

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LOUISA MARIE B. ANDRADE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.36x50%= 2.25	
b. Students (50%)		5.00x50% = 2.25	
Total for Instruction	80%	4.50	3.60
2. Research	20%	4.56	0.90
3. Extension			
4. Administration			
5. Production			
TOTAL			4.50

EQUIVALENT NUMERICAL RATING: 4.50

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: Outstanding

Prepared by:

LOUISA MARIE B. ANDRADE  
Name of Faculty

Reviewed by:

BAYRON S. BARREDO  
Department Head

Recommending Approval:

ALELIA. VILLOCINO  
Dean/Director

Approved:


BEATRIZ S. BELONIAS  
VP for Instruction

### Individual Performance Commitment & Review Form (IPCR)

I, **LOUISA MARIE B. ANDRADE**, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 31, 2019.

  
**LOUISA MARIE B. ANDRADE**  
Ratee

Approved:

  
**BAYRON S. BARREDO**  
Head of Unit



MFO & PAPS	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	E <sup>3</sup>	A <sup>4</sup>	
Higher Education	FTE	Teach undergraduate and graduate courses	22.00	24.00	4	4	5	4.33	1 <sup>st</sup> sem, 2019-2020
	Number of IMs developed / revised & utilized								
	• Course outline New	Develop and revise course outline before classes start	2	4	5	4	4	4.33	SpEd 117n, ECEd 121, Elng 101, Elng 104
	Revised		1	1	5	4	4	4.33	Educ 201
	Enrollment (No. of students advised)	Advise students during enrolment	80	120	5	5	5	5.00	1 <sup>st</sup> sem, 2019-2020
	Number of Student Research & Field Practice Advising								
	• Number of approved	Edit and approve portfolio							

Control No - 0669

	portfolio	of student teachers	2	2	5	5	4	4.67	Roluna, Agnes D. Villanueva, Janice D.
	<ul style="list-style-type: none"> <li>Number of organization</li> </ul>	Advise student organization	1	3	5	5	4	4.67	Mentors' Guild, League of Exemplary English Students (LEXES), Sigma Alpha Epsilon Fraternity/Sorority
	<ul style="list-style-type: none"> <li>Number of student-related activities assisted</li> </ul>	Assist student-related activities	1	3	5	4	4	4.33	English Month and National Reading Month Celebration; CoEd Alay Linis, Student Teaching Orientation
	<b>Total for Instruction</b>							<b>4.52</b>	
<b>Research Services</b>	Number of research conducted	Conducted research proposal	1	1	4	4	4	4.00	Assessment of Pre-Service Teachers' Critical Thinking Skills In Visayas State University-ongoing
	<b>Total for Research</b>							<b>4.00</b>	
<b>Other Services</b>	Number of Student Teachers advised	Advise Student Teachers	30	57	5	4	5	4.67	All student teachers 1 <sup>st</sup> sem 2019-2020
	Number of organized student teaching-related activities	Organize Student Teaching-related activities	1	3	5	4	4	4.33	Student Teaching Orientation Program; Student Teachers' Pinning Ceremony, Student Teaching MOA Signing
	Number of Student	Prepare student teaching-	2	4	5	5	4	4.67	MOA; Letter to



	Teaching-related documents	related documents							Cooperating Schools; Calendar of Activities; Format for Student Teaching Portfolio; Student Internship Report
	<b>Total for Other Services</b>							<b>4.56</b>	
<b>Total Over-all Rating</b>								<b>4.36</b>	

Average Rating (Total Over-all rating divided by 4)		4.36
Additional Points		
Punctuality	xx	
Approved Additional Points (With copy of approval)	xxx	
FINAL RATING		4.36
ADJECTIVAL RATING		Very Satisfactory


Comments & Recommendations for Development Purpose: (Builds positive & professional relationships with students & colleagues.) - minimize leave
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Evaluated & Rated by:

  
**BAYRON S. BARREDO**  
Head, DTE


Date: \_\_\_\_\_

Recommending Approval:

  
**ALELI A. VILLOCINO**  
Dean, CoEd

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **LOUISA MARIE B. ANDRADE**

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 and undergraduate courses	18 FTE	1 <sup>st</sup> week of August 2019	Before the end of Semester	December, 2019	Very Impressive	Outstanding	21.05 FTE
2	Revise Course outline	Develop 1 course outline	1 <sup>st</sup> week of August 2019	2 <sup>nd</sup> week of September 2019	September, 2019	Impressive	VS	Developed 2 Course Outlines
3	Revise course syllabus before start of classes	Revise 1 course syllabus	1 <sup>st</sup> week of August 2019	2 <sup>nd</sup> week of August 2019	August 11, 2019	Impressive	VS	Developed 1 Course Syllabus
4	Advise and serve student -related activities and organization	Advise and serve 1 organization	1 <sup>st</sup> week of August 2019	Before End of Semester	December 2019	Impressive	VS	Advised and Served Mentor's Guild and CoEd-SSC
5	Edit and approve research outputs	5 research outputs	1 <sup>st</sup> week of August 2019	Before End of Semester	December 2019	Impressive	VS	Edited and approved 6 research outputs of VSU-SHS Students
6	Conduct research	Conduct 1 research	1 <sup>st</sup> week of August 2019	Before the end of Semester	Ongoing	Impressive	VS	1 Ongoing Research

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

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

Prepared by:

**BAYRON S. BARREDO**

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOUISA MARIE B. ANDRADE

Performance Rating: 4.50

Aim: Increases involvement in research and extension activities  
Produces instructional materials on subjects handled  
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December 2019      Target Date: January– June, 2020

First Step:

Attend Seminars, Trainings, and Workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: December 2019      Target Date: January-June, 2020

Next Step:

Conduct In-service Trainings

Submit Instructional Material for ISBN or Patenting

Approved Proposals for Funding


Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research Trainings and Extension Activities

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Prepared by:



**BAYRON S. BARREDO**

Unit Head

Conforme:



**LOUISA MARIE B. ANDRADE**

Name of Ratee Faculty/Staff