

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


Rating Period: July-December 2024


Name of Faculty Member: **MARIA VANESSA E. GABUNADA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.00 x 50% = 2.000	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	75%	4.50	3.375
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	10%	3.00 x 10% = 0.300	0.300
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	3.00 x 5% = 0.150	0.150
TOTAL for Extension			
4. Production	5%	3.00 x 5% = 0.150	0.150
5. Administration/Other Services	5%	3.00 x 5% = 0.150	0.150
TOTAL	100%		4.13

EQUIVALENT NUMERICAL RATING: 4.13  
 Add: Additional Points, if any: N/A  
 TOTAL NUMERICAL RATING: 4.13

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:   
**MARIA VANESSA E. GABUNADA**  
 Name of Faculty

Reviewed by:   
**GLENN G. PAJARES**  
 College Dean

Recommending Approval:

  
**GLENN G. PAJARES**  
 Dean, CAS


Approved by:


  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA VANESSA E. GABUNADA**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE** commit to the deliver and agree to be rated on the the following accomplishments in accordance with the indicated measures for the period July to December 2024.

  
**MARIA VANESSA E. GABUNADA**  
 Associate Professor V  
 Date: January 17, 2025

Approved:  
  
**GLENN G. PAJARES**  
 Dean, CAS  
 Date: 1-17-25

MFO/No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	9.98	12	4	4	4	4.00	LTNG 290
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10 . Additional outputs:	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 Adviser	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	4	4	4	4.00	MgDev and MED students
		AS GAC Member	Corrects research outline and thesis/SP/dissertation manuscript	1	3	4	4	4	4.00	MgDev and MED students

		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	24	4	4	4	4.00	MSLT, MgDev, and MED students
		Number of instructional materials developed		1	1	4	4	4	4.00	ENGL 232
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI MFO 3. Higher Education Management Services</b>										
		<b>A 1.</b> Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	4	4	4	4.00	ISO Audit
	<b>PI 6:</b> Number of programs accredited	<b>A 2.</b> Actual Faculty's FTE	Handles and teaches courses assigned	12	12	4	4	4	4.00	ELDs 126, 2 sections; ELDs 129, 2 sections
	<b>PI 10:</b> Total FTE, coordinated, implemented and monitored *	<b>A 3.</b> Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	2	4	4	4	4.00	ABLit and MAELS
	<b>PI 11:</b> Number of new revised curricular proposals submitted	<b>A 4.</b> Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100.00%	4	4	4	4.00	LTNG 290, ELDs 126, ELDs 129
	<b>PI 13:</b> Percentage of courses offered with approved course syllabi	<b>A 5.</b> Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	70%	100.00%	4	4	4	4.00	LTNG 290, ELDs 126, ELDs 129
	<b>PI 14:</b> Percentage of courses offered with IMs	<b>A 6.</b> Number of Instructional Materials approved	Prepares and submits IMs for review and approval	10	10	4	4	4	4.00	LTNG 290, ELDs 126, ELDs 129
	<b>PI 15:</b> Number of Instructional Materials approved	<b>A 7.</b> Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	90%	100%	4	4	4	4.00	LTNG 290, ELDs 126, ELDs 129
	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 8.</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		90%						

	<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	<b>A 9 .</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							
	<b>PI 19:</b> Additional Outputs	<b>A 10 .</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	58	4	4	4	4.00	LTNG 290, ELDs 126, ELDs 129
	<b>PI 19:</b> Additional Outputs	<b>A 11 .</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	84	4	4	4	4.00	LTNG 290, ELDs 126, ELDs 129
		<b>A 12 .</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2						
		<b>A 13 .</b> Number of Student organizations advised	Advises student organizations recognized by DSO	1	1	4	4	4	4.00	ABELS Society
		<b>A 14 .</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	ABELS Society
					Total:				4.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
		<b>A 15.</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	1	1	3	3	3	3.00	Netspeak and its influence to the Language skills of VSU Students
	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 16.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	3	3	3	3.00	Netspeak and its influence to the Language skills of VSU Students
	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							

