

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MA, GRACE C. SUMARIA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
g. Head/Dean (50%)		4.85	
h. Students (50%)			
Total for Instruction	80%	4.85	3.88
2. Research			
g. Client/Dir. for Research (0%)			
h. Dept. Head/Center Director (0%)			
Total for Research	20%	5	1.00
3. Extension			
g. Client/Dir. for Extension (0%)			
h. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.88


EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **Outstanding**

Prepared by:


MA, GRACE C. SUMARIA
Name of Faculty

Reviewed by:


ELDON P. DE PADUA
Department Head

Recommending Approval:


ROBERTO C. GUARTE, Ph.D.
Dean/Director

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice President

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 were reviewed by TRP & edited by MMDC editor	Submits the course were 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		22.1	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	4	4	5	5	4.67	ESCi 118 (2sec) ABEN 145 (2 sec)

		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	NA						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	2	4	5	5	4.67	Siminars & orientations on online classrm.
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	4	5	5	5	5.00	ESCi 118 (2sec) ABEN 145 (2 sec)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	4	4	5	5	4.67	ESCi 118 (2sec) ABEN 145 (2 sec)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	21						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	0	80	5	5	5	5.00	BSABE-2 students

		A17 . 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							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	240	5	5	5	5.00	Various BSABE & BSAE students, and BSCE-3
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	5	5	5	5.00	PSABE VSU Student Chapter,
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	1	5	5	5	5.00	PSABE VSU Student Chapter,

	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	4	3	4	5	5	4.67	ABEn 145 SLG, ABEn 145 Lab. Manual, ESCi 118 SLG
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	4	3	4	5	5	4.67	ABEn 145 SLG, ABEn 145 Lab. Manual, ESCi 118 SLG
		Supplemental learning	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	2	4	5	5	4.67	Esci 118, ABEn 145
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	16	5	5	5	5.00	Esci 118 (2sec) ABEn 145 (2 sec)
		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	4						Passed Dept TRP, not reviewed by MMDC yet.

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	2	4	5	5	4.67	(1) Esci118, (2) ABEn 145
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		0						
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	9	5	5	5	5.00	5 Lab. Exercises in ABEn 145 for new normal condition, 4 Machine Problems in Esci 118

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	0	2	5	5	5	5.00	(1) Comparative Characterization of Charcoal Produced By Different Pyrolyzing Techniques, (2) Assessment of Groundwater Nitrate Concentration in the Island Municipality of Panglao, Bohol, Philippines
	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	5	5.00	Assessment of Groundwater Nitrate Concentration in the Island Municipality of Panglao, Bohol, 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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	0	50	5	5	5	5.00	50% or 1 out 2 (Comparative Characterization of Charcoal Produced By Different Pyrolyzing Techniques)

		<i>In refereed int'l journals</i>		0	50	5	5	5	5.00	Annals of Tropical Research: 50% or 1 out 2 (Comparative Characterization of Charcoal Produced By Different Pyrolyzing Techniques)
		<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 fora/conferences	0	1	5	5	5	5.00	
		<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 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							
	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>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<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 (extn. conducted by faculty or student & faculty) *								

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	Zero % complaint	5	5	5	5.00	
	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								112.67	
	Average Rating								4.90	
	Adjectival Rating								Outstanding	


Comments & Recommendations for Development Purposes:

Engr. Sumaria has shown excellence in her responsibilities as instructor, and as a faculty-researcher. I highly recommend her to be engaged with more R&D activities in the department & university as a whole.


Evaluated & Rated by:


ELDON P. DE PADUA
Department Head
Date: 14 Jan 2021

Recommending Approval:


ROBERTO C. GUARTE
Dean, CET
Date: 18 Jan 2021

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/21/21

PERFORMANCE MONITORING FORM


Name of Employee: **MA. GRACE C. SUMARIA**

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	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Virtual classrooms w/ learning materls. & assessments	7-1-2020	12-31-2020	11-31-2020	VI	VS	ABEn 145 & ESci 118
3	Research services	-	-	-	-	-	-	No Research Conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2020	12-31-2020	12-31-2020	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2020	12-31-2020	12-31-2020	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


ELDON P. DE PADUA
 Head, DABE