

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

Name of Faculty Member: NANCY D. ABUNDA

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	4.89	2.45	
	b. Student (50%) from Teaching Performance Eval'n. By-Students	5.00	2.50	
Total for Instruction		75%	4.95	3.71
2.	Administration and Support Services	25%	4.88	1.22
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	4.93

EQUIVALENT NUMERICAL RATING:

4.93

Add: Additional Points, if any:

-

TOTAL NUMERICAL RATING:

4.93

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

  
**NANCY D. ABUNDA**  
Name of Faculty

  
**MA. RACHEL KIM L. AURE**  
Director, ODIE


Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NANCY D. ABUNDA, Head of the Office of Instructional Materials Development commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2022.

  
**NANCY D. ABUNDA**  
 Assoc. Professor IV  
 Date: January 17, 2023

Approved:  
  
**MA. RACHEL KIM L. AURE**  
 Director for Instruction & Evaluation  
 Date: January 23, 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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							

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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 Moodle or Google Classroom							
	<b>PI 10</b> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<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 *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	12	40.35	5	5	5	5.00	



		<b>A10</b> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.00	
		<b>A11</b> . 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	0	22	5	5	4	4.67	Grade 8 and Math 11n
		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	1	8	5	5	5	5.00	Launching of VSUEE's BMA, Mandatory Orientation and Re-
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	18	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus), Math IIB (Jackfruit & Mango)
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	30	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus), Math IIB (Jackfruit &
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students							
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:		0	2	5	5	4	4.67	BSEd - Math major Practice Teachers
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	150	5	5	4	4.67	Math IIn, Math IV (Jupiter & Venus), Math IIB (Jackfruit & Mango)

	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19:</b> Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20:</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	5	5	5	5	4.00	Student Onboarding, Math & Science Month, English & Filipino Month, Honors Program & Parents-Teachers Consultation, Christams Party
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21:</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	30	4	5	5	4.67	Math IV, Math 11n, Math IIB
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	5	4.67	Math IV, Math IIB
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	35	5	5	5	5.00	Math IV, Math 11n, Math IIB
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	15	5	5	5	5.00	Math IV, Math 11n, Math IIB
		<b>A 23:</b> 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	5	4.33	Math IV
		<b>A 24:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	5	5.00	Math IV, Math 11n, Math IIB
	<b>PI 11:</b> Additional outputs	<b>A 25:</b> 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	0	2	5	5	5	5.00	CHED, ISO Internal audit



		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<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 *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<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	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<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 *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<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 of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	1	5	5	4	4.67	Motivation and Study Habits of Teacher Education Students on Flexible Learning
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by								

		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<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	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<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	Conducts trainings among beneficiaries of technologies for transfer							
	<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	Implements duly approved extension projects							
	<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	Provides quality and relevant training courses and advisory services							



	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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		0	2	5	5	5	5.00	Faculty Onboarding, Newly-Hired FOB
	Convenor/Organizer	Convenor/Organizer		0	6	5	5	5	5.00	Launching of VSUEE's BMA, Mandatory Orientation and Re.
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>MFO 12- Instructional Materials Development Services</b>										
	<b>PI 1.</b> Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Spearheading in the planning of instructional material development and coordination the publication of the same.	50%	200%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges



	<b>PI 2:</b> Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, lms and VSUEE.	50%	200%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges
	<b>PI 4:</b> Number of seminars/trainings/workshops coordinated for entire university		Coordinating seminars/ workshops for entire university.	2	300%	5	5	5	5.00	1. Launching of VSUEE's Branded Moodle App - July 8, 2022
	<b>PI 6:</b> Number of syllabi, evaluation syllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, lms and VSUEE.	200	363	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	<b>PI 7:</b> Number of Virtual Classroom Evaluation & Monitoring reviewed and approved		Review and approve Virtual Classroom Evaluation	100	166	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	<b>PI 9:</b> Number of Virtual Classroom created		Creat Virtual Classroom	100	181	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	<b>PI 9:</b> Number of coordinating the VSU faculty and students VSUEE account			10000	18,000	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8:</b> 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*	<b>A 44:</b> Compliance to all requirements of the QMS 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							

		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 1:</b> Submission of Office PPMP for the following year within deadline as prescribed by BAC.			1	100%	5	5	4	4.67	OHIMD
	<b>PI 2:</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services	0	100%	5	5	5	5.00	
	<b>PI 3:</b> Number of planning sessions, tracking and monitoring of targets, meeting, etc. conducted to ensure attainment of department targets			4	125%	5	5	4	4.67	
	<b>PI4:</b> Number of offices manage and supervised by the Head of the Instructional Materials Development.			1	100%	5	5	5	5.00	OHIMD
	<b>PI 5:</b> Number of monthly/special staff meetings conducted**			4	125%	5	5	5	5.00	
	<b>PI 6::</b> Additional Outputs									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									
		<b>A 47.</b> Collaboration with the VSU Component College				5	5	5	5.00	



		<b>A 48.</b> Consolidation of guidelines and policies with the Academic Units/ department.				5	5	5	5.00	
		<b>A 49.</b> Prepares training proposal for OHIMD and ODIE				5	5	5	5.00	
		<b>A 50.</b> Coordinate with Nephila Web in the creation of Branded Moodle App for VSUEE.				5	5	5	5.00	
		<b>A 51.</b> Other outputs implementing the new normal due to covid 19	OUDDRM Handbook Training-Workshops			5	5	4	4.67	
		<b>A 51.</b> Appointed as one of the members in the University's Parol Contest				5	5	5	5.00	
	<b>PI 5:</b> Number of monthly/special staff meetings conducted**					5	4	4	4.33	Comments & Recommendation for Development Purpose:  Dr. Alunda is encouraged to offer various seminars/workshops in relation to the development of instructional materials and the like.
									4.88	
	<b>Total Over-all Rating</b>								188.21	
	<b>Average Rating</b>								4.89	
	<b>Adjectival Rating</b>					<b>Outstanding</b>				

Evaluated & Rated by:

**MA. RACHEL KIM L. AURE**

Immediate Supervisor

Date: January 23, 2023  
23 p.

