

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ISABELLE MAE J. AMORA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.50	
b. Students (50%)		4.00x50% = 2.00	
Total for Instruction	45%	4.50	2.03
2. Research			
a. Client/Dir. for Research (50%)		5.0x 50% = 2.50	
b. Dept. Head/Center Director (50%)		5.0x 50% = 2.50	
Total for Research	30%	5.0	1.50
3. Extension			
a. Client/Dir. for Extension (50%)		5.0x 50% = 2.50	
b. Dept Head/Center Director (50%)		5.0x 50% = 2.50	
Total for Extension	15%	5.0	0.75
4. Administration	10%	5.0	0.50
TOTAL			4.78

EQUIVALENT NUMERICAL RATING: 4.78

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.78

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ISABELLE MAE J. AMORA

Name of Faculty

Reviewed by:

ULDERICO B. ALVIOA

Department Head

Recommending Approval:

SUZETTE B. LINA

Dean, FAFS

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Isabelle Mae J. Amora**, of the **Department of Development Communication** commits to deliver and agreed to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **July-December 2024**.


ISABELLE MAE J. AMORA
 Ratee

Approved: 
ULDERICO B. ALVIOLA
 Department Head, DDC

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Higher Education Management Services									
Curricular Program Management Services	PI 1. Total Full-time Teaching Equivalent (FTE)	Handles subjects/ courses assigned	10	16.55	5	5	5	5	DevC 126, DevC 141n, ELng 120
	PI 2. Number of students advised on thesis/ field practice/ special problem:								
	2.1 On thesis/ field practice		2	6	5	5	5	5	All thesis advisees
	PI 3. Student organizations assisted on student related activities		1	1	5	5	5	5	DeCSo

	PI 4. Revised Powerpoint lect. presentation (per course)		1	12	5	5	5	5	DevC 126, DevC 141n, ELng 120
Total Rating for Instruction									20
Average Rating for Instruction									5.0
MFO 2: Research Services									
Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	PI 5. 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	2	2	5	5	5	5	<ul style="list-style-type: none"> - Documenting Scientific Gatherings Organized by the Office of the Director for Research Programs - Tracking Down the Flow and Adoption of VSU-Generated Technologies
Number of research outputs completed within the year *	PI 6. Number of research outputs completed within the year *	Conducts and completes research project/study within the year	2	2	5	5	5	5	<ul style="list-style-type: none"> - Documenting Scientific Gatherings Organized by the Office of the Director for Research Programs - Tracking Down the Flow and Adoption of VSU-Generated Technologies
Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	PI 7. Percentage of research outputs published in internationally- refereed				5	5	5	5	

	or CHED recognized journal within the year								
	<i>In refereed int'l journals</i>	Writes publishable materials out of research outputs and submits for publication	5%	5%	5	5	5	5	- Documenting Scientific Gatherings Organized by the Office of the Director for Research Programs - Tracking Down the Flow and Adoption of VSU-Generated Technologies
Number of research outputs presented in regional/national/ int'l fora/conferences	PI 8. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	2	2	5	5	5	5	
Percent of research proposals approved *	PI 9. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	2	2	5	5	5	5	
Total Rating for Research								30	
Average Rating for Research								5.0	
MFO 3. EXTENSION SERVICES									
Number of trainees weighted by the length of training	PI 10. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	5	45	5	5	5	5	As resource speaker

Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>PI 11.</u> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5		
	<u>PI 12.</u> Number of technical/exp ert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5		
Percent of extension proposals approved *	<u>PI 13.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	2	5	5	5	5		
Total Rating for Extension									20	
Average Rating for Extension									5.0	
MFO 4. General Admin. & Support Services (GASS)										
Zero percent complaint from clients served	<u>PI 24.</u> Customarily friendly frontline services	Provides customer friendly frontline services to clients	100% zero compliant	100% zero compliant	5	5	5	5		
Total Rating for GASS									5	
Average Rating for GASS									5.0	
Total Over-all Rating									75	

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose: Job well done!
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Evaluated & Rated by:


ULDERICO B. ALVIOLA

Dept/Unit Head

Date: _____

Recommending Approval:


SUZETTE B. LINA

Dean, FAFS

Date: _____

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/15/22

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Department of Development Communication

Head of Office: Dr. Ulderico B. Alviola

Number of Personnel: 13

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
1. Monitoring of classes, progress of student-theses advising, submission of grades, teaching performance and other academic related activities.	Done in September 2024	Done in December 2024			Done through class observations, notice to faculty, reminders, face to face and group meetings.
2. Monitoring of their research and extension activities as well as their respective projects funded by VSU and outside of VSU.	Done in September 2024	Done in December 2024			They were asked on updates of their on-going research and projects.
Coaching					
1. Some tips are given during meetings and team building activities to improve their teaching performance,	Done in January 2025	Done in December 2025			
2. Individual consultations done with the admin staff.	Done in January 2025	Done in December 2025			

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

Conducted by:

Noted by:


ULDERICO B. ALVIOLA

Immediate Supervisor


SUZETTE B. LINA

Next Higher Supervisor

PERFORMANCE MONITORING FORM


Name of Employee: **ISABELLE MAE J. AMORA**

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	Continue to conduct classes on undergraduate subjects check exams and requirements; submit grades	Very Satisfactory to Outstanding teaching performance as evaluated by students.	July 2024	December 2024	December 2024	Very impressive	Outstanding	Keep it up!
2	Update Syllabi and PowerPoints presentations in undergraduate subjects and teach those subjects.	Very Satisfactory to Outstanding teaching performance as evaluated by students.	July 2024	December 2024	December 2024	Very impressive	Outstanding	Keep it up!
3	Conduct research and extension activities and present papers in RDE reviews and/or scientific conferences.	Research and extension activities undertaken and papers presented.	January 2024	December 2024	December 2024	Very Impressive	Outstanding	Keep it up!

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

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

Prepared by:


ULDERICO B. ALVIOLA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ISABELLE MAE AMORA**

Performance Rating: **OUTSTANDING**

Aim: To improve/enhance capabilities in instruction, research and extension.

Proposed Interventions to Improve Performance:

Date: **July 2024** Target Date: **December 2024**

First Step:

1. Attend trainings to enhance capabilities in instruction, research and extension.

Result:

Professional Advancement.

Date: **January 2025** Target Date: **June 2025**

Next Step:

To get involved in more research opportunities.

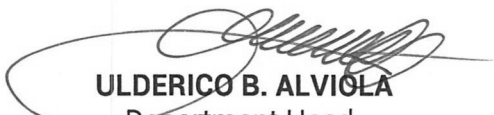
Outcome:

Have high-quality research experiences.

Final Step/Recommendations:

Professional Advancement and enhanced teaching capability.

Prepared by:


ULDERICO B. ALVIOLA
Department Head

Conforme:


ISABELLE MAE J. AMORA
Name of Ratee Faculty/Staff