nts	BIDANI-BIDA & BMIS			
		MP Edullantes	July-December	А	ccomplished for 1 project component					BIDANI-PNEA
	Attend conferences,	All staff	July-December	Various conferences and seminars attended by					As resource person,	

	seminars, training					faculty a	and staff			facilitator, and participant
MFO 5: SUPPORT TO OPERATIONS	Comply with all requirements as prescribed in the accreditation tools and participate in the AACCUP online accreditation.	All staff	July 1-12	Accom- plished						Level 2 AACCUP accreditation of MSLAM & MLAM programs on July 8- 12, 2024
	Provide ISO forms to faculty and staff	RA Dayondon; EA Gonzaga	July-December			Accom	plished			Continuous process
MFO 6: GENERAL ADMINISTRATION AND SUPPORT	Sign appointments, requests, certificates, etc.	LB Nuñez	July-December	100% IFWs; Actual Teaching Load, etc. 100% Requests and other documents approved		As Institute Director				
SERVICES (GASS)	Attend meetings	All staff	July-December	Accomplished			Department, college, and university meetings			
	Prepare minutes of meetings of monthly meetings	RF Dayondon	July-December			100%	100%	100%		Regular staff meetings
	Review communications, letters, and requests	LB Nuñez	July-December	Accomplished				As Institute Director		
	Serve as Program Coordinator	GA Delima	July-December	Accomplished			For MS DevSoc and M/MSLAM programs			
	Prepare and facilitate the signing of documents; filing of documents	RA Dayondon; EA Gonzaga	July-December	Accomplished			Continuous process			
	Deliver documents	MB Cerna	July-December	Accomplished for ISRDS, GRC, DBM, CME, DEcon				Continuous process		

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Prepared by:

LILIAN B. NUÑEZ Director, ISRDS

PERFORMANCE MONITORING FORM

January - December 2024

Name of Employee: GINA A. DELIMA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach graduate courses	4 courses	Jan-Dec	May & Dec	May & Dec	Impressive	Outstanding	
2	Teach higher education course	1 course	Jan-Dec	May & Dec	May & Dec	Impressive	Outstanding	
3	Submit final grade sheets	5 courses	May & Dec	2 weeks after final exam	2 weeks after final exam	Very impressive	Outstanding	
4	Implement research project	1 project	Based on work plan			Need improveme nt	Satisfactory	Coordinate with team members.
5	Implement extension projects	2 projects	Based on work plan		Impressive	Very satisfactory		
6	Submit R & E quarterly reports	3 reports per quarter	Every end of quarter	1 week after end of quarter	1 week after end of quarter	Impressive	Very satisfactory	
7	Package documents for Level 2 AACCUP accreditation of MSLAM & MLAM programs	Area 2: Compliance Report, PPP, Supporting Docs	Jan-June			Impressive	Very satisfactory	Outstanding focal person during accreditation on July 8-12

^{*} Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

LILIAN B. NUNEZ

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GINA A. DELIMA Performance Rating:	_
Aim: Pursue advanced studies in development so	ciology
Proposed Interventions to Improve Performance:	
Date: December 20, 2024	Target Date: January 30, 2025
First Step:	
Prepare for study abroad under the scholarship	granted Prof. Delima.
D ands.	
Result: Commencement of advanced studies in KU Le	uven
Date:	Target Date:
Next Step:	
Publish 1-2 papers while on study abroad	
Outcome: PhD units earned and 1-2 papers subm	itted for publication
Final Step/Recommendation:	
Sustain passion in building capabilities in research	h and teaching
Prepared b	ру: Д —
	LILIAN B. NUÑEZ Unit Head
Conforme:	V .
GINA A. DELIMA	

Ratee





TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: DELIMA, GINA A.

Department: Institute of Strategic Research and Devt. Studies

College: College of Management and Economics

Course No. &		Lab/	RA	% Evaluation	
	Descriptive Title	Lec	Numerical	Adjectival	Rating
Soci 11n	Gender and Society	LEC	5.00	Outstanding	100.0%
DSOC208	QUALITATIVE RESEARCH METHODS IN THE SOCIAL SCIENCES	LEC	5.00	Outstanding	100.0%
	Aver	age Rating	5.00	Outstanding	100.00%

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: 11-08-2024

Attested by

MA. RACHELKIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

DELIMA, GINA A.

Name and Signature of Faculty Date: 1-15-24

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

