

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: August-December 2021

Name of Faculty Member:

KAY T. JUANILLO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.79 x 50% = 2.395	
b. Students (50%)		3.89 x 50% = 1.945	
TOTAL for Instruction	85%	4.34	3.689
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	0.500
TOTAL for Research			
3. Extension	0%		
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.439

EQUIVALENT NUMERICAL RATING: 4.439

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.439

ADJECTIVAL RATING:

**VERY SATISFACTORY**

Prepared by:

KAY T. JUANILLO

Name of Faculty

Reviewed by:

JETT C. QUEBEC

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS


Approved by:

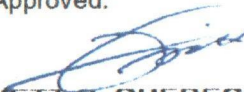
BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KAY T. JUANILLO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period AUGUST-DECEMBER 2021

  
**KAY T. JUANILLO**  
Instructor I  
Date: 12/17/2021

Approved:  
  
**JETT C. QUEBEC**  
Department Head  
Date: 12/22/2021

  
**MA. THERESA P. LORETO**  
College Dean  
Date: 12/23/2021

80											
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicato 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 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	N/A	N/A					N/A
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	N/A					N/A
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	N/A					N/A



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	N/A	N/A					N/A
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					N/A
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					N/A
		A 6 : 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	N/A	N/A					N/A
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A					N/A
	<b>PI 10 .</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					N/A
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		Handles and teaches courses assigned	21	38.45	5	5	4	4.67	Humn12n (7 sections Litr001 (2 sections)
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	9	5	5	4	4.67	Midterm gradesheet f Humn12n (7 sections Litr001 (2 sections)
		<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	5	11	5	5	5	5.00	Completion form of stud 15-1-02426, 19-1-0099(19-1-00775,19-1-00724,1-01037, 19-1-01683, 19-00280, 20-1-01921, 20-01631, 20-1-01952, 19-01566
		<b>A12 .</b> Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	none					
		<b>A13 .</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	14	18	5	5	4	4.67	Humn12n, Litr001



		<b>A14</b> . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10	10	5	5	4	4.67	Humn12n, Litr001
		<b>A15</b> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	2	1	4	4	4	4.00	Humn12n
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:		Acts as academic adviser to students	5	10	5	5	5	5.00	ABELS students
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	NONE						No thesis advisee for the semester (2nd sem 2020-2021)
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	NONE						
		<b>A18</b> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	Humn12n, Litr001
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised		Advises student organizations recognized by USOO	none						None
		<b>A20</b> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	none					
	<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	2	2	5	5	5	5.00	Humn12n, Litr001
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	4	4.67	Virtual classroom for Humn12n, Litr001
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	Materials for Humn12n, Litr001
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	8	5	5	5	5.00	Assessment tasks Humn12n, Litr001
		<b>A 23</b> : 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	2	2	5	5	4	4.67	Virtual classroom materials for Humn12n, Litr001



		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	Virtual classroom for Humn12n, Litr001
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	none	none					
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains	N/A						None
		<b>A 26.</b> Other outputs implementing		Designs experiential learning activities and other	N/A	N/A					
						<b>AVERAGE</b>				<b>4.79</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	none						None
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year	none						
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred 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>			1	1	5	5	5	5.00	Challenges of Translating Poetry: The Filipino Translation of William Shakespear's Sonnet 18
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scienfic for a/conferences	none						none
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	none						None



	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)			none						
		<b>A 33.</b> 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	N/A						N/A
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A						N/A
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	N/A						N/A
						AVERAGE				5.00	
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	N/A						N/A
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	N/A						N/A
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implements duly approved extension projects	N/A						N/A
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	N/A						N/A
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries							

	Research Mentoring	Research Mentor			none						none
	Peer reviewers/Panelists	Peer reviewers/Panelists			none						none
	Resource Persons	Resource Persons			none						none
	Convenor/Organizer	Convenor/Organizer			none						none
	Consultancy	Consultant			none						none
	Evaluator	Evaluator			none						none
	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	none						none
	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	N/A						N/A
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	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	zero non-conformity	5	5	5	5.00	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	N/A					100% compliant
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											



	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	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	N/A						N/A
		A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal	N/A						N/A
						AVERAGE				5.00	
	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:** Ms Kay is an asset to DLABS. She showed professionalism in her dealings with colleagues. Ms Juanillo is prompt and accurate in her deliverables. A masters degree early next year is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head  
Date: 12-22-2021

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences  
Date: 12/23/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction  
Date:



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **KAY T. JUANILLO**

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 courses: • Reading Visual Arts • 21 <sup>st</sup> Century Literature	Conducted classes (synchronous and Asynchronous), computed grades per course, and achieve an outstanding result in students' performance evaluation	August 2021	December 2021	August to December 2021	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Aid in students' concerns on the subject (Humn12n, Litr001)	August 2021	December 2021	August to December 2021	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, videos, and virtual classroom	August 2021	December 2021	August to December 2021	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn12, Litr001)	August 2021	December 2021	August to December 2021	Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	August 2021	December 2021	August to December 2021	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	August 2021	December 2021	August to December 2021	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	August 2021	December 2021	August to December 2021	Impressive	Outstanding	

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 Department Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **KAY T. JUANILLO**

Performance Rating:

Aim:

- To enhance skills and knowledge by attending professional conferences and participating in research.
- To adopt diverse teaching and learning strategies that encourages acquisition of knowledge appropriate to the new normal.
- To deliver quality education to students and engage them in diverse activities related to the course.

Proposed Interventions to Improve Performance and Competence and Qualification to assume higher responsibilities:

Date: AUGUST 2021

Target Date: DECEMBER 2021

- Review and revise learning materials that improve student learning.
- Participate in teaching development activities that promote innovative teaching and experiential learning.
- Provide support to students and develop new learning skills.

Outcome: N/A

Final Step/Recommendation: NA

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Prepared by:

  
**JETT C. QUEBEC**  
Department Head

Conforme:



KAY T. JUANILLO  
Ratee/Faculty