SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: _____ HILDA A. PEDRERA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.62x50%=2.29	
b. Students (50%)		5.00 x 50%=2.50	
TOTAL for Instruction	80%	4.79	3.83
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Administration and Support Services	0%		
TOTAL	100%		4.83

EQUIVALENT NUMERICAL
RATING: 4.83
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.83
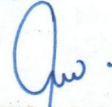
ADJECTIVAL RATING: Outstanding

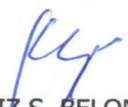Prepared by: Reviewed by:

HILDA A. PEDRERA   SHALOM GRACE S. VEGA
Name of Faculty   Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HILDA A. PEDRERA, a faculty member of the VSU INTEGRATED HIGH SCHOOL commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY - DECEMBER 2023.

Approved:

HILDA A. PEDRERA
Instructor
Date:
02-20-2024

SHALOM GRACE S. VEGA
Department Head
Date:
02-23-24

BAYRON S. BARREDO
College Dean
Date:
02-27-2024

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 denominators)
						Quality	Eficiency	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							
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		A4. Number of students entertained for consultation purposes	Entertains 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							
		Supplemental learning resources	Prepares 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.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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							
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	20	35.15	5	5	5	5.00	

		Indicator	Task						
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	4	4	4.33	
		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	2	5	4	4	4.33	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	4	4	4.33	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	4	4	4.33	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	4	4	4.33	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					
	PI 8: Number of students advised: *	**A16**. Number of students advised:	Acts as academic adviserto students	25	40	5	4	4	4.33	
		A17. Number of students advised on thesis/ field practice/special problem:		0	0					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	40	5	4	4	4.33	

						5	4	4	4.33	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1		5	4	4	4.33	
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1		5	4	4	4.33	
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	1	2		5	4	4	4.33	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2		5	4	4	4.33	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10		5	4	4	4.33	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10		5	4	4	4.33	
	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	1		5	4	4	4.33	
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2		5	4	4	4.33	
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								

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement 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							
	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	2	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	0	2	5	5	5	5.00	
		In refereed int'l journals								
		In refereed nat'l/regional journals		0	2	5	5	5	5.00	
	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	0	0					
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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							
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or								

		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	0	2		5	5	5	5.00
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	.						
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							
	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							
	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							
	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							

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		0	1	5	5	5	5.00		
Peer reviewers/Panelists	Peer reviewers/Panelists		0	2	5	5	5	5.00		
Resource Persons	Resource Persons									
Convenor/Organizer	Convenor/Organizer		0	1	5	5	5	5.00		
Consultancy	Consultant									
Evaluator	Evaluator		0	1	5	5	5	5.00		
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								
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								

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		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						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
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 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							
Total Over-all Rating									110.00	
Average Rating									4.58	
Adjectival Rating										

Comments & Recommendation for Development Purpose:

⊙ Be Involved in research and extension projects of the department.

⊙ Develop Instructional materials in related fields.

Evaluated & Rated by:

SHALOM GRACE S. VEGA
Department Head
Date: 02-23-2024

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date: 02-27-2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 03-03-2024

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Hilda A. Pedrera
Performance Rating:

Aim: To produce instructional materials on subjects handled for flexible learning.
      To finish her pursued doctorate studies.

Proposed Interventions to Improve Performance:

Date: February 2024   Target Date: December 2024

First Step:
      1. Developed at least one learning guide for each subject ready to be used in the new normal
      2. Attend seminars and workshop on research,extension and instruction.

Result:
        Carried out responsibilities as an instructor and researcher.

Date: July 2024   Target Date: December 2024

Next Step:
      1. Seek university admissions for advanced studies.
      2. Perform responsibility as a faculty

Outcome: Achieved goals and objectives in instruction and research.
             Published research output in reputable journals

Final Step/Recommendation:

   1. Continue to carry out responsibilities as an instructor and as section head.
   2. To engage more in doing research.
   3. To focus and finished her pursued doctorate studies

                                        Prepared by:

                                        SHALOM GRACE S. VEGA, Ph.D.
                                                Unit Head

Conforme:

HILDA A. PEDRERA
Name of Ratee Faculty/Staff