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: January 24, 2023

### PERFORMANCE MONITORING FORM

Name of Employee: **Dr. NANCY D. ABUNDA**

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.	In-charge in the spearheading in the planning of instructional materials development and coordination the publication of the same.	Developed quality instructional materials for publication for the issuance of ISBN from the National Library.	Month of July 2022	Month of August 2022	Month of August 2022	Outstanding	Outstanding	
2	Reviewed, check and issued certification of IMs submitted for publication	All instructional materials are properly checked, reviewed and submit for the issuance of ISBN from the National Library and published.	Month of July 2022	Month of August 2022	Month of August 2022	Outstanding	Outstanding	
3	Spearhead and facilitate seminars/ trainings/ workshops coordinated for entire university.	All VSU faculty undergo seminars/ training/ workshop on how to prepare OBE syllabi, TOS and Instructional Materials.	Month of July 2022	Month of August 2022	Month of August 2022	Outstanding		




4	Reviewed, check and approved OBE Syllabi, TOS and VSUEE monitor.	All OBE Syllabi, TOS and VSU are properly check and approved.				Very Impressive	Outstanding	
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\* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

  
**MA. RACHEL KIM L. AURE**  
 Director, Instruction and Evaluation

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: Office of the Head for Instructional Materials Development

Head of Office: Dr. NANCY D. ABUNDA

Number of Personnel: 1 Regular Staff, 1 Job Order

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Staff Meeting		Minutes of Meeting			Regular monthly meeting
Office Attendance				Log book: DTR's Biometrics, Personal check-up	ODIE/ OIMD Staff
Attendance to university & college activities/ programs/ seminars/ workshops			University memos	Attendance Certificates	July 1 – December 31, 2022
Compliance of University Memos			University memos	Compliance Report	
Leaves (SL, VL, CDO, ect.				Application for Leave Form	




Follow-up documents	Office Clerks			Schedule	Daily
<b>Coaching</b>					
1. Coaching the Head of the OHIMD regarding the planning of instructional materials development and coordination the publication of the same. 2. Coaching the Head of the OHIMD regarding the monitoring of OBE Syllabi, Evaluation of Syllabi, TOS, IMs and VSUEE OHIMD office. 3. Coaching the Head OHIMD regarding the review and approved Virtual Classroom Evaluation.					January 1 – June 30, 2022

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

Conducted by:

Noted by:

  
**MA. RACHEL KIM L. AURE**  
Immediate Supervisor

  
**BEATRIZ S. BELONIAS**  
Next Higher Supervisor

## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
MFO I. Compliance to CSC Rules & Regulations								
PI 1. Percentage in spearheading in the planning of instructional materials development and coordination the publication of the same.	1. In-charge in the spearheading in the planning of instructional materials development and coordination the publication of the same.	Dr.Nancy Abunda – Head, OHIMD Charity Maarat – VSUEE Technical Support	July – December, 2022					
PI2. Percentage in reviewing, checking and issuing of certification of IMs submitted for publication.	1. Reviewed, check and issued certification of IMs submitted for publication.	Dr.Nancy Abunda – Head, OHIMD Rafael B. Vergara Jr. – In-charge	July – December, 2022					
PI3. Percentage of syllabi, TOS and VSUEE monitored.	1. Reviewed, check and approved OBE Syllabi, TOS and VSU monitor.	Dr.Nancy Abunda – Head, OHIMD Charity Maarat- Staff In-charge	July – December, 2022					
PI4. Number of seminars/ trainings/ workshops coordinated for entire university.	1. Spearhead and facilitate seminars/ trainings/ workshops coordinated for entire university.	Dr.Nancy Abunda – Head, OHIMD Rafael Vergara – Staff In-charge	July – December, 2022					
		Dr.Nancy Abunda – Head, OHIMD Charity Maarat – Staff In-charge	July – December, 2022					

Prepared by:

  
**MA. RACHEL KIM L. AURE**  
 Director, Instruction and Evaluation



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Dr. Nancy D. Abunda

Performance Rating: Outstanding

Aim: To write research proposal and submit to OVPRE for findings.

Proposed Interventions to Improve Performance:

Date: August 2022

Target Date: December 2022

First Step:

1. Attend relevant seminars and training on Research Proposal Writing and Instruction.
  2. To produce at least one (1) learning guide per subject ready for the new normal instruction.
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Result:

1. Carried out responsibilities efficiently as an instructor and administrator.

Date: January 2022

Target Date: May - June 2022

Next Step:


Decrease teaching load in order to engage in research and produce new IM's.

Outcome: A better schedule that will allow time for administration, research and instruction.

Final Step/Recommendation:

1. Publish more research articles to reputable journals.
2. Mentor young and less experienced faculty.

Prepared by:

  
**MA. RACHEL KIM L. AURE**  
Director, ODIE

Conforme:

  
**NANCY D. ABUNDA, Ph.D.**  
Assoc. Professor