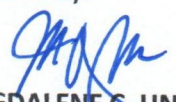# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MAGDALENE C. UNAJAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.85	
b. Students		4.33	
TOTAL for Instruction	50%	4.59	2.30
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Support Operations	10%	5.00	0.50
5 Administration	20%	5.00	1.00
TOTAL	100%		4.80

EQUIVALENT NUMERICAL RATING: 4.80
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: **4.80**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

MAGDALENE C. UNAJAN
Name of Faculty

Reviewed by:

MAGDALENE C. UNAJAN
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGDALENE C. UNAJAN, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY 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 of January - June, 2023.

MAGDALENE C. UNAJAN
Department Head
Date: July 14, 2023

Approved:

JANNET C. BENCURE
College Dean
Date: 24 July 2023

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										
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	Teaches subjects/courses assigned	4	8.2	5	5	5	5.00	CSci128, CSci134
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	4	4.67	CSci11, CSci193, CSci134m, CSci128
		A12. Number of trainings attended related to instruction	Attends mandated trainings	2	6	5	5	5	5.00	Faculty On-boarding, Turnitin Feedback Studio, CET TOS
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5.00	CSci11, CSci193, CSci134m, CSci128
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	18	5	5	4	4.67	CSci128(6), CSci134(6), CSci193(3), CSci11(3)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports submitted as required	8	8	5	5	4	4.67	CSci 134m (exer1-7), CSci 11(1)
	PI 8: Number of students	**A16**. Number of students advised:	Acts as academic adviser to	10	25	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis proposal	2	5	5	5	5	5.00	

		A18. Number of students entertained for consultation purposes	Allots time to students seeking for consultation or advise.	10	20	5	5	5	5.00	
	PI 9: Number of student ~~organizations advised/~~	A19. Number of Student organizations ~~advised~~	Advises student organization ~~organized by USSC~~							
		A20. Number of Student organizations assisted on student related activities	Assists student organization in implementing student related activities	1	1	5	5	5	5.00	
		On-line ready courseware	Prepares instructional	2	3	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	10	5	5	5	5.00	
	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	5	5	5.00	AACCUP Level IV-Phase 2
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	3	5	5	5	5.00	Alliance Software, Inc., BootYard, Telmo Solutions
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
							Total		79.00	
							Mean		4.94	
UMFO 3 . RESEARCH SERVICES										

				Target	Actual	R1	R2	R3	Ave	Remarks
	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	1	1	4	4	4	4.00	RDMEIS
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal		1	5	5	5	5.00	VSUEE management for FLM
							Total		9.00	
							Mean		4.50	

UMFO 4. EXTENSION SERVICES

				Target	Actual	R1	R2	R3	Ave	Remarks
	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	0					
	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	30	0	5	5	4	4.67	Extension proposal not yet approved
	PI 3. Number of extension	**A 38.** Number of extension	Implementes duly approved	1	0					
	PI 4. Percentage of	**A 39.** Percentage of beneficiaries who	Provides quality and relevant	80%	0					
	PI 5. Number of	**A 40.** Number of technical/expert	Provides the technical and	1						
	Research Mentoring	Research Mentor		1	1					
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	PSITE-EV Regional Assembly
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension	**A 41.** Percent of extension proposals	Prepares extension project	1	1	4	5	5	4.67	DEPED STEM Teachers
	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							
							Total		14.33	
							Mean		4.78	

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 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 % complaint	0%	5	5	5	5.00	
		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%	100%	5	5	5	5.00	AACCUP Level IV accreditation
		On program accreditations	AACCUP Level IV phase 2							
		On institutional accreditations	University Accreditation							
							Total		14.33	
							Mean		4.78	

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	0%	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 performfing functions resulting to best practice	1	1	5	5	5	5.00	Utilizing GoogleDrive for faculty documents
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	5	5.00	VSUEE Managmenent
							Total		15.00	
							Mean		5.00	
	Total Over-all Rating								131.67	
	Average Rating								4.80	

Adjectival Rating		"O"

Average Rating	4.80
Additional Points:	
Punctuality	
Approved Additional	
FINAL RATING	4.80
ADJECTIVAL RATING	Outstanding

Continue working your doctoral studies –

Evaluated and Review:

MAGDALENE C. UNAJAN
Head, DCST
Date: July 14, 2023

Recommending Approval:

JANNET C. BENCURE
Dean, CET
Date: July 24, 2023

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MAGDALENE C. UNAJAN**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen-dation
1	Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	January 2023	June 2023	June 2023	Very Impressive	Outstanding	Needs to submit report on time and encourages faculty members to do so also
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	January 2023	June 2023	January – June 2023	Impressive	Very Satisfactory	Should attend meetings or send representative
3	Performs other	Very	January	June 2023	January –	Impressive	Very	Go beyond

functions	Satisfactory	2023		June 2023		Satisfactory	what is expected to be delivered.

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

Prepared by:

DR. JANNET C. BENCURE
College Dean

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assoc. Prof. Magdalene C. Unajan**

Performance Rating: Outstanding

Aim: Assist Prof. Unajan as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Computer Science (BSCS) as provided for in the new CMO 25, s. 2015.

Proposed Interventions to Improve Performance:

Note: Prof. Unajan will be developed into an effective implementor of the new OBEdized four (4)-year BSCS program as she leads the Department of Computer Science and Technology.

Date: <u>January 2023</u>   Target Date: <u>June 2022</u>

First Step

- Reorientation on the Outcomes-Based Education Principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCS as provided for in CMO 25, s. 2015, and the implementation of the new VSU BSCS curriculum.

Results:

- Mastery on the provisions of CMO 25, s. 2015
- Mastery on the preparation of an OBTL Syllabus Content and Plan

Next Step:

- Continuous implementation of the newly approved BSCS Curriculum
- Monitor the implementation of the new BSCS Curriculum

Outcomes:

- Effective implementation of the new BSCS Program
- Increased enrolment of freshman students if the new Program

- Proper management of human resource, facilities, and equipment in the offering of the new BSCS degree program
- Preparation and submission of **Research and Extension** proposals with the new OBEdized BSCS program

Final Steps/Recommendations:

- Implement the new BSCS program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement (CQI) in the offering of the new BSCS Program

Prepared by:

JANNET C. BENCURE
Dean, CET

Conforme:

MAGDALENE C. UNAJAN
Head, DCST