	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	a. <i>International</i>		1	1	3	3	3	3.00	Netspeak and its influence to the Writing skills of VSU Students
		b. <i>National</i>		1	1	3	3	3	3.00	Netspeak and its influence to the Speaking skills of VSU Students
		c. <i>Regional or Institutional Conferences</i>		1						
		<b>A 18.</b> Number of research proposal submitted	Submits research proposal for review	0						
	<b>PI 4:</b> Number of research proposal submitted	<b>A 19.</b> Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG							
	<b>PI 5:</b> Number of research proposals approved	<b>A 20.</b> Number of research projects/studies implemented	Implements duly approved research projects/studies							
	<b>PI 6:</b> Number of research projects/studies implemented	<b>A 21.</b> Amount of research money obtained from external sources	Requests for research money from external sources	10,000						
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 22.</b> Amount of research money obtained from internal sources	Requests for research money from internal sources							
	<b>PI 8:</b> Amount of research money obtained from internal sources	<b>A 23</b> Number of patents applications	Applies for patents							
	<b>PI 9:</b> Number of patents applications	<b>A 24.</b> Number of patents approved	Follow ups patent applications							
	<b>PI 10:</b> Number of patents approved	<b>A 25.</b> Number of creative works published	Writes publishable materials out of research outputs and submits for publication							
	<b>PI 11:</b> Number of creative works published	<b>A 26.</b> Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication							

	<b>PI 12:</b> Number of research articles derived from approved research in the university submitted	<b>A 27.</b> Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication							
	<b>PI 13:</b> Number of research articles derived from approved research in the university published	<b>A 28.</b> Number of Scopus, WoS, and ACI publications and other reputable journals								
	<b>PI 14:</b> Number of Scopus, WoS, and ACI publications and other reputable journals	<b>A 29.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
	<b>PI 15:</b> Additional outputs*	<b>A 30.</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 31.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
					Total:				3.00	
<b>UMFO 4. EXTENSION SERVICES</b>										
		<b>A 32.</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	1	1	3	3	3	3.00	MOA with DepEd Baybay City Division
	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	0	3	3	3	3.00	To be conducted

	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 34.</b> Number of extension programs and projects		1	0	3	3	3	3.00	To be conducted
	<b>PI 3:</b> Number of extension programs and projects	<b>A 35.</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	1	0	3	3	3	3.00	To be conducted
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1	0	3	3	3	3.00	To be conducted
	<b>PI 5:</b> Number of technical/expert services rendered	a. Peer reviewer of journal/book		1	1	3	3	3	3.00	Science and Humanities, INRCP Journal
		b. Review of research and extension proposal		1	6	3	3	3	3.00	Humanities TWG Co-chair, Socio-Economic TWG member
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		1	2	3	3	3	3.00	BCC Research Workshop and Baybay Senior Highschool English Month Celebration
		d. accreditor		0						
		e. consultancy		0						
		<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	3	3	3	3.00	Safeguarding the Integrity of Academic Writing
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1	1	3	3	3	3.00	Safeguarding the Integrity of Academic Writing
	<b>PI 7:</b> Number of extension proposals approved	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects	1	1	3	3	3	3.00	Safeguarding the Integrity of Academic Writing

	<b>PI 8:</b> Number of extension proposals implemented	<b>A 40:</b> Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
	<b>PI 9:</b> Number of extension outputs presented in int'l, national, regional or institutional conferences	a. <i>International</i>		1	0	3	3	3	3.00	To be conducted
		b. <i>National</i>		1	0	3	3	3	3.00	To be conducted
		c. <i>Regional or Institutional Conferences</i>		1	0	3	3	3	3.00	To be conducted
		<b>A 41:</b> Number of extension activities conducted	Conducts extension program activities	1						
	<b>PI 10:</b> Number of extension activities conducted	<b>A 42:</b> Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	<b>PI 11:</b> Number of trainings, seminars, fora conducted	<b>A 43:</b> Number of IEC materials developed	Develop IEC materials							
	<b>PI 12:</b> Number of IEC materials developed	<b>A 44:</b> Number of IEC materials distributed								
	<b>PI 13:</b> Number of IEC materials distributed	<b>A 45:</b> Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university							
	<b>PI 14:</b> Number of extension articles derived from approved extension projects in the university submitted	<b>A 46:</b> Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication							
	<b>PI 15:</b> Number of extension articles derived from approved extension projects in the university published	<b>A 47:</b> Amount of extension money obtained from external sources	Requests for extension money from external sources							



