

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

Rating Period: January - June 2024

Name of Faculty Member:

ANNIE A. PARMIS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.96 x 50% = 2.480	
b. Students (50%)		4.50 x 50% = 2.250	
TOTAL for Instruction	80%	4.73	3.784
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	0.750
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.78

EQUIVALENT NUMERICAL RATING: 4.78

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.78**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ANNIE A. PARMIS

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS


Approved by:


ROTACIO S. GRAVOSO


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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 - JUNE 2024


ANNIE A. PARMIS
Associate Professor 4
Date: 07/08/24

Approved: 
MARIA VANESSA E. GABUNADA
Department Head
Date: 19 JUL 2024


GLENN G. PAJARES
College Dean
Date: _____

FTE/sem

4.0
2.5
8.0

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishm ent	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeline	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 207,LTNG,225, LTNG 300, LTNG 299	1	4	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	11	15	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	9	15	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	4	7	5	5	5	5.00	
		A4. Number of students entertained for consultation		Entertains students seeking consultation with faculty	46	48	5	5	5	5.00	
		A5. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	4	8	5	5	4	4.67	
		A6. 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	3	5	5	5	5.00	

		A8. Number of trainings/conferences/seminars attended related to instruction	Trainings/conferences/seminars attended	Attend trainings/conferences/seminars	1	1	5	5	5	5.00	
		Number of quizzes, seatwork/oral performances	quizzes/seatwork/oral performances prep	Administers and checks quizzes/seatwork/oral performances	60	65	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	A5. Number of programs prepared	program prep	Conducts programs	1	2	5	5	5	5.00	
		Prepared awards and other paraphernalia for students	prepared awards and other paraphernalia to students	awarded students for the job well done	50	55	5	5	5	5.00	
		Assessment tools	prepared awards and other paraphernalia to students	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	100	105	5	5	5	5.00	
		A 6 : Number of Periodic Exams	Midterm and Final Exams	Prepares Midterm and Final Exam	5	6	5	5	5	5.00	
		A 7 : Number of virtual classroom created and operational	Online classes	Google Meet/E-mail/Messenger/ Live Calls	3	4	5	5	5	5.00	
		A.8 Number of Table of Specifications prepared and submitted		Table of Specifications (midterm and finals)	4	6	5	5	5	5.00	
		A9. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	
		A 10. 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	3	5	5	5	5	5.00	
		A11. Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	1	5	5	4	4.67	
		A12. Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	3	8	5	5	5	5.00	
		A13. Number of quizzes administered and checked		Prepares and checks quizzes for lec	60	65	5	5	5	5.00	
		A14. Number of Culminating Activities		Oral Presentations	2	4	5	5	5	5.00	
		A15. Number of Thesis Advisees who graduated			1	5	5	5	5	5.00	
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: ELPr 141, ELPr 143,ELSt 200	18	13.05	5	5	5	5.00	

		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	3	5	5	4	4.67	
		A11. 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	4	5	5	5	5.00	
		A12. Number of conferences/ trainings attended related to instruction	Trainings/Conferences/Seminars attended	Attends conferences and trainings	1	1	5	5	4	4.67	
		A13. Number of periodic (Midterm and Final) examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	2	4	5	5	5	5.00	
		A14. Number of quizzes/seatwork/oral activities administered and checked	prepared quizzes and oral activities	(oral and written)	10	20	5	5	4	4.67	
	PI 8: Number of students advised: *	A16. Number of students advised:	acts as a registrar/adviser	Acts as academic adviser and registrar to students	5	20	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:	Acted as the adviser	Checks manuscripts	3	5	5	5	5	5.00	
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	100	110	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USSO (Tabbing Theater)	1	1	5	5	5	5.00	
	PI 10: Number of instructional materials developed *	OBE Coures Syllabi		Updates OBE Course Syllabi	3	3	5	5	5	5.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	10	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	15	5	5	5	5.00	
		A25: Number of study guides published		Published study guide	1	1	5	5	5	5.00	
		A.26: Number of Table of Specifications prepared and submitted		Table of Specifications (midterm and finals)	2	4	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		Prepared programs (Culminating Activities)	1	4	5	5	5	5.00	
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	3	5	5	5	5.00	
		A 26. External Professional Awards		Submitted accomplishments for external awards	1	3	5	5	5	5.00	
						Total:				4.96	

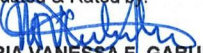
UMFO 3 . RESEARCH SERVICES									
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		Conducts research for possible utilization by industry or other beneficiaries	N/A				
	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	N/A				
	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-referred or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication	N/A				
		<i>In refereed int'l journals</i>			N/A				
		<i>In refereed nat'l/regional journals</i>			N/A				
	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	N/A				
		<i>In int'l fora/conferences</i>							
		<i>In nat'l/regional fora/conferences</i>							
	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	N/A				
	PI 6. Additional outputs*	A 32. No. of course-related awards (research conducted by faculty or student w/ faculty)		Presented paper abroad	N/A				
		A 33. Number of journal articles/ published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	N/A				
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	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	N/A				
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	N/A				

