

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

ROSE P. CAPULLA

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|-----------------------------------|--|----------------------------------|--|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Faculty <i>Head</i> | 100% | x 4.50 <i>5.00</i> | ✓ 4.50 <i>5.00</i> |
| b. Students | 0% | | 0.00 |
| TOTAL for Instruction | <i>90 95%</i> | | ✓ 4.28 <i>4.34</i> |
| 2. Research | 2.5% | <i>5.0</i> | ✓ 0.00 <i>0.13</i> |
| 3. Extension | 2.5% | <i>5.0</i> | x 0.00 <i>0.13</i> |
| 4. Production | | | |
| 5. Administration/Other Services | <i>5.0 %</i> | <i>4.0</i> | 0.2 |
| TOTAL | | | 4.275 <i>✓ 4.80</i> 4.588 |

EQUIVALENT NUMERICAL RATING:

4.80
~~4.275~~ ~~4.588~~ ✓

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.80
~~4.275~~ ~~4.588~~ ✓

ADJECTIVAL RATING:

VERY SATISFACTORY *OUTSTANDING*
W

Prepared by:

*RCapulla*ROSE P. CAPULLA

Name of Faculty

Reviewed by:

*Jett C. Quebec*JETT C. QUEBEC

Department Head

Recommending Approval:

*mtloredo*MA. THERESA P. LORETO

Dean, CAS

Approved by:

*Beatriz S. Belonias*BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSE P. CAPULLA, a faculty member of the DEPARTMENT OF LIBERAL 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 JULY-NOVEMBER 2020.

R Capulla

ROSE P. CAPULLA

Assist. Prof III

Date:

Approved:

Jett C. Quebec

JETT C. QUEBEC

Department Head

Date: *2-4-21*

mtploreto

MA. THERESA P. LORETO

College Dean

Date: *2/15/2021*

| 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 |
|--|---|---|---|--------|-----------------------|---------|------------|-----------|---------|---|
| | | | | | | Quality | Efficiency | Timelines | 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 | NA | | | | | |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | N/A | NA | | | | | |
| | | A3 . Number of students advised on thesis/special problem/dissertation | | N/A | NA | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A | NA | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A | NA | | | | | |
| | | A4 . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | N/A | 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 | N/A | NA | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | N/A | NA | | | | | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | N/A | NA | | | | | |

| | | | | | | | | | | |
|--|---|--|--|------|------|---|---|---|--|--|
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | N/A | 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 | N/A | NA | | | | | |
| | | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | N/A | 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 | N/A | 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 | NA | NA | | | | | study leave effective November; no assigned teaching load |
| | | A10 . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | NA | NA | | | | | |
| | | 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 | 2 | 2 | 5 | 5 | 5 | | 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 | 3 | 5 | 5 | 5 | | Webinar on Moodle |
| | | A13 . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | NA | NA | | | | | |
| | | A14 . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | NA | NA | | | | | |
| | | A15 . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | na | NA | | | | | |
| | PI 8: Number of students advised: * | A16. Number of students advised: | | N/A | NA | | | | | |
| | | A17 . Number of students advised on thesis/ field practice/special problem: | | N/A | NA | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | N/A | NA | | | | | |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | N/A | NA | | | | | |
| | | A18 . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | N/A | NA | | | | | |
| | PI 9: Number of student organizations advised/ assisted * | A19 . Number of Student organizations advised | Advises student organizations recognized by USOO | NONE | NONE | | | | | |
| | | A20 . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | NONE | NONE | | | | | |
| | PI 10: Number of instructional materials developed * | A 21 : Number of on-line course ware developed and submitted : | Prepares and submits for review by the Technical Review Panel | | | | | | | |

| | | | | | | | | | | |
|-----------------------------------|---|--|--|-----|-----|---|---|---|--|---|
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 2 | 2 | 5 | 5 | 5 | | The Life and Works of Jose Rizal |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 2 | 10 | 5 | 5 | 5 | | PPoint presentation Life and Works of Jose Rizal |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | NA | | | | | |
| | | 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 | 2 | 2 | 5 | 5 | 5 | | The Life and Works of Jose Rizal |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 7 | NA | 5 | 5 | 5 | | Moodle |
| | 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 | | Documents and materials |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | N/A | N/A | | | | | |
| | | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 2 | 2 | 5 | 5 | 5 | | Activities in the Learning Modules in relation to the pandemic; new normal |
| 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 | 1 | 3 | 5 | 5 | 5 | | 3 research paper as part of my coursework in PhD studies |
| | 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 | 1 | 3 | 5 | 5 | 5 | | Still completing a research project which is part of my coursework in DLSU |
| | 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 | 3 | 5 | 5 | 5 | | TWO research published in IJRSE Journal and the other at published at the Journal of Critical Reviews a Scopus indexed Journal |
| | | <i>In refereed int'l journals</i> | | 1 | 3 | 5 | 5 | 5 | | 2 paper published International Journal of Research Studies in Education (IJRSE) and 1 published at the Journal of Critical Reviews |
| | | <i>In refereed nat'l/regional journals</i> | | 0 | 0 | | | | | |