	<b>OVPI MFO 4. Curricular Pro</b>	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	3	3	3	3.00	ELSt 198
	<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1						
	<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 55.</b> Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program		4					
	<b>PI 14:</b> Number of OJT MOAs prepared	<b>A 56.</b> Number of student interns deployed and monitored	Acts as student internship program coordinator							
	<b>PI 15:</b> Number of student interns deployed and monitored	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:								
	<b>PI 16:</b> Number of student thesis advised:	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	5	5	3	3	3	3.00	MSLT and MEd students
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5						
		<b>A 58.</b> Number of exchange students supervised	Acts as exchange student program coordinator/facilitator							
	<b>PI 17:</b> Number of exchange students supervised	<b>A 59.</b> Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	0						
	<b>PI 18:</b> Number of students from other schools having summer program supervised	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	0						

	<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	1	2	3	3	3	3.00	BSN, PhD in English from Tolosa Campus
	<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10						
	<b>PI 21:</b> Additional outputs	<b>A 63.</b> Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A 64.</b> Number of virtual classroom created/operational								
					Total:				3.00	
<b>UMFO 6.</b>	<b>GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>									
		<b>A 65.</b> Number of departments/institutes/offices supervised	Acts as head of office	1	1	3	3	3	3.00	DALL
	<b>PI 1:</b> Number of departments/institutes/offices supervised	<b>A 66.</b> Number of management meetings conducted	Presides departmental meetings	10	25	3	3	3	3.00	Dept Monthly Meetings, DPC meetings, Committee meetings

	<b>PI 2:</b> Number of management meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman	1	1	3	3	3	3.00	DALL Curriculum Committee
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 68.</b> Number of routinary documents acted	Signs documents	20	120	3	3	3	3.00	OBE Syllabus, TOS, Gradesheets, Request Forms, DTR, IPCR, OPCR, FDP, EMP, INC Completion forms, Shifting forms, etc.
	<b>PI 4:</b> Number of routinary documents acted	<b>A 69.</b> Number of requests acted	Approves requests	15	20	3	3	3	3.00	Classroom Utilization, Midterm and Finalterm grades approval, Conference presentation, resource persons, etc.
	<b>PI 5:</b> Number of requests acted	<b>A 70.</b> Number of memoranda prepared	Issues memoranda	5	5	3	3	3	3.00	DALL Appointments and Standing Committees
	<b>PI 6:</b> Number of memoranda prepared	<b>A 71.</b> Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	1	15	3	3	3	3.00	DALL Regular Faculty in active service
	<b>PI 7:</b> Percentage of IFWs submitted to OVPAA before deadline	<b>A 72.</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	3	3	3	3.00	All GenEd, Minor subjects, and ABELS major subjects.
	<b>PI 8:</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	80%	100%	3	3	3	3.00	Up to date submission of DTR
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	100.00%	3	3	3	3.00	All VSU concerns in general and all DALL related concerns in particular.
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 75.</b> Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	100%	100.00%	3	3	3	3.00	All requests for the improvement of faculty and facilities of DALL

	<b>PI 11:</b> Percentage of action plans implemented and monitored as scheduled	<b>A 76.</b> Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	100%	100.00%	3	3	3	3.00	Submits monthly reports along with DTR
	<b>PI 12:</b> Percentage of monthly accomplishment report submitted	<b>A 77.</b> Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	2	10	3	3	3	3.00	DALL facilities improvement
	<b>PI 13:</b> Number of classroom and lab rooms constructed and renovated	<b>A 78.</b> Percentage budget utilization (GAA)		80%	80.00%	3	3	3	3.00	One year budget almost utilized due to various requests for the improvement of facilities
	<b>PI 14:</b> Percentage budget utilization (GAA)	<b>A 79.</b> Percentage budget utilization (STF)		80%	80.00%	3	3	3	3.00	One year budget almost utilized due to various requests for the improvement of facilities
	<b>PI 15:</b> Percentage budget utilization (STF)	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	10	40	3	3	3	3.00	Present in all Dept meetings (presider) and attended as much as possible meetings set by VSU
	<b>PI 17:</b> Additional Outputs	<b>A 81.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	1	1	3	3	3	3.00	RELO activities
					Total:				3.00	
	Average Rating (Total Over-all rating divided by number of entries)			<b>Comments &amp; Recommendations for Development Purpose:</b> Dr. Gabunada performed her tasks well. She managed DALL efficiently while teaching ABELS and MSLT-subjects effectively. She got an outstanding TPES and FPES. It is recommended that Dr. Gabunada submits more articles for publication and conduct extension projects.						
	Additional Points:									
	Approved Additional points (with copy of approval)									
	FINAL RATING									
	ADJECTIVAL RATING									

