

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

**DAISY P. ACORITAY**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		3.20 x 50% = 1.600	
TOTAL for Instruction	85%	4.100	<b>3.485</b>
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		<b>4.235</b>

EQUIVALENT NUMERICAL RATING: 4.235

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.235

ADJECTIVAL RATING:

**VERY SATISFACTORY**

Prepared by:

*Daisy P. Acoritay*  
**DAISY P. ACORITAY**

Name of Faculty

Reviewed by:

*Maria Vanessa E. Gabunada*  
**MARIA VANESSA E. GABUNADA**

Department Head

Recommending Approval:

*MA. THERESA P. LORETO*  
**MA. THERESA P. LORETO**

Dean, CAS

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAISY P. ACORITAY, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2023

  
DAISY P. ACORITAY

Assistant Professor 1

Date:

Approved: 

MARIA VANESSA E. GABUNADA

Department Head

Date:



MA. THERESA P. LORETO

College Dean

Date: **JUL 26 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	Time	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	LTNG221: Language Testing	1	1	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	None	2	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	None						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	None						
		A.4 Number of Student Applicants to the MS/Magdev Programs Evaluated	Acts as Chair of the Dept. Graduate Admission Committee	1	4	5	5	5	5.00	
		A5. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	14	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	A6. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	2	5	5	5	5.00	



	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	None					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	9	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	19	5	5	5	5.00	
	A 7 : 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	None					
	A 8 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
	PI 10 . Additional outputs:	A 9. Other outputs implementing the new normal due to covid 19	1	1	5	5	5	5.00	
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>									
<b>OVPI UMFO 3. Higher Education Management Services</b>									
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	10	6	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	6	6	5	5	5	5.00	
		A 11 . Number of INC forms with grade submitted within prescribed period	2						
		A12 . Number of trainings attended related to instruction	1	None None					
		A13 . Number of long examinations administered and checked	6	8	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	20	32	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	NONE	None					
	PI 8: Number of students advised: *	A16. Number of students advised:	3	7	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:	2	1	5	5	5	5.00	

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	4	5	5	5	5.00	
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	11	5	5	5	5.00	
	<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	None					
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	None					
	<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	2	None					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	None					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	32	5	5	5	5.00	
		<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	None					
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	None					
	<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	1	None					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		<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	2	None					



			TOTAL				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>								
<b>PI 1.</b> Number of research outputs in the last three (3)	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other beneficiaries	N/A	N/A				
<b>PI 2.</b> Number of research	<b>A 28.</b> Number of research outputs	Conducts and completes research project within the	1	None				
<b>PI 3.</b> Percentage of research outputs published in	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and submits for publication	1	None				
	<i>In refereed int'l journals</i>							
	<i>In refereed nat'l/regional journals</i>							
<b>PI 4.</b> Number of research	<b>A 30.</b> Number of research outputs	Prepares, submits and presents research paper in	1	None				
	<i>In int'l fora/conferences</i>		1	None				
	<i>In nat'l/regional fora/conferences</i>		1	None				
<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	1	1	5	5	5	5.00
<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		1	None				
	<b>A 33.</b> Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific	1	None				
	<b>A 34.</b> Number of UMs submitted to ITSQ, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	None				
	<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	1	None				
			TOTAL				5.00	
<b>UMFO 4. EXTENSION SERVICES</b>								
<b>PI 1.</b> Number of active	<b>A 36.</b> Number of active partnerships	Identifies and links with probable partners for	N/A	N/A				
<b>PI 2.</b> Number of trainees	<b>A 37.</b> Number of trainees weighted by	Conducts trainings among beneficiaries of	N/A	N/A				
<b>PI 3.</b> Number of extension	<b>A 38.</b> Number of extension	Implements duly approved extension projects	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	Provides quality and relevant training courses and advisory services	N/A	N/A				
<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	N/A	N/A				
Research Mentoring	Research Mentor		NONE					
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE					



	Resource Persons	Resource Persons		NONE	1	5	5	5	5.00	
	Convenor/Organizer	Convenor/Organizer		NONE	1	5	5	5	5.00	
	Consultancy	Consultant		NONE						
	Evaluator	Evaluator		NONE	None					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	None					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		1	None					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	None					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	None					
					TOTAL				5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 8. Compliance to all	A 44. Compliance to all requirements of	Ensures that all the QMS core processes of the	zero non-	zero non-conformity	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant					
		On program accreditations		N/A						
		On institutional accreditations		N/A						
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performing functions resulting to best practice	NONE						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE						
		A.49 Number of meetings attended	Attends meetings	1	5	5	5	5	5.00	
					TOTAL				5.00	
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

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

**Comments & Recommendations for Development Purpose:** Ms. Acoritay is mindful of her deliverables which is expected of her as a faculty member of DLABS. Finishing her doctorate degree would be a welcome development for the department.

Evaluated & Rated by:



**MARIA VANESSA E. GABUNADA**

Department Head

Date: 7-26-23

Recommending Approval



**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: JUL 26 2023

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

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



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Daisy P. Acoritay

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	Teaches Language Testing, Teaching Speech Communication, and Foreign Language 11 and 13	Delivered lessons on Language Testing with MagDev students, Teaching Speech Communication with the MS Language Teaching and Master of Education students and Foreign Language with ABELS, BSHM, and BSTM	February 2023	June 2023	June 2023			
2	Prepares relevant assessment tasks for the assigned subjects Language Testing, Teaching Speech Communication, and Foreign Language 11 and 13	She gives the students sound lessons, appropriate instructional materials, and effective assessment procedures. She conducts relevant classroom activities to help students improve their communication skills, analytical skills, and research abilities.	February 2023	June 2023	June 2023			
3	Class Preparation	Prepare relevant language learning materials, quizzes, and activities	February 2023	June 2023	June 2023			
4	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	February 2023	June 2023	June 2023			
5	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	February 2023	June 2023	June 2023			

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

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

Prepared by:

  
**MARIA VANESSA E. GABUNADA**  
 Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: DAISY P. ACORITAY, M.E.

Performance Rating:

Aim: Improve student evaluation ratings in all classes, attend research conferences in language studies and education either national or international field. Also, she has to pursue finish her doctorate.

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

Date: July 2022

Target Date: One year from the date of a one-on-one meeting with students and involved in international, national, and local language studies and education research conferences to present research papers qualified for publication.

First Step:

Review the lessons in Language pedagogy and foreign language classes and adapt them to the needs of the students.

Result:

The faculty was able to offer teaching and learning support to students. In addition to the safety measures to avoid COVID-19, the teacher also offered the requisite steps to adopt leniency toward the academic requirements of students.

Date: July 2023

Target Date: End- of first semester

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit copies of e-class records that reflect the academic response Provide copies or links to the appropriate journals in all her classes.

Outcome:

There was the adoption made appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Following the flexible learning scheme, the faculty and students were unable to meet in the classroom for face-to-face conversation, so, both the students and the faculty have to meet on the available video conference applications to interact.

Final Step/Recommendation:

The Faculty will continue to study at the CNU Graduate School and submit related research papers in language studies for publication.

Prepared by:



**MARIA VANESSA E. GABUNADA**

Unit Head

Conforme:

  
**DAISY P. ACORITAY**  
Employee