SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LIJUERAJ J. CUADRA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.67	
b. Students (50%)			
Total for Instruction	100%	4.67	4.67
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.67

EQUIVALENT NUMERICAL RATING: 4.67
Add. Additional Points, if any:
TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: Outstanding

Prepared by:

LIJUERAJ J. CUADRA
Name of Faculty

Reviewed by:

JOEL Q. MABALHIN
Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LIJUERAJ J. CUADRA, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the pe period, JULY TO DECEMBER, 2020

Approved:

LIJUERAJ J. CUADRA
Associate Professor V
Date: December 15, 2020

JOEL Q. MABALHIN
Department Head
Date: December 15, 2020

BAYRON S. BARREDO
College Dean
Date: December 15, 2020

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	1	1	5	4	5	4.67	handled 2 courses (AGED212 & AGED214)
	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	2	2	5	4	5	4.67	Jonessa Vigo & Brian Caban
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

					Q	E	T	Average	Remarks
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	4	5	4.67	AGED212 & AGED214
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1 / 20		5	4	5	4.67	10 reading assignments and 10 learning tasks
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	1 / 2		5	4	5	4.67	2 long exams
	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	4	5	4.67	coursewares for AGED212 &AGED214
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1 / 2		5	4	5	4.67	AGED212 & AGED214 (Moodle)
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

					Q	E	T	Average	Remarks
PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	18 / 36.5		5	4	5	4.67	PrEd131 (3 sections), PrEd132 (5 sections)
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4 / 8		5	4	5	4.67	PrEd131 (3 sections), PrEd132 (5 sections)
	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							

PI	Activity	Means	Target	Accomplishment	Q	E	T	Ave	Remarks
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	6	5	4	5	4.67	Orientation on the Typesetting of Ims, VSU LCP in the New Normal, Classroom Mgt Tools and Resources in the New Normal, Classroom Activities, ISO Re-Awareness Webinar
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	490	5	4	5	4.67	PrEd131 (3 sections), PrEd132 (5 sections)-245 students
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	980	5	4	5	4.67	PrEd125 (2 sections), PrEd131, PrEd132 - 245 students
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	490	5	4	5	4.67	PrEd125 (2 sections), PrEd131, PrEd132 - 245 students
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	70	88	5	4	5	4.67	BSED Science students
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA						
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA						
	A18. Number of students entertained for consultation purposes	Entertains 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	1	1	5	4	5	4.67	LeSciM (League of Science Majors)
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	4	5	4.67	LeScim Cares Webinar Series
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	5	4.67	PRED131, PRED132 (2nd volume)
		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	8	57	5	4	5	4.67	PrEd131- 10 ppt, PrEd132-47ppt (including pre-recorded ppt)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	10	20	5	4	5	4.67	PrEd131, PrEd132 (learning tasks, quiz, major exams)
		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 Moddle or Google Classroom	1	8	5	4	5	4.67	PRED 131-3 sections, PRED132-5 sections
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:			1.00					The Teacher and the School Curriculum
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accrecitation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept CJT 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						
		In refereed int'l journals							
		In refereed nat'l/regional journals							
	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 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							
		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						
		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									
Peer reviewers/Panelists	Peer reviewers/Panelists									
Resource Persons	Resource Persons									
Convenor/Organizer	Convenor/Organizer									
Consultancy	Consultant									
Evaluator	Evaluator									
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								

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	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		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/manageme nt related activities and other outputs to implement new normal								
Total Over-all Rating							100	84	100	94.60
Average Rating							5	4	5	4.67
Adjectival Rating						Outstanding				

Evaluated & Rated by:

_____
JOEL Q. MABALHIN
Department Head
Date: December 15, 2020

Recommending Approval

_____
BAYRON S. BARREDO
Dean, College of Education
Date: December 15, 2020

Approved by:

_____
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date December 15, 2020

Comments & Recommendations for future development:

Your words of wisdom helps a lot to our department. You are an asset.
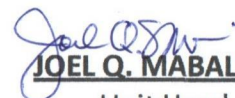
Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **LIJUERAJ J. CUADRA**

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, 2020	Before the end of semester	May, 2020	Very Impressive	Outstanding	37.5 FTE
2	Develop on-line courseware, supplemental learning resources & assessment tools	Develop 1 course ware, 1 supplemental learning & 1 assessment tool	May, 2020	Before end of the semester	June, 2020	Impressive	VS	Developed 3 course ware, 20 supplemental learning & 3 assessment tools
3	Develop virtual classroom	Develop 1 vrtual classroom	May, 2020	Before end of the semester	June, 2020	Impressive	VS	Developed 2 Virtual Classrooms
4	Prepare research proposal	Prepare 1 research proposal	1st week of January, 2020	Before the end of the semester	June, 2020	Impressive	VS	Submitted 3 Research proposals @ OVPRE
5	Advise and serve student related activities and organization	Advise and serve 1 organization	1st week of January	Before end of the semester	June, 2020	Impressive	VS	Advised and served LeSciM

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

** Outstanding, very satifactory, satisfatory, unsatisfactory

Prepared by:

JOEL Q. MABALHIN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LIJUERAJ J. CUADRA**
Performance Rating: **4.67**

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

Proposed Interventions to Improve Performance:

Date: December 2020   Targer Date: January-June, 2021

First Step:
Attend Seminars, Trainings, and workshop
Develop at least one Instructional Materials
Write Research Proposals for Funding

Result:

Date: December 2020   Target Date: January - June, 2021

Next Step:
Conduct In-service Trainings
Submit Instructional Materials fo ISBN or copyright
Approved Proposals for Funding

Outcome: Published Books/ instructional materials

Final Step/Reccomendation:

Conduct Research, Trainings and Extension Activities

Prepared by:

JOEL Q. MABALHIN
Unit Head

Conforme:

LIJUERAJ J. CUADRA
Name of Ratee Faculty/Staff