

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

Rating Period: July-December 2024

Name of Faculty Member: **PRECIOUS C. DOMINGO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.00 x 100% = 4.000	
b. Students (50%)			
TOTAL for Instruction	85%	4.000	3.400
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	4.00 X 5% = 0.200	0.200
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	4.00 x 5% = 0.200	0.200
TOTAL for Extension			
4. Production	5%	4.00 x 5% = 0.200	0.200
5. Administration/Other Services			
TOTAL	100%		4.00

EQUIVALENT NUMERICAL RATING: 4.00

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.00**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

PRECIOUS C. DOMINGO

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:


ROTARIO S. GRAVOSO


Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PRECIOUS C. DOMINGO**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE** commit to the deliver and agree to be rated on the the following targets in accordance with the indicated measures for the period July - December 2024.


PRECIOUS C. DOMINGO
 Instructor II
 Date: 1-17-25

Approved: 
MARIA VANESSA E. GABUNADA
 Head, DALL
 Date: 1-17-25


GLENN G. PAJARES
 College Dean
 Date: 1-17-25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (July. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	NA	NA					
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students	NA	NA					
	PI 10 . Additional outputs:	A3 . Number of students advised on thesis/special problem/dissertation		NA	NA					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					

	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA						
	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA						
	Number of instructional materials developed		NA	NA						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	<u>PI 6</u> : Number of programs accredited	<u>A 1</u> . Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	NA						
	<u>PI 10</u> : Total FTE, coordinated, implemented and monitored *	<u>A 2</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester						
	<u>PI 11</u> : Number of new revised curricular proposals submitted	<u>A 3</u> . Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	10						
	<u>PI 13</u> : Percentage of courses offered with approved course syllabi	<u>A 4</u> . Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	1	3	4	4	4	4.00	ELSt 111, Humn13n, Comm 11
	<u>PI 14</u> : Percentage of courses offered with IMs	<u>A 5</u> . Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	1	*					The Office of the Instructional Materials Development has yet to finalized the process flow and template for lms
	<u>PI 15</u> : Number of Instructional Materials approved	<u>A 6</u> . Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	*					The Office of the Instructional Materials Development has yet to finalized the process flow and template for lms
	<u>PI 16</u> : Percentage of courses offered with final grades submitted within the allowable period	<u>A 7</u> . Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	6	6	4	4	4	4.00	ELSt 111 (2 sections), Humn13n (3 sections), Comm 11 (1 section)

	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		6						
	PI 19: Additional Outputs	A 9. 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	4						
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	4	4	4	4.00	ELSt 111 (2 sections), Humn13n (3 sections), Comm 11 (1 section)
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	15	4	4	4	4.00	ELSt 111 (2 sections), Humn13n (3 sections), Comm 11 (1 section)
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	10	4	4	4	4.00	ELSt 111 (2 sections), Humn13n (3 sections), Comm 11 (1 section)
		A 13. Number of Student organizations advised	Advises student organizations recognized by DSO	10						
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4.00	AB English Language Studies Society (ABELSS)
Total:									4.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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	NA	NA					
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	4	4	4	4.00	NETSPEAK

	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	1	*						Paper Presentation will be held in 2025
		a. <i>International</i>		1	*						Paper Presentation will be held in 2025
		b. <i>National</i>		1	*						Paper Presentation will be held in 2025
		c. <i>Regional or Institutional Conferences</i>									
	PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	NA							
	PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG	NA							
	PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies	NA							
	PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources	NA	NA						
	PI 8: Amount of research money obtained from internal sources	A 22. Amount of research money obtained from internal sources	Requests for research money from internal sources								
	PI 9: Number of patents applications	A 23 Number of patents applications	Applies for patents	NA							
	PI 10: Number of patents approved	A 24. Number of patents approved	Follow ups patent applications	NA							
	PI 11: Number of creative works published	A 25. Number of creative works published	<i>Writes publishable materials out of research outputs and submits for publication</i>	NA							
	PI 12: Number of research articles derived from approved research in the university submitted	A 26. Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication	NA							

	PI 13: Number of research articles derived from approved research in the university published	A 27. Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication	NA						
	PI 14: Number of Scopus, WoS, and ACI publications and other reputable journals	A 28. Number of Scopus, WoS, and ACI publications and other reputable journals		NA						
	PI 15: Additional outputs*	A 29. No. of research-related awards (research conducted by faculty or student w/ faculty)		NA						
		A 30. 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	NA						
		A 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
			Total:						4.00	
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 (MOUs/MOAs)	A 32. 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	NA	NA					
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	NA	NA					
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		NA	NA					

	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	NA	NA					
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1	2	4	4	4	4.00	
		a. Peer reviewer of journal/book		1	1	4	4	4	4.00	Peer reviewer in the Polytechnic University of the Philippines Journal
		b. Review of research and extension proposal		NA	NA					
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		NA	NA					
		d. accreditor		NA	NA					
		e. consultancy		NA	1					Created questions for the URC LET review Material
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	4	4	4	4.00	TESOL Extension Proposal- (Submitted in December of 2024)
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	NA	NA					
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	NA	NA					
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	NA	NA					
		a. International		NA	NA					
		b. National		NA	NA					

[illegible]