Evaluated & Rated by:

GLENN G. PAJARES

College Dean

Date: 1-17-25

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/11/25

# PERFORMANCE MONITORING FORM

Name of Employee: **MARIA VANESSA E. GABUNADA**

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	Prepares OBE Syllabi and updates Learning Guides and Instructional Materials for ELSt 198, and LTNG 290.	OBE Syllabus and updated Learning Guides and IMs in ELSt 198, and LTNG 290	July 2024	July 2024	July 2024	Impressive	Outstanding	
2	Screens and recommends applicants for 2 <sup>nd</sup> Sem SY 2023-2024	Hired applicants for 2 <sup>nd</sup> Sem SY 2023-2024	July 2024	July 2024	July 2024	Impressive	Impressive	
3	Prepares TOS for ELSt 198, and LTNG 290 Midterm Exam	Approved TOS in ELSt 198, and LTNG 290 Midterm Exam	July 2024	July 2024	July 2024	Impressive	Outstanding	
4	Submits Grade sheets for ELSt 198, and LTNG 290 Midterm Exam	Signed Grade sheets for ELSt 198, and LTNG 290 Midterm Exam	October 2024	October 2024	October 2024	Impressive	Outstanding	
5	Revises proposal for ABELS Curriculum	Revised proposal for ABELS Curriculum	November 2024	November 2024	November 2024	Impressive	Outstanding	
6	Conducts Class Observation for DLABS faculty	Conducted Class Observation for DLABS faculty	November 2024	November 2024	November 2024	Impressive	Outstanding	
7	Proofread Graduate and Undergraduate thesis	Approved Graduate and Undergraduate Thesis Manuscript	November 2024	November 2024	November 2024	Impressive	Outstanding	
8	Prepares TOS for sheets ELSt 198, and LTNG 290 Final Exam	Approved TOS for ELSt 198, and LTNG 290 Final Exam	December 2024	December 2024	December 2024	Impressive	Outstanding	
9	Submits Grade sheets for ELSt 198, and LTNG 290 Final Grade	Approved grade sheets in for ELSt 198, and LTNG 290 Final Grade	December 2024	December 2024	December 2024	Impressive	Outstanding	
10	Approves DALL online submission of grade sheets	Approved DALL online grade sheets in CUMULUS	December 2024	December 2024	December 2024	Impressive	Outstanding	

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

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

Prepared by:

**GLENN G. PARAJES**  
Dean, CAS

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To publish in an ISI/SCOPUS/CHED IJP Journals; Write Learning Guides, and Manage administrative position

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

Date: January 2024

Target Date: One year from today

First Step:

- a) Encouraged her to revise journal articles for publication
- b) Assign her to write Learning Guides in ELSt 198 and LTNG 290
- c) Advised her to write research proposal in English Language/Literature
- d) Guided her in managing DALL

Result:

She has published her article in Philippine Studies and Daluyan Journal of UP  
Finished writing Learning Guide in ELSt 198 and LTNG 290  
Appointed her as Dean of FHSS

Date: January 2025

Target Date: End of 1st semester

Next Step:

She will finish the research results from their VSU funded research; facilitates the implementation of their extension projects, writes new research proposal and manage administrative functions as Dept. head.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

GLENN G. PAJARES  
Dean, CAS



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

Second Semester AY 2023-2024

Name of faculty: GABUNADA, MA. VANESSA E.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ELSt 198	LANGUAGE RESEARCH 1: METHODOLOGY	LEC	5.00	Outstanding	100.0%
ELSt 198	LANGUAGE RESEARCH 1: METHODOLOGY	LEC	5.00	Outstanding	100.0%
Average 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: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

GABUNADA, MA. VANESSA E.

Name and Signature of Faculty

Date: 1-10-25

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

