SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period:JULY-DECEMBER 2023

Name of Faculty Member: **MARIA VANESSA E. GABUNADA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.89 x 50% = 2.445	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	40%	4.95	**1.978**
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.83 x 10% = 0.483	0.483
TOTAL for Research			
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		4.87 x 10% = 0.487	
TOTAL for Extension			0.487
4. Production			
5. Administration/Other Services	40%	5.00 x 40% = 2.000	2.000
TOTAL	100%		**4.948**

EQUIVALENT NUMERICAL RATING: 4.948
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.948**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARIA VANESSA E. GABUNADA
Name of Faculty

Reviewed by:

MA. THERESA P. LORETO
College Dean

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, MARIA VANESSA E.GABUNADA, a faculty of the DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE, commits to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period ~~JANUARY-JUNE~~ 2023 *July - December*

Approved:

MARIA VANESSA E. GABUNADA
Assoc. Prof. III
Date: July 10, 2023

MA. THERESA P. LORETO
College Dean
Date: JAN 2 3 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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 (LTNG 290 and LTNG 299)	3	0.67	5	5	4	4.67	Handled subjects/courses assigned (LTNG 290 and LTNG 299)
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A	1					Acted as academic adviser to MgDev LT graduate students
		A3. Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	1					Advised and corrected Special Problem Manuscript
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	Advised and corrected research outline and thesis/SP/dissertation manuscript

PI	Activity	Description			Q1	Q2	Q3	Avg	Remarks
	A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	*1*	*7*	5	5	5	5.00	*Entertained 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*	*1*	*2*	5	5	5	5.00	*Prepared 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*	*1*	*10*	5	5	5	5.00	*Prepared 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.*	*1*	*8*	5	5	5	5.00	*Prepared assessment tools such as long exam, quizzes, problems sets, etc.*
	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*	*1*	*2*	5	5	5	5.00	*Submited the course ware 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*	*1*	*3*	5	5	4	4.67	*Created virtual classroom using VSUEE*
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*	*1*	*1*	5	5	4	4.67	*Designed 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*	18	13.35	5	5	4	4.67	*Handled and taught courses assigned(ELDs 126, ELSt 199)*
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	5	4	4.67	Prepared gradesheet and submitted on or before deadline
	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	0	0	5	5	5	5.00	Facilitated students in their completion of the subject and submits completion forms with grade within prescribed period
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Attended mandated trainings
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	4	4.67	Administered and checked long examination for subjects taught
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture	2	24					Prepared and checked quizzes for lecture
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	None						
PI 8: Number of students advised: *	**A16.** Number of students advised:	*Acts as academic adviser to students*	1	47					*Acted as academic adviser to ABELS 1st year to 4th year students*
	A17. Number of students advised on thesis/ field practice/special problem:		0						
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5.00	Advised and corrected research outline and thesis/SP manuscript
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	None	6	5	5	5	5.00	Advised and corrected research outline and thesis/SP manuscript

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	39	5	5	5	5.00	Entertained students consulting on subject taught, thesis and grades
PI 9: Number of student organizations advised/ assisted *		A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	4	4.67	Advised student organizations recognized by USOO
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	Assisted student organizations in implementing student related activities
PI 10: Number of instructional materials developed *		A 21 : Number of on-line course ware developed and submitted :	Prepares and submits Learning Guide for review by the Technical Review Panel	1	3	5	5	5	5.00	Prepared and submited Learning Guide for review by the Technical Review Panel
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	Prepared 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	2	22	5	5	5	5.00	Prepared 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.	2	26	5	5	5	5.00	Prepared assessment tools such as long exam, quizzes, problems sets, etc.
		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	3	5	5	4	4.67	Submitted the course ware duly reviewed by TRP for editing by MMDC editor

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	Created virtual classroom using either Moddle or Google Classroom
	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	2	5	5	5	5.00	Prepared documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	None						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Designed experiential learning activities and other outputs to implement new normal
									4.89	

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	1	5	5	5	5.00	Project leader of an approved research funded by the university
	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	0	0	5	5	5	5.00	
	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	1	1	5	5	4	4.67	Wrote publishable materials out of research outputs and submitted for publication
		In refereed int'l journals		0	0					
		In refereed nat'l/regional journals		1	1	5	5	4	4.67	Submitted an article to national journal: Daluyan
	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 scienic for a/conferences	0	0					
		In int'l fora/conferences		0	0					

			In nat'l/regional fora/conferences	0	0						
	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	None	0						
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)		None							
		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	None							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	None							
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	None							
									4.83		
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	None							
	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	None							
	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	None							

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	None							
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	1	1	5	5	4	4.67	Provided the technical and expert services requested by beneficiaries
Research Mentoring	*Research Mentor*								
Peer reviewers/Panelists	*Peer reviewers/Panelists*			1	5	5	5	5.00	Peer reviewed articles in Forum in Linguistics Journal
Resource Persons	*Resource Persons*								
Convenor/Organizer	*Convenor/Organizer*			2	5	5	5	5.00	DALL Curriculum Review and OBE Syllabus Writeshop
Consultancy	*Consultant*								
Evaluator	*Evaluator*		1	1	5	5	4	4.67	Provided the technical and expert services requested by beneficiaries (Language Editor)
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	1	5	5	5	5.00	Prepared extension project proposals, submitted 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) *		None						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	None						
								4.87	

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 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	non-confo	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	0% compli	100% compliant	5	5	5	5.00	
	On program accreditations								
	On institutional accreditations								
								5.00	

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					
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							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						
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	

Evaluated & Rated by:

mtploreto

MA. THERESA P. LORETO

CAS, Dean

Date: JAN 2 3 2024

Recommending Approval

mtploreto

MA. THERESA P. LORETO

CAS, Dean

Date: JAN 2 3 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: Feb 14 2024

PERFORMANCE MONITORING FORM

Name of Employee: **MARIA VANESSA E. GABUNADA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommend ation
1	Prepares OBE Syllabi and updates Learning Guides and Instructional Materials for ELDs 126, LTNG 299, and ELSt 199	OBE Syllabus and updated Learning Guides and IMs ELDs 126, LTNG 299, and ELSt 199	August 2023	August 2023	August 2023	Impressive	Outstanding	
2	Screens applicants for 1st Sem SY 2023-2024	Hired applicants for 1st Sem SY 2022-2023	August 2023	August 2023	August 2023	Impressive	Impressive	
3	Prepares Standing Committees Appointments for DALL	Approved Standing Committees Appointments	September 2023	September 2023	September 2023	Impressive	Outstanding	
4	Prepares TOS for ELDs 126, LTNG 299, and ELSt 199 Midterm Exam	Approved TOS ELDs 126, LTNG 299, and ELSt 199 Midterm Exam	October 2023	October 2023	October 2023	Impressive	Outstanding	
5	Submits Grade sheets ELDs 126, LTNG 299, and ELSt 199 Midterm Exam	Approved Grade sheets for ELDs 126, LTNG 299, and ELSt 199 Midterm Exam thtough CUMULUS	October 2023	October 2023	October 2023	Impressive	Outstanding	
6	Prepares Launching of Smart Classroom and English Month Webinar	Launched ERR as Smart Classroom	November 2023	November 2023	November 2023	Impressive	Outstanding	
7	Conducts Class Observation for DLABS faculty	Conducted Class Observation for DLABS faculty	December 2023	December 2023	December 2023	Impressive	Outstanding	
8	Proofread Graduate and Undergraduate thesis	Approved Graduate and Undergraduate Thesis Manuscript	December 2023	December 2023	December 2023	Impressive	Outstanding	
9	Prepares TOS for sheets for ELDs 126, LTNG 299, and ELSt 199 Final Exam	Approved TOS for ELDs 129, ELPr 131, and ENGL 232 Final Exam	December 2023	December 2023	December 2023	Impressive	Outstanding	
10	Submits Grade sheets for ELDs 126, LTNG 299, ELSt 199, LTNG 290, and ELST 200 Final Grade	Approved gradesheets in for ELDs 126, LTNG 299, ELSt 199, LTNG 290, and ELST 200 Final Grade through CUMULUS	December 2023	December 2023	December 2023	Impressive	Outstanding	
11	Approves DALL online submission of grade sheets	Approved DALL online grade sheets in CUMULUS	December 2023	December 2023	December 2023	Impressive	Outstanding	

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

Prepared by:

MA. THERESA P. LORETO
Dean, CAS

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Maria Vanessa E. Gabunada**

Performance Rating: **Outstanding**

Aim: To publish in an ISI/SCOPUS/CHED IJP Journals; Write Learning Guides, and Manage administrative position

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

Date: January 2023   Target Date: One year from today

First Step:

  a) Encouraged her to revise journal articles for publication
  b) Assign her to write Learning Guides in ELDs 126, ELST 198, and LTNG 290
  c) Advised her to write research proposal in English Language/Literature
  d) Guided her in managing the Department of Arts, Languages, and Literature

Result:

  She has published in UP Diliman Daluyan Journal
  Finished writing Learning Guide in ELDs 126
  Appointed her as Department HEad

Date: January 2023   Target Date: End of 1st semester

Next Step:

  She is in the process of writing Learning Guides in ELSt 198 and LTNG 290

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

signature

MA. THERESA P. LORETO
Dean, CAS

Conforme:

signature

MARIA VANESSA E. GABUNADA
Faculty