

**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%)		4.50	
b. Students (50%)		4.29	
Total for Instruction	80%	4.40	3.52
2. Research	10%	4.00	0.4
3. Extension	10%	4.67	0.47
4. Administration			
5. Production			
TOTAL			4.39

EQUIVALENT NUMERICAL RATING: 4.39

Add. Additional Points, if any:

TOTAL NUMERICAL RATING: 4.39

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LOUISA MARIE B. ANDRADE**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July-December 2021.

LOUISA MARIE B. ANDRADE

Instructor III

Date:

Approved:

JOEL Q. MABALHIN

Department Head

Date: 01-06-2022

BAYRON S. BARREDO

College Dean

Date: 1-7-22

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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	26.55	5	5	4	4.67	TEGr 120 (5); ELng 101 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	14	5	5	3	4.33	TEGr 120 (5); ELng 101 (2)
		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	3	5	5	5	5.00	TEGr 116 (3)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Webinar on Understanding Corpus Linguistics

	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	180	5	4	4	4.33	TEGr 120 (5); ELng 101 (2)
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	50	543	5	4	4	4.33	TEGr 120 (5); ELng 101 (2)
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	1404	5	4	4	4.33	TEGr 120 (5); ELng 101 (2)
PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic advisor to students</i>	80	228	5	5	5	5.00	BEEEd students Batch 2020 & Batch 2021
	A17 . Number of students advised on thesis/ field practice/special problem:								
	<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
	<i>As SRC Member</i>	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	10	20	5	4	4	4.33	
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	2	5	4	5	4.67	Mentors' Guild; LEXES
	A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	2	5	4	4	4.33	Reading Month Celebration; English Month Celebration
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	4	4	4.33	TEGr 120; ELng 101
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	44	5	4	4	4.33	TEGR 120 (24); ELng 101 (20)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	26	5	4	5	4.67	TEGR 120 (13); ELng 101 (13)
	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						
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	4	5	4.67	TEGR 116; ELng 101
	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	1	5	4	5	4.67	AACCUP Level 2 Accreditation for BSEd (BioSci & PhySci) Program (Area III-Curriculum and Instruction)
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2	4	4	4	4.00	Visca Foundation Elementary School; VSU-Integrated High School
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						
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 *							

	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		4	4	4	4.00	Research still ongoing (extended due to COVID)
	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							
		<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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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								
		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	DepEd Ormoc City Division
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	1	5	5	4	4.67	BCAEd Virtual Apprenticeship Orientation
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								

	<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							
	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									
	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								
	Average Rating							4.50	
	Adjectival Rating							Very Satisfactory	

Evaluated & Rated by:

Joel Q. Mabalin
JOEL Q. MABALHIN

Department Head

Date: *01-06-2022*

Recommending Approval

B. S. Barredo
BAYRON S. BARREDO

Dean, College of Education

Date: *1-7-22*

Approved by:

B. S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Comments and Recommendation for Development Purposes

Your expertise and pedagogy are unquestionable. You are an asset of the department. But, let us just closely dates of submission especially grade sheets.

PERFORMANCE MONITORING FORM

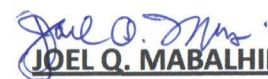
Name of Employee: LOUISA MARIE B. ANDRADE

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 July, 2021	Before the end semester	Dec., 2021	Very Impressive	Outstanding	26.55 FTE
2	Advise and serve student-related activities and organization	Advise and serve 1 organization	1 st week of July, 2021	Before the end of the semester	Dec., 2021	Very Impressive	VS	Advised and served Mentor's Guild, LEXES & CoEd SSC
3	Conduct extension activity	Conduct extension activity 1	July, 2021	Before end of the semester	Dec., 2021	Very Impressive	VS	Conducted 1 Extension Activity @ DepEd Ormoc

*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: **LOIUSA MARIE B. ANDRADE**

Performance Rating: **4.50**

Aim: Increases involvement in research and extension activities

Produces instructional materials on handled

Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December 2021

Target Date: February - July, 2022

First Step:

Attend Seminars, Trainings, and workshop

Develop at least one Instructional Materials

Write Research Proposals for Funding

Result:

Date: December 2021

Target Date: February - July, 2022

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright

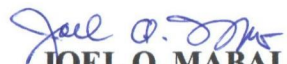
Approved Proposals for Funding

Outcome: Published Books/ instructional materials

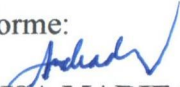
Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

Prepared by:


JOEL Q. MABALHIN
Unit Head

Conforme:


LOUISA MARIE B. ANDRADE
Name of Ratee Faculty/Staff