	PI 7: Number of trainings, seminars, and conferences attended	A 50: Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>								
		<i>National</i>		1	*					
		<i>Regional/Institutional</i>		2	3	4	4	4	4.00	VSU seminar/ workshops -Trainign Workshop on Writing High Impact Publications -Trainign Workshop on Understnding the Landscape of World University Rankings -Training Workshop on Translating Research Findings into Policy Briefs
	OVPI MFO 3. Registration Services									
	PI 9: Percentage of students enrolled and validated within the registration period	A 51: Percentage of students enrolled and validated within the registration period	Validates students within the registration period	5	6	4	4	4	4.00	1. DANCIL, EVA VEGA- 1st year 2. DEMELLITES, MARY MAXIME LAURINO- 1st year 3. GOLTEA, CHRISTIAN CORTEZ- 1st year 4. CASTRO, ALYSSA KRIZELL MANAGBANAG- 3rd year 5. CABALLES, RICA ALTHEA YAMILO-3rd year 6. METRAN, MARISOL NIÑA ARANDIA- 4th year
	PI 10: Number of students advised during the registration period	A 52: Number of students advised during the registration period	Acts as academic adviser	3	5	4	4	4	4.00	1. ALISON, ZHYKA AURA ARINGO 2. BALILI, MEL JOHN PAUL GALLARDO 3. GUDMALIN, CLAUDINE RAMIREZ 4. LAGANCIA, AIZA BASAN 5. RESUS, EUGENE CAEZAR BALLOS
	OVPI MFO 4. Curricular Program Management Services									
	PI 12: Number of IMs reviewed by the DIMRC	A 53: Number of IMs reviewed by the DIMRC	Submits IMs for review	1	*					The Office of the Instructional Materials Development has yet to finalized the process flow and template for lms
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54: Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	2	4	4	4	4.00	Syllabus in ELSt 111 and Humn13n
	PI 14: Number of OJT MOAs prepared	A 55: Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program	NA						

	PI 15: Number of student interns deployed and monitored	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator	NA						
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	3	8	4	4	4	4.00	1. CATUBIGAN, DAISY MAE SEÑAR 2. DAYAP, GIRLIE ANN 3. ESGUERRA, CARYL SIMBAJON 4. DOMEN, CHARLENE ARNAIZ 5. MORECHO, ALLYSSA JULLIA POLIDO 6. GARMA, CHRISTINE CUERBO 7. SOMOSOT, SALVIE REGINE ELMIDO 8. PINO, JEA MARIE BERMOY
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	5	4	4	4	4.00	1. CASUCO, DONABEL PARRILLA 2. MACARANDAN, EDELLYN PEROLINO 3. SALIGO, RACHEL DAMALERIO 4. SARENAS, CINDY YLLAGA 5. SIEGA, MARIAN MAE ADOBAS
	PI 17: Number of exchange students supervised	A 58. Number of exchange students supervised	Acts as exchange student program coordinator/facilitator							
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	NA	NA					
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	NA	NA					
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	NA	NA					
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	20	4	4	4	4.00	Student consultation Grade consultation Thesis consultation

		A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware								
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>								
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		A 64. Number of virtual classroom created/operational									
					<i>Total:</i>				4.00		
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES											
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	NA	NA						
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	NA	NA						
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	NA	NA						
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	NA	NA						
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	NA	NA						
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	NA	NA						

PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	NA	NA					
PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	NA	NA					
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	NA	NA					
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	NA	NA					
PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	NA	NA					
PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	NA	NA					
PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	NA	NA					
PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		NA	NA					
PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		NA	NA					
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	NA	NA					

		A 81. 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	NA	NA						
		Total Over-all Rating									
		Average Rating									
		Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Dr. Domingo is an asset to the department. She is a commendable teacher who delivers her functions superbly. As junior faculty, it is recommended that she published in Scopus/WoS/ACI indexed journal.

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 1-17-25


Recommending Approval


GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: 1-17-25

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/11/25

PERFORMANCE MONITORING FORM

Name of Employee: DOMINGO, PRECIOUS C.

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	Be part of the socio-cultural committee	Assist in planning and executing activities in the department	July 2024	July-December 2024	July-December 2024	Impressive	Outstanding	
2	Be part of the IT and website committee	Assist in planning and executing IT and website activities	July 2024	July-December 2024	July-December 2024	Impressive	Outstanding	
3	Participate in all activities conducted by the department, college, and the university	Attendance sheet; present certificates if possible	July 2024	July-December 2024	July-December 2024	Impressive	Outstanding	
4	Perform other functions assigned by the department head	Completed tasks assigned by the dept. head	July 2024	July-December 2024	July-December 2024	Impressive	Outstanding	
5	Attend meetings and participate in the discussion	Attendance sheet	July 2024	July-December 2024	July-December 2024	Impressive	Outstanding	
6	Department Treasurer	Assist in planning and executing activities in the department	July 2024	July-December 2024	July-December 2024	Impressive	Outstanding	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


MARIA VANESSA E. GABUNADA

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DOMINGO, PRECIOUS C.

Performance Rating: OUTSTANDING

Aim: Contribute to the department's long-term and short-term goals by actively participating in the planning and execution of activities, performing assigned tasks, proposing research and extension initiatives, and completing ongoing research projects.

Date: July 2024

Target Date: July- December 2024

Step/s:

- a) Remind the faculty to attend necessary meetings, seminar, workshops, and other activities.
- b) Remind the faculty to submit documents or reports needed.

RESULT:

The faulty has performed her task effectively and submitted the necessary related reports and documents.

Prepared by:



MARIA VANESSA E. GABUNADA

Department Head

Conformed:



PRECIOUS C. DOMINGO

Name of Ratee/Faculty/Staff