| | | | | | | | | | | |
|-----------------------------------|--|---|---|-----|------|---|---|---|--|--|
| | 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 scientific for a/conferences | | | | | | | Aborted due to the pandemic |
| | | <i>In int'l fora/conferences</i> | | 1 | 0 | | | | | Aborted due to the pandemic |
| | | <i>In nat'l/regional fora/conferences</i> | | 1 | 0 | | | | | Aborted due to the pandemic |
| | 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 | 1 | NONE | | | | | |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | 1 | 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 | 1 | 2 | | | | | 2 as Peer reviewer in IJRSE Journal |
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | N/A | N/A | | | | | |
| | | A 35. Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | 1 | 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 | 1 | 1 | 5 | 5 | 5 | | Links with Babayan Studies Center in the US an NGO |
| | 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 | Implemetes duly approved extension projects | 1 | 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 | 1 | 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 | N/A | N/A | | | | | |
| | Research Mentoring | Research Mentor | | NONE | NONE | | | | | |
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | NONE | 2 | | | | | |
| | Resource Persons | Resource Persons | | 1 | NONE | | | | | |
| | Convenor/Organizer | Convenor/Organizer | | 1 | NONE | | | | | |
| | Consultancy | Consultant | | 1 | NONE | | | | | |
| | Evaluator | Evaluator | | 1 | 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 | 1 | 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 | 1 | 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 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 | 4 | 4 | 4 | 4.00 | |
| | | 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% compliant | | | | | |
| | | 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 | | 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 | | NONE | | | | | |
| | | 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) | 5.00 |
| Additional Points: | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | 5.00 |
| ADJECTIVAL RATING | OUTSTANDING |

Comments & Recommendations for Development Purpose: Ms. Capulla serves the department with enthusiasm. Further studies would enable her to contribute more to the department.

Evaluated & Rated by:

JETT C. QUEBEC

Supervisor

Date:

MA. THERESA P. LORETO

Dean,

Date:

2/15/2021

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/19/21

PERFORMANCE MONITORING FORM

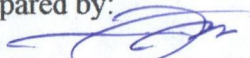
Name of Employee: **Rose Pascual-Capulla**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/Recommendations |
|----------|---|---|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|--|
| 1 | Prepares course syllabi updates/Modules in Rizal | Approved course syllabi in SocSc16 and Filipino/Approved Module | July 2020 | November 2020 | November 2020 | Impressive | Outstanding | Follow OBE for prescribed |
| 2 | Conduct research | Progress report | July 2020 | December | December | Impressive | Outstanding | Finished |
| 3 | Participate in all activities conducted by the department, college and the university | Attendance, certificates if applicable | July 2020 | November | November | Impressive | Outstanding | Participated in all activities |
| 4 | Perform other functions assigned by the Dean, and the university | Coming up with a Module and attended webinars | July 2020 | November | November | Impressive | Outstanding | Performed the assigned |
| 5 | Paper presentations in various conferences/Papers published in Peer reviewed International Journals | Certificate of appearance, certificate of attendance and certificate of recognition | July 2020 | November 2020 | November 2020 | Impressive | Outstanding | Published 3 articles |
| 6 | Conduct trainings/Number of webinars attended | Certificate of recognition, written report | July 2020 | November 2020 | November 2020 | Impressive | Outstanding | Webinar on Moodle and other related Webinars |

* 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: ROSE P. CAPULLA

Performance Rating: Very Satisfactory

Aim: To continue her graduate study this month of November and improve teaching effectiveness.

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

Date: July 2020

Target Date: November 2020

First Step:

- a) Encouraged her to continue her graduate study based on approved Staffing Pattern of DLABS in De La Salle University.
- b) Advised her to clearly inform students of her class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.
- c) Advised her to simplify her discussions in order for the students with different levels of intellectual abilities to comprehend.

Result:

She has informed to continue her doctoral degree.

Date: September 2022

Target Date: December 2022


Next Step:

She has to graduate from her doctoral degree.

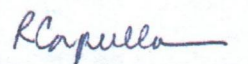
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


ROSER P. CAPULLA