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	N/A						
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	Implements duly approved extension projects	N/A						
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	N/A						
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						
Research Mentoring Peer	Research Mentor		N/A						
reviewers/Panelists	Peer reviewers/Panelists		N/A						
Resource Persons	Resource Persons		N/A						
Convenor/Organizer	Convenor/Organizer		N/A						
Consultancy	Consultant		N/A						
Evaluator	Evaluator		N/A						
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	N/A						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		N/A						
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	N/A						
	A 44. Hosted Nostalgia DYDC Program	prepares scripts and invites guest	8	15	5	5	5	5.00	
				Total:				5.00	
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						

		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager							
		On institutional accreditations	SSF Rootcrop facility incharge							
					Total:				5.00	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customery 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						
		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									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all)		
Additional Points:		
Approved Additional		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

College Dean/Immediate Supervisor

Date: 19 JUL 2024

Recommending Approval


GLENN C. RAJARES

Dean, College of Arts and Sciences

Date: _____

Comments & Recommendations for Development Purpose: Dr. Parmis is a dedicated faculty. She contributes her expertise in the department by performing her teaching and other department-related tasks. Publishing in ISI/SCOPUS-indexed journals would further enhance her scholarship in the field of English Language Studies and Language Teaching.

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: Dept. of Arts, Languages, and Literature

Head of Office: Maria Vanesaa E. Gabunada

Number of Personnel: 24 (17 regular faculty; Part-time; admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the first semester, SY 2023-2024.		The Department Head conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored (biometrics and logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching <u>1. Daisy P. Acoritay</u>	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that her classes are too crowded and too hot (high heat index) as well			The faculty was called regarding the TPES results of the 1 st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1 st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	<p>as conflict of class schedules. She also informed the Head that she got busy with the completion of her dissertation. Ms. Acoritay assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
<p>2. Jade Barachiel Bantasan</p>	<p>The faculty concerned was informed of her TPES concerns again. He was given a chance to explain his reaction to the TPES results. He informed the Head that he was also surprised of the TPES result as he only followed the syllabus and the learning guide to all his classes. He further explained that maybe it was due to the crowded class size and the unholy class schedule as well conflict of class schedules. Mr. Bantasan</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>

	<p>assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
3. Kay T. Juanillo	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that it was her first time to handle Humn 13n. She said that there were too many topics in the syllabus and learning guide and admitted that she was not familiar with some of the topics. Ms. Juanillo assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
4. Paula Nadrea M. Paquibulan	<p>The faculty concerned was informed of her</p>			<p>The faculty was called regarding</p>	<p>The faculty concerned was informed of the</p>

	<p>TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that she was also surprised of the TPES result as she only followed the syllabus and the learning guide to all his classes. Ms. Paquibulan assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>the TPES results of the 1st semester SY 2023-2024.</p>	<p>TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
<p>5. Gernah May Y. Santianes</p>	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to explain her reaction to the TPES results. She informed the Head that she somewhat expected it due to her class schedule conflict. She found it hard to navigate blended class schedule that would only meet once a week due to class conflict.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>

	<p>Ms. Santianes assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



MARIA VANESSA E. GABUNADA
Immediate Supervisor

Noted by:



GLENN G. PAJARES
Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				April- June 2023	July- Septem ber 2023	Octob er- Decem ber 2023	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE, ABEL, Foreign Languages, affiliated courses/subjects	Prof. Michael Carlo Villas Ms. Paula Nadrea M. Paquibulan Ms. Gernah May Santianes Enaya Prof. Rhodora Bande Dr. Annie Parmis Dr. Cherry Rola Prof. Sheena Mae Lubrio Prof. Daisy Acoritay Ms. Kay Juanillo Ms. Corazon Padilla Mr. Jade Barachiel Bantasan Ms. J-Annie Ebit <u>Part-timers</u> Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie Sorono, Ramon Ryan Pitogo, Heziel	January-July 2024		✓	✓	Actual accomplishments exceeded the targets
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided

and Consultation Services Coordinated	thesis and academic advising to college and masteral students	Paquibulan Ms. Gernah May Santianes Ms. Precious Domingo Prof. Rhodora Bande Dr. Cherry Rola Ms. Sheena Mae Lubrio Ms. Daisy Acoritay Dr. Annie Parmis Prof. Michael Carlo Villas Ms. Kay Juanillo Mr. Jade Barachiel Bantasan Ms. Corazon Padilla Ms. J-Annie Ebit	July 2024		✓	✓	interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revise instructional materials (Table of Specifications)	All faculty members	January - July 2024		✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	January - July 2024			✓	Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		✓	✓	Published in international and national/local peer-reviewed journals
PL3. Number of Research Approved and Conducