SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MARILYN N. MANAIG**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
31. Instruction			
m. Head/Dean (50%)		4.71x50%= 2.36	
n. Students (50%)		4.43x50% = 2.22	
Total for Instruction	80%	4.58	3.66
32. Research			
m. Client/Dir. for Research (0%)			
n. Dept. Head/Center Director (100%)		4.33x 100% = 4.33	
Total for Research	10%	4.33	0.43
33. Extension			
m. Client/Dir. for Extension (0%)			
n. Dept Head/Center Director (100%)		4.33x 100% =4.33	
Total for Extension	10%	4.33	0.43
34. Administration			
35. Production			
TOTAL	100%		4.52

EQUIVALENT NUMERICAL RATING: ____   4.52
Add: Additional Points, if any: ____
TOTAL NUMERICAL RATING: ____   **4.52**

ADJECTIVAL RATING: ____   **Outstanding**

Prepared by: Reviewed by:

MARILYN N. MANAIG   **ROSARIO P. ABELA**
Name of Faculty   Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Marilyn N. Manaig**, a faculty member of the <u>DEPARTMENT OF TEACHER OF EDUCATION</u> commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2024.

Approved:

MARILYN N. MANAIG
Associate Professor IV
Date: December 20, 2024

ROSARIO P. ABELA
Department Head
Date: 01- 03-25

BAYRON S. BARREDO
College Dean
Date: 1-4-24

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	Eficiency	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							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	*A5. 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 Moddle or Google Classroom							
	PI 10 . Additional outputs:	A 8. 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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	21.6	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	14	5	5	5	5.00	
		A 11 . 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	1	0	2	2	2	2.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	4	4	4.33	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	14	5	5	5	5.00	

PI	Activity	Description							Remarks
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	68	5	5	5	5.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	12	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	50	100	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	5	3	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	100	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	LExES
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	5	5	5	5.00	LExES, Mentor's Guild
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							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	50	5	5	4	4.67	

	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	40	5	5	4	4.67
	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						
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom						
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	1	1	5	5	5	5.00
	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 oroject within the year	1	1	5	5	3	4.33
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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication						
	In refereed int'l journals							
	In refereed nat'l/regional journals							

PI	Activity	Description							
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 scientific for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional fora/conferences								
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							
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							
	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	1	1	5	4	4	4.33	
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	Implementes 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									
Research Mentoring	Research Mentor										
Peer reviewers/Panelists	Peer reviewers/Panelists										
Resource Persons	Resource Persons										
Convenor/Organizer	Convenor/Organizer										
Consultancy	Consultant										
Evaluator	Evaluator										
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									
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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 theQMS 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

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 performfing 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				
Total Over-all Rating					79.33	
Average Rating					4.67	
Adjectival Rating					Outstanding	

Evaluated & Rated by:

ROSARIO P. ABELA
Department Head
Date: 01- 03 -25

Recommending Approval

BAYRON S. BARREDO
Dean, CE
Date:

Approved by

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 1/23/2025

Comments and Recommendations for Development Purpose:
Stay enthusiastic and dedicated to the job!

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Teacher Education

Head of Office: Rosario P. Abela
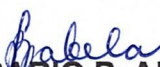
Number of Personnel: _____32_____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		• On the making of the OBE course syllabus • On the Implementation of the New Curricula • On the implementation of Synchronous and asynchronous classes		Notice of Meetings/Routing Slip	Conducted during regular monthly meetings
Coaching	• On the making of Test Questionnaire and Table of Specifications • On the contents of the new courses offered • On the faculty with satisfactory rating on TPES			Notice attached to evaluation form/Routing Slip	Conducted individually

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

Conducted by:

ROSARIO P. ABELA
Immediate Supervisor

Noted by:

BAYRON S. BARREDO
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURA-TION	TASK STATUS			REMARKS
				Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	
MFO 1 Advanced Education Services							
OVPAA MFO1. Graduate Degree Program Management Services							
PI 1. Percentage of graduate school faculty engaged in research work applied in a. Pursuing advanced research degree program	Monitor the number of faculty pursuing research degree program for 2024	Dept. Head & Faculty	Jan.-Dec. 2024			On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Monitor the number of faculty pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	Jan.-Dec. 2024			On-going	VSU-IHS
OVPAA MFO2. Graduate Student Management Services							
PI 4. Total FTE coordinated, implemented & monitored	Coordinate, implement and monitor the FTE for 2nd Semester, 2023-2024, Summer, 2024 & 1st Semester, 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024			Completed	
PI 8. Number of graduate students advised	Advise graduate students	Dept. Head & Faculty	Jan.-Dec. 2024			Advised	
PI 9. Number of Instructional materials developed	Develop instructional materials	Dept. Head & Faculty	Jan.-Dec. 2024			Developed	
PI 10. Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	Dept. Head & Faculty	Jan.-Dec. 2024			Created and Operationalized	
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2nd sem 2023-2024, Summer 2023-2024 and 1st sem 2024-2025	Dept. Head & Faculty	Jan.-Dec. 2024			Completed	Accomplished 100% of the target

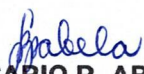| PI	Activity	Responsible	Timeline			Status	Remarks
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor graduating BEEd, BECEd and BSEd (major in Science, Soc Stud, Engl, Math & Filipino) students	Dept. Head & Faculty	Jan.-Dec. 2024			Monitored	242 graduates for school year 2023-2024
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024			Advised	Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist CE student organization	Dept. Head & Faculty	Jan.-Dec. 2024			Advised	Accomplished beyond target
PI 10: Number of instructional materials developed/revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024			Prepared	Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (95%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BEEd, BECEd, BSEd graduate tracer study	Dept. Head & Faculty	Jan.-Dec. 2024			Conducted	Only 90 out of 267 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT and COPC requirements for the BEEd, BECEd and BSEd program	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	Completed	With certificate of compliance from CHED
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACCUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024			Accredited	Subjected to AACCUP Level II in BSEd and BECEd
PI 20: Number of programs applying for COPC	Comply in the application for COPC for all programs	Dept. Head & Faculty	Jan.-Dec. 2024			Complied	COPC compliance for all programs
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed		Conducted	All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan.-Dec. 2024	Completed		Prepared and submitted revised syllabus	All courses with approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	Submitted online	One subject grade sheet not yet submitted

PI 25: Percentage of IFWs submitted to OVPAA on time	Submit IFW to OVPAA on time	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	Submitted and approved	All faculty were able to submit IFW
MFO 3. Research Services							
PI 2: Number of research outputs presented in regional/ national/ int'l fora/ conferences	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
MFO 4. Extension Services							
PI 2: Number of training conducted	Conduct extension activities	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
MFO 5. Support to Operations							
PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	21 faculty were recommended and approved for training
PI 8: Number of faculty recruited/ hired based on	Hire regular and part-time instructors	Dept. Head & Faculty	Jan.-Dec. 2024			Completed	Hired 6 Part-time instructors

needed competencies and aligned with ISO standards							for 1st Semester, 2024-2025
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan.-Dec. 2024				All faculty were rated at least VS
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AACCUP accredited for all programs	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accredited in AACCUP for all programs
PI 4: Number of activities organized/ attended/ assisted/ participated/ facilitated	Attend activities in relation to program accreditation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Attended the AACCUP program accreditation workshop
PI 5: 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	Comply 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	Dept. Head & Faculty	Jan.-Dec. 2024			Complied	No NC and some OFI were still open
MFO 6. General Admin & Support Services							
PI 1. Zero percent complaint from clients served	Zero percent complaint from clients served	Dept. Head & Faculty	Jan.-Dec. 2024				No complaint received
PI 2: Submission of College/ Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan.-Dec. 2024			Completed	Submitted under general fund and STF
PI 3. Number of coaching sessions among faculty & staff	Conduct coaching among faculty and staff	Dept. Head & Faculty	Jan.-Dec. 2024				
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.-Dec. 2024				Conducted planning and monitoring during meetings
PI 5. Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan.-Dec. 2024			Conducted	Conducted 3 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DTE office	Dept. Head & Faculty	Jan.-Dec. 2024			Supervised	DTE is supervised by designated

							head
PI 9: Number of routinary documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan.-Dec. 2024			Done	937 documents acted, accomplished beyond the target
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.-Dec. 2024			Cond ucted	To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.-Dec. 2024			Prep ared	Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR every month	Submit DTR every month	Dept. Head & Faculty	Jan.-Dec. 2024			Sub mitte d	Submitted DTR more or less 60% of the faculty members on time
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan.-Dec. 2024			Imple ment ed	Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.-Dec. 2024			Sub mott ed	Department head submits monthly accomplish ment (100%)

Prepared by:

ROSARIO P. ABELA
Unit Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JOSE CELSO S. PEREZ, JR.**

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	Teach undergraduate courses	18 FTE	1st week of August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	36.6 FTE
2	Develop online materials	Develop 1 online courseware & other materials	1st week of August 2024	Before the end of semester	December 2024	Impressive	Very Satisfactory	Developed 22 supplemental resources & 42 assessment tools
3	Prepares research proposals, submits and follows up its approval for immediate implementation	Submit 1 research output	1st week of August 2024	Before the end of semester	December 2024	Impressive	Very Satisfactory	Development of pre-license examination materials for professional teachers using rasch analysis

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Rabela
ROSARIO P. ABELA
Unit Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MARILYN N. MANAIG**

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	Teach undergraduate courses	18 FTE	1st week of August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	32.1 FTE
2	Develop supplemental learning resources & assessment tools	Develop 1 supplemental learning & 1 assessment tool	1st week of August 2024	Before the end of semester	December 2024	Impressive	Very Satisfactory	Developed 50 supplemental learnings & 40 assessment tools
3	Advise and serve student related activities and organization	Advise and serve 1 organization	1st week of August 2024	Before the end of semester	December 2024	Impressive	Very Satisfactory	Advised and served 1 organization (LEXES)
4	Conduct Extension Activity	Conduct 1 Extension Activity	1st week of August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	Conducted 1 Extension Activity

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ROSARIO P. ABELA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARILYN N. MANAIG**
Performance Rating: **4.52**_____

Aim: Increase involvement in research and extension activities
Produce instructional materials on courses handled
Present and Publish Research

Proposed Interventions to Improve Performance:

Date: June 2024   Target Date: July to December 2024

First Step: Attend Seminars, Trainings, and workshops
Develop at least one Instructional Material
Write Research Proposals for Funding

Result: _____
_____
_____

Date: June 2024   Target Date: July to December 2024

Next Step: Submit Research Proposals for Funding
Conduct Research
_____

Outcome: _____

Final Step/Recommendation:
Publish Research Output
Conduct Research, Trainings and Extension Activities

Prepared by:

ROSARIO P. ABELA
Unit Head

Conforme:

MARILYN N. MANAIG
Name of Ratee Faculty/Staff

VISAYAS STATE UNIVERSITY

INSTRUCTION AND EVALUATION OFFICE

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: **MANAIG, MARILYN N.**

Department: **Dept. of Teacher Education**

College: **College of Teacher Education**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Litr 116	SURVEY OF ENGLISH AND AMERICAN LITERATURE	LEC	4.00	Very Satisfactory	80.0%
ELng 121	REMEDIAL INSTRUCTION	LEC	4.00	Very Satisfactory	80.0%
ELng 121	REMEDIAL INSTRUCTION	LEC	5.00	Outstanding	100.0%
ELng 103	STRUCTURES OF ENGLISH	LEC	4.00	Very Satisfactory	80.0%
ELng 103	STRUCTURES OF ENGLISH	LEC	5.00	Outstanding	100.0%
ECEd 103	FOUNDATIONS OF EARLY CHILDHOOD EDUCATION	LEC	5.00	Outstanding	100.0%
PrEd 154b	FIELD STUDY 2: PARTICIPATION AND TEACHING ASSISTANTSHIP	LAB	4.00	Very Satisfactory	80.0%
Average Rating			4.43	Very Satisfactory	88.57%

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)

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