

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

Name of Faculty Member: **LOUISA MARIE B. ANDRADE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.31	
b. Students (50%)			
Total for Instruction	80%	4.31	3.45
2. Research	10%	4.33	0.43
3. Extension	10%	5.00	0.50
4. Administration			
5. Production			
TOTAL			4.38

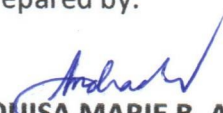
EQUIVALENT NUMERICAL RATING: 4.38

Add. Additional Points, if any:

TOTAL NUMERICAL RATING: 4.38

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**LOUISA MARIE B. ANDRADE**  
Name of Faculty

Reviewed by:

  
**JOEL Q. MABALHIN**  
Department Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUISA MARIE B. ANDRADE**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION 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 2020.

**LOUISA MARIE B. ANDRADE**

Instructor III

Date: Dec. 17, 2020

Approved:

**JOEL Q. MABALHIN**

Department Head

Date: Dec. 18, 2020

**BAYRON S. BARREDO**

College Dean

Date: 12/18/2020

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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18	33.15	4	4	4	4.00	ELng 106, ELng 107, ELng 104, TEGr 120 (3)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	0					gradesheets not yet submitted
		<b>A 11.</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	1	0					ON PROCESS-Student who got INC mark in the 1st sem of SY 2019-2020 is still working on her Portfolio
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	4	5	4.67	Webinar Evaluation on Table of Specifications and Test Item Analysis, ISO 9001:2015 Awareness and Reawareness Webinar
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	4	4	4.33	ELng 106, ELng 107, ELng 104, TEGr 120 (3)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	1,104	5	4	5	4.67	Prepared 18 quizzes in all. All 1,104 papers are still for checking

		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	20	4	4	4	4.00	ELng 106, ELng 107, ELng 104, TEGr 120 (3)
	<b>PI 8</b> : Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as <i>academic advisor</i> to students	100	221	5	5	4	4.67	
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
		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	30	150	4	5	4	4.33	
	<b>PI 9</b> : Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	3	5	4	4	4.33	Mentors' Guild; LEXES; Sigma Alpha Epsilon
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1						
	<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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	5	4	4	4.33	
		Flexible Instructional Materials	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	4	4	4.00	



		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	18	5	4	4	4.33	
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4	5	4	4	4.33	
	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	1	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	4	4	4.33	DepEd-Student Teaching
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	3	1	4	4	4	4.00	Student Teaching in the new normal
<b>UMFO 3 . RESEARCH SERVICES</b>										
	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	4	4	4.33	ONGOING-Assessment of Pre-Service Teachers' Critical Thinking Skills in VSU- conducted but not yet completed
	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 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							

[illegible]



	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		1	1	5	5	5	5.00	Covid+Fun Project: Unilab Foundation's Ideas Positive Run 10 program
	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 (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	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									
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							
Total Over-all Rating								69.65	
Average Rating								4.35	
Adjectival Rating								Very Satisfactory	

Comments & Recommendations for future development:

Your dedication to your work is incomparable. Keep up the good work. Just be sensitive on working time.

Evaluated & Rated by:

*Joel Q. Mabalhin*  
**JOEL Q. MABALHIN**  
 Department Head  
 Date: Dec. 18, 2022

Recommending Approval

*Bayron S. Barredo*  
**BAYRON S. BARREDO**  
 Dean, College of Education  
 Date: 12/18/2022

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: 1/28/21

## PERFORMANCE MONITORING FORM

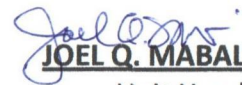
Name of Employee: LOUISA MARIE B. ANDRADE

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 January, 2020	Before the end semester	May, 2020	Very Impressive	Outstanding	33.15FTE
2	Advise and serve student-related activities and organization	Advise and serve 1 organization	1 <sup>st</sup> week of January, 2020	Before the end of the semester	May, 2020	Very Impressive	VS	Advised and served Mentor's Guild, LEXES & CoEd SSC

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

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

Prepared by:

  
**JOEL Q. MABALHIN**  
 Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOUISA MARIE B. ANDRADE

Performance Rating: 4.35

Aim: Increases involvement in research and extension activities  
Produces instructional materials on handled  
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December 2020

Targer Date: January-June, 2021

First Step:

Attend Seminars, Trainings, and workshop

Develop at least one Instructional Materials

Write Research Proposals for Funding

Result:

Date: December 2020

Target Date: January - June, 2021

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright

Approved Proposals for Funding

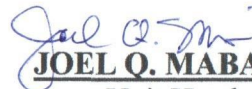
Outcome: Published Books/ instructional materials

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

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Prepared by:

  
**JOEL Q. MABALHIN**  
Unit Head

Conformer

  
**LOUISA MARIE B. ANDRADE**

Name of Ratee Faculty/Staff