

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: JOY A. BELLEN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
a. Head/Dean (50%)		4.85	(2.43)
b. Students (50%)		4.00	(2.00)
Total for Instruction	80%	4.43	3.54
7. Research			
8. Extension	10%	5.00	0.50
9. Administration	10%	5.00	0.50
10. Production			
TOTAL			4.54


EQUIVALENT NUMERICAL RATING: 4.54

Add. Additional Points, if any 50

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


JOY A. BELLEN
Name of Faculty

Reviewed by:


JOEL Q. MABALHIN
Department Head

Recommending Approval:


BAYRON S. BARREDO
College Dean

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOY A. BELLEN**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION 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 January - ~~December~~ ^{June} 2022.

JOY A. BELLEN
Assistant Professor
Date: 7-12-2022

Approved:

JOEL Q. MABALHIN
Department Head
Date: 7-12-2022

BAYRON S. BARREDO
College Dean
Date: 7-12-22

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	Efficiency	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	Teach graduate courses							
	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	36	24.90	5	5	5	5.00	Pred 125 (2), ScEd 117 (2), Pred 200, SoSt 118, NSTP 12c(2)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8	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							

	<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings							
	<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	5	5	5	5.00	
	<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	8	5	5	5	5.00	
PI 8: Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students		50	5	5	5	5.00	
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USSO							
	<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	4	5	5	4.67	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	5	4.67	

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4	5	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	4	5	5	4.67	
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	5	5	4.67	
	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							
	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						

[illegible]

	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	1	1	5	5	5	5.00	I can do it
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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 (extrn. 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 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	5	5	5	5.00	
	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							
	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	5	5	5	5.00	Office of Coordinator for CWTS
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						Comments & Recommendations for Development Purpose: <i>The expertise that you have shown and deliver greatly affect the implementation especially in the extension.</i>
	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							68.33	
Average Rating							4.88	
Adjectival Rating							Outstanding	

Evaluated & Rated by:

Joel Q. Mabalhin
JOEL Q. MABALHIN
 Department Head
 Date: 7-12-2022

Recommending Approval

Bayron S. Barredo
BAYRON S. BARREDO

Dean, CoEd
 Date: 7-15-2022

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

fr: Vice President for Academic Affairs
 Date: 7-28-22

PERFORMANCE MONITORING FORM

Name of Employee: JOY A. BELLEN

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	Teach Graduate & undergraduate courses	18 FTE	1st week of January, 2022	Before the end semester	June, 2022	Very Impressive	Very Satisfactory	24.90 FTE
2	Develop on-line courseware, supplemental learning resources & assessment tools	Develop 1 course ware, 1 supplemental learning	1 st week of January, 2022	Before end of the semester	June, 2022	Impressive	Very Satisfactory	Developed 1 online course ware, 1 supplemental learning resources, 4 assessment tools
3	Develop virtual classroom	Develop 1 virtual classroom	1 st week of January, 2022	Before end of the semester	June, 2022	Impressive	Very Satisfactory	Developed 1 Virtual Classroom
4	Conduct Extension Activity	Conduct 1 Extension Activity	1 st week of January, 2022	Before end of the Semester	March 4 and April 1, 2022	Very Impressive	Outstanding	Conducted 1 Extension Activity

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:



JOEL Q. MABALHIN
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOY A. BELLEN**

Performance Rating: **4.88**

Aim: Increases involvement in research and extension activities
Produces instructional materials on handled
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June, 2022

Target Date: July-December, 2022

First Step:

Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: June, 2022

Target Date: July-December, 2022

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright

Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

Prepared by:


JOEL Q. MABALHIN
Unit Head

Conforme:


JOY A. BELLEN
Name of Ratee Faculty/Staff