SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2023

Name of Faculty Member: **ALAINA G. LARRAZABAL**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	95%	5.00	**4.750**
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
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%		**5.000**

EQUIVALENT NUMERICAL RATING: 5.000
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **5.000**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

_____
ALAINA G. LARRAZABAL
Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA
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, ALAINA G. LARRAZABAL, a faculty member of the **DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES,** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period ~~J/ January 2023 July 2023~~ *January - June 2023*

Approved:

Alaina G. Larrazabal
Instructor I
Date: July 10, 2023

DR. MARIA VANESSA E. GABUNADA
Department Head
Date: 7-19-23

DR. MA. THERESA P. LORETO
College Dean
Date: JUL 2 5 2023

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	NA	NA					
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to undergraduate students (BA Philosophy	NA	NA					
		A3 . Number of students advised on thesis/special problem/dissertation		NA	NA					
		Thesis Adviser	guides in the writing of the entrie undergraduate thesis	NA	NA					
				NA	NA					
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					
	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	NA	NA					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	NA	NA					

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	NA					
		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*	NA	NA					
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	NA	NA					

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	43.2	5	5	5	5.00	
		A10 . *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5.00	
		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	NA					
		A12 . *Number of trainings attended related to instruction*	Attend mandated trainings	NA	NA					
		A13 . *Number of examinations administered and checked*	Administers and checks examination for subjects taught	14	14	5	5	5	5.00	
		A14 . *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	7	14	5	5	5	5.00	
		A15 . *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	N/A	N/A					
PI 8: Number of students advised: *		**A16.** Number of students advised:	*Acts as academic adviser to students*	N/A	N/A					
		A17 . *Number of students advised on thesis/ field practice/special problem:*								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA	NA					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA	NA					

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis, and grades	10	15	5	5	5		5.00	Philippine Indigenous Communities students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	NA	NA						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NA	NA						
	PI 10: Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel								
		On-line ready courseware	Prepares Instructional module	NA	NA						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	8	5	5	5		5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	9	5	5	5		5.00	Mastery Tests, outcomes-based assessments
		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	NA	NA						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	NA	NA						
	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	NA	NA						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	NA						

	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	NA	NA						
				TOTAL				5.00		

UMFO 3 . RESEARCH SERVICES

PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**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	NA	NA						
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	NA	NA						
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	NA	NA						
	In refereed int'l journals		NA	NA						
	In refereed nat'l/regional journals		NA	NA						
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 international conferences		NA	NA						
	In national/regional conferences		NA	NA						
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	NA	NA						
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)		NA	NA						
	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	NA	NA						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	NA						

		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NA	NA				
					TOTAL			NONE	

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	NA	NA				
	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	NA	NA				
	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	NA	NA				
	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	NA	NA				
	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						
	Research Mentoring	Research Mentor		NA					
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA					
	Resource Persons	Resource Persons		NA					
	Convenor/Organizer	Convenor/Organizer		NA					
	Consultancy	Consultant		NA					
	Evaluator	Evaluator		NA					
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follows up	NA	NA				
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (exto conducted by faculty or student &		NA	NA				
		A 43.Other outputs implementing the new	and other outputs to implement	NA	NA				
					TOTAL			NONE	

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	100% compliance	100% compliance					
	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	N/A						
	On program accreditations		N/A						
	On institutional accreditations		N/A						
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	no complaint	no valid 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 dents/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice	NONE						
	Number of meetings conducted	Chair Department Research	NA	NA					
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NA	NA					
	A.49.Number of meetings attended	Attends department meetings	1	5	5	5	5	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: Miss Larrazabal is a dedicated and passionate teacher. She is recommended to finish her Master's degree to ensure her tenureship at the department.

Evaluated & Rated by:

MARIA VANESSA E. GABUNDA, PhD
Department Head
Date: 7-19-23

Recommending Approval

MA. THERESA P. LORETO, Ph.D.
Dean, College of Arts and Sciences
Date: JUL 2 5 2023

Approved by:

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Alaina G. Larrazabal**

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	Handles and teaches social science subject (ScSc 14N Philippine Indigenous Communities)	Virtual Classroom of the assigned class, grade sheet per courses taught, and good result of student performance evaluation	February 2023	June 2023	June 2023	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students' concerns through student's consultation	Improved student performance	February 2023	June 2023	June 2023	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepare and accomplish Table of Specification for both midterm and final examinations	Approved Table of Specification and Examinations	February 2023	June 2023	June 2023	Impressive	Outstanding	Follow OBE format as prescribed
4	Prepare instructional materials for ScSc 14N	Prepared PowerPoint presentations and visual aids for the whole semester	February 2023	June 2023	June 2023	Impressive	Outstanding	Accomplished
5	Update virtual classroom using VSUEE/Moodle	Updated virtual classroom in ScSc 14N	February 2023	June 2023	June 2023	Impressive	Outstanding	Accomplished
6	Perform other functions assigned by the department	DLABS Socio-Cultural Committee member DLABS Library Holdings Committee member	February 2023	June 2023	June 2023	Impressive	Outstanding	Accomplished
7	Perform other functions assign by the University and other departments	Conduct classes in ScSc 14n for the months of February to June 2023, Second semester of AY 2022-2023	February 2023	June 2023	June 2023	Impressive	Outstanding	Accomplished

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

Prepared by:

MARIA VANESSA E. GABUNADA, Ph.D.
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Alaina G. Larrazabal**

Performance Rating: **Outstanding**

Aim: To continue graduate study in a reputable institution and improve teaching effectiveness.

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

Date: January 1, 2023   Target Date: December 31, 2023

First Step:

a) Encouraged him to continue and finish her master's study in a reputable institution preferably in the Philippines by 2024.
b) Advised her to start working on papers in line with the goals of the department to be published in reputable journals.

Result:

a) She's enrolled in Master of Science in Development Sociology at the Visayas State University.
b) She's now in her third semester in her chosen master's program.
c) She has received an outstanding rating in her TPES for the first semester A.Y. 2022-2023.

Date: January 01, 2023   Target Date: End of second semester

Next Step:

a) She is advised to start working on papers in line with the goals of the department to be published in reputable journals.

Outcome:
a) She is now working on her first commentary paper to be published within the year.

Final Step/Recommendation: NA

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Conforme:

ALAINA G. LARRAZABAL
Faculty