

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **HILDA A. PEDRERA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.64x50%= 2.32	
b. Students (50%)		5.00x50% = 2.50	
Total for Instruction	90%	4.82	4.338
2. Research			
a. Client/Dir. for Research (50%)		3.75x50%=1.875	
b. Dept. Head/Center Director (50%)		3.75x50%=1.875	
Total for Research	5%	3.75	0.09
3. Extension			
a. Client/Dir. for Extension (50%)		5.00x50%=2.5	
b. Dept Head/Center Director (50%)		5.00x50%=2.5	0.25
Total for Extension	5%	5.0	
4. Administration	0		0
5. Production	0		0
TOTAL	100%		4.68


EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.68

ADJECTIVAL RATING: Outstanding


Prepared by:


HILDA PEDRERA
Name of Faculty


Reviewed


ROSARIO P. ABELA
Department Head

Recommending Approval:


BAYRON S. BARREDO
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President of Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HILDA A. PEDRERA, a faculty member of the DEPARTMENT OF TEACHER EDUCATION-IHS 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 2024.



HILDA A. PEDRERA

Instructor

Date: 1/12/25

Approved:



ROSARIO P. ABELA

Department Head

Date: 1-14-25



BAYRON S. BARREDO

College Dean

Date: 1-15-25

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	Timeliness	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							
	<u>PI 9</u> : 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							
	<u>PI 10</u> . 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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	20	20	5	5	5	5.00	Filipino 7 (Dahlia), Filipino 9 (Diamond & Emerald), and Fili 119

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	5	5.00	Filipino 7 (Dahlia), Filipino 9 (Diamond & Emerald), and Fili 119
		A11. 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	0					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	6	5	5	5	5.00	(1) BIGKIS: The First Philippine Higher Education Conference on Indigenous Peoples Education; (2) Facilitating Teaching & Learning: Strategies for an Interactive Classroom; (3) Training Workshop on Writing Innovative Research Proposals; (4) Kataga, Taludtod, At Talinghaga: Mga Salitang Naging Taludtod When Words Become Verses;
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8	5	5	5	5.00	Filipino 7 (Dahlia), Filipino 9 (Diamond & Emerald), and Fili 119
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	25	5	5	5	5.00	Filipino 7 (Dahlia), Filipino 9 (Diamond & Emerald), and Fili 119
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	47	5	5	5	5.00	Grade 9 - Diamond
		A17. Number of students advised on thesis/ field practice/special problem:		0	0					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	0					
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	47	5	5	5	5.00	Grade 9 - Diamond
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	3	5	5	5	5.00	Student Body Organization, Supreme Student Government & Filipino Club
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	3	5	5	5	5.00	Student Body Organization, Supreme Student Government & Filipino Club
	PI 10 : Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	Filipino 7 & Filipino 9
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	20	5	5	5	5.00	Filipino 7 (Dahlia), Filipino 9 (Diamond & Emerald), and Fili 119
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	30	5	5	5	5.00	Filipino 7 (Dahlia), Filipino 9 (Diamond & Emerald), and Fili 119
		A 23 : 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	0	0	0	0	0.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	4	5.00	Filipino 7 (Dahlia), Filipino 9 (Diamond & Emerald), and Fili 119
	PI 11 . Additional outputs	A 25 . 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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	Echoes of Leyte: The Image of the Province of Leyte from the Beyer Collection of the National Library of the Philippines
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred 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>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. 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>		1	0	0	0	0	0.00	
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	2	5	5	5	5.00	(1) Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills; (2) Research and publication Training and Capacity-building for DepEd Baybay City Division, DepEd Division of Southern Leyte, and Franciscan College of the Immaculate Conception Teachers
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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	1	1	5	5	5	5.00	Museo Sugbo as a potential tool in teaching history" to be included in SSDR 2025 Issue
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	0	3	5	5	5	5.00	DepEd Baybay City Division, DepEd Southern Leyte Division, and Bureau of Corrections - Leyte Regional Prison
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							

	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		1	1	5	5	5	5.00	PUP Social Sciences Development Review Journal
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		0	2	5	5	5	5.00	Reaktor at Facilitator sa "HARAMPANG 2024: Webinar sa Buwan ng Wikang Pambansa 2024 ng SAGITIK"
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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	0	2	5	5	5	5.00	1. Capacitating Trainers on Persons Deprived of Liberty with Basic Learning and Living Skills 2. Research and publication Training and Capacity-building for DepEd Baybay City Division, DepEd Division of Southern Leyte, and Franciscan College of the Immaculate Conception teachers

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. 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*	A 44. 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		zero non-conformity					
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	PI 3: Additional Outputs	A 47. 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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							Comments & Recommendation for Development Purpose: - needs to be more active in school activities -

	Total Over-all Rating									100.00
	Average Rating									4.55
	Adjectival Rating									

Evaluated & Rated by:

Rosario P. Abela
ROSARIO P. ABELA

Department Head

Date: 1-14-25

Recommending Approval

Bayron S. Barredo
BAYRON S. BARREDO

Dean, College of Education

Date: 1-15-25

Approved by:

Rotacio Gravoso
ROTACIO GRAVOSO

Vice President for Instruction

Date: 1/20/25

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU Integrated High School


Head of Office: Dr. Rosario P. Abela

Number of Personnel: 15


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of HIS Individual Targets (January to December 2024) and Accomplishments (July-December 2024)		Faculty Meeting -August 02, 2024 -September 18, 2024) Consolidation of IPCR Accomplishments (January 9, 2025)			Each faculty finalize their IPCR Targets (January to-December 2024) and Accomplishments (July-December 2024)
Coaching Review the need support to facilitate the attainment of the IHS targets		Faculty Meeting -August 02, 2024 -September 18, 2024)			Submitted list if support needed to attain targets.

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

Conducted by:


ROSARIO P. ABELA
Department Head

Noted by:


BAYRON S. BARREDO
Dean, College of Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Hilda A. Pedrera
Performance Rating: Outstanding

Aim: 1. To produce instructional materials on subjects handled for flexible learning.
2. To finish her pursued doctorate studies.

Proposed Interventions to Improve Performance:

Date: January 2025

Target Date: June 2025

First Step:

-
1. Develop at least one learning guide for each subject ready to be used on the new normal.
 2. Attend seminars and workshop on research, extension and instruction.
-

Result:

1. Carry out responsibilities as an instructor and other tasked assigned to her.

Date: January 2025

Target Date: June 2025

Next Step:

1. Seek university admission for advance studies
2. Perform responsibilities as faculty.

Outcome:

1. Achieved goals and objectives in instruction and research.
2. Perform responsibilities as a faculty member.


Final Step/Recommendation:

1. Continue to carry out responsibilities as an instructor.
2. To engage more in doing research.
3. To focus and finished her dissertation.

Prepared by:


ROSARIO P. ABELA
Unit Head

Conforme:


HILDA A. PEDRERA
Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

2nd Semester AY 2023 - 2024

Name of Faculty : **HILDA A. PEDRERA**

Department: **VSU Integrated High School**

College: **College of Education**

Course No. & Descriptive Title	Lec./Lab.	RATING		% Evaluation Rating
		Numerical	Adjectival	
PrEd 129n Technology for Teaching and Learning 1	Lec	5.00	O	100.00 %
Filipino I Filipino, Grammar, Composition & Literature	Lec	5.00	O	100.00 %
Average Rating		5.00	O	100.00 %

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

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: 10-30-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 10-31-2024

Received by:

HILDA A. PEDRERA

Name and Signature of Faculty

Date: 11/28/2024

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

