SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

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%)		5.00 x 50% = 2.500	
b. Students (50%)		4.17 x 50% = 2.085	
TOTAL for Instruction	70%	4.59	**3.210**
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	20%	5.00 x 20% = 1.000	1.000
TOTAL	100%		**4.710**

EQUIVALENT NUMERICAL RATING: 4.710
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.710**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARIA VANESSA E. GABUNADA
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, MARIA VANESSA E.GABUNADA, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES,</u> 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 JULY-DECEMBER 2021.

Approved:

MARIA VANESSA E. GABUNADA
Asst. Prof. I
Date: 12 - 13 - 21

JETT C. QUEBEC
Department Head
Date:

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 2/9/2022

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 (LTNG 290 and ENGL 232)	3	1.23	5	5	5	5.00	Handled subjects/courses assigned (LTNG 290 and ENGL 232)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		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						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	Advised and corrected research outline and thesis/SP/dissertation manuscript

		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	8	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	14	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	18	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	Submitted 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	5	5.00	Created 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	1	1	5	5	5	5.00	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	23.35	5	5	5	5.00	Handled and taught courses assigned
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	10	5	5	5	5.00	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	6	0	0	0	0.00	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 on Google Classroom and
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	16	5	5	5	5.00	Administered and checked long examination for subjects taught
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture	2	30	5	5	5	5.00	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	15	5	5	5	5.00	Acted as academic adviser to 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	3	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					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	80	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	None	1					ABELS Society
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	None	1					ABELS Society
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	3	5	5	5	5.00	Prepared and submitted 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	20	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	30	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	5	5.00	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	1	5	5	5	5.00	Prepared documents and /or program profile and other materials required during the ISO Internal Audit
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	None	1	5	5	5	5.00	Linked with Uptitude Traning Center
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	15	5	5	5	5.00	Evaluated and monitored 15 Virtual Classrooms in the due normal
UMFO 3 . RESEARCH SERVICES									
PI 1. Number of research outputs in the last three (3) ~~competitive~~	**A27.** Number of research outputs in the last three (3) ~~competitive~~	Conducts research for possible utilization by industry or other							
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							

PI / Indicator	Activity	Task Description						Rating	Remarks
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the	Writes publishable materials out of research outputs and submits for publication	1	1	5	5	5	5.00	Wrote publishable materials out of research outputs and submitted for publication
	In refereed int'l journals		1	0					Drafting the revisions
	In refereed nat'l/regional journals		1	1	5	5	5	5.00	Waiting for blind review result
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	1	1					
	In int'l fora/conferences		1	0					
	In nat'l/regional fora/conferences		1	1	5	5	5	5.00	Presented research article on Regional literature: Pitfalls and Promises of Philippine Studies by National Research Council of the Philippines
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						
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						
UMFO 4. EXTENSION SERVICES									

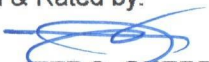|	PI	A	Description								
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36**. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies 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							
	Research Mentoring	*Research Mentor*									
	Peer reviewers/Panelists	*Peer reviewers/Panelists*									
	Resource Persons	*Resource Persons*									
	Convenor/Organizer	*Convenor/Organizer*									
	Consultancy	*Consultant*									
	Evaluator	*Evaluator*		1	1	5	5	5	5.00	Language editor of Science and Humanities Journal
	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							

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							

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services										
PI 8.Compliance to all requirements	A 44. Compliance to all requirements of	Ensures that all the QMS core	o non-confor	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	00% complia	100% compliant						
	On program accreditations									
	On institutional accreditations									

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	5	5	5	5.00		
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	None							
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								
	Admin Functions related to Instruction: DLABS Language Section Head	Evaluates Virtual Classrooms	1	23	5	5	5	5.00	Evaluates 23 Virtual Classrooms of Faculty under DLABS Language Section

		Monitor Virtual Classrooms	1	23	5	5	5	5.00	Monitors 23 Virtual Classrooms of Faculty under DLABS Language Section
		Presides section meetings	1	4	5	5	5	5.00	Presides 4 meetings related to Language and Humanities
	Admin Functions related to Instruction: member of DLABS Personnel Committee	Screens applicants and other department related functions	1	2	5	5	5	5.00	Screened applicants for 2nd Sem SY 2020-2021
	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						
				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: Dr. Gabunada's commitment to DLABS and its development is beyond measure.She is highly intellectual and academic which is most beneficial to the advancement of the department.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: January 5, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 2/9/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/15/22

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
3	Screens applicants for 1st Sem SY 2021-2022	Hired applicants for 2nd Sem SY 2020-2021	August 2021	August 2021	September 2021	Impressive	Impressive	
4	Prepares course syllabi	Approved course syllabi in Comm 11, ELSt 112, ELDs 126, Engl 232, and LTNG 290	August 2021	September 2021	September 2021	Impressive	Outstanding	
5	Prepares Learning Guides of the assigned subjects as response to COVID-19 pandemic	Prepared Learning Guides in Comm 11, ELSt 112, ELDs 126, Engl 232, and LTNG 290	August 2021	September 2021	September 2021	Impressive	Outstanding	
6	Prepares documents for ISO Internal Audit	Compiled documents for ISO Internal Audit	September 2021	October 2021	October 2021	Impressive	Outstanding	
7	Prepares Midterm Exam and TOS for Comm 11, ELSt 112, ELDs 126, and Engl 232 Midterm Exam	Approved Midterm Exam and TOS in Comm 11, ELSt 112, ELDs 126, and Engl 232 Midterm Exam	October 2021	October 2021	October 2021	Impressive	Outstanding	
8	Checks and computes submissions and upload class records in VC for Comm 11, ELSt 112, and ELDs 124 Midterm Exam	Checked and computed submissions and uploaded class records in VC for Comm 11, ELSt 112, and ELDs 124 Midterm Exam	October 2021	October 2021	November 2021	Impressive	Outstanding	
11	Evaluate (Monitor) OBE Syllabus, LGs, VCs	Signed Evaluation and Monitoring Forms	December 2021	December 2021	December 2021	Impressive	Outstanding	
12	Prepares Final Exam and TOS for Comm 11, ELSt 112, ELDs 126, and Engl 232 Final Exam	Approved Final Exam and TOS for Comm 11, ELSt 112, ELDs 126, and Engl 232 Final Exam	December 2021	December 2021	December 2021	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
Unit Head

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 2022   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 129, LTNG 290, and Engl 232
- c) Advised her to write research proposal in English Language/Literature
- d) Guided her in managing the Language Section

Result:

She has received the peer-reviewed draft for her article in Philippine Studies
Finished writing Learning Guide in ELDs 129, LTNG 290, and Engl 232
Appointed her as Language Section Head

Date: January 2022   Target Date: End of 1st semester

Next Step:

She is in the process of revising journal article and manage administrative functions as Section head.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

MARIA VANESSA E. GABUNADA
Faculty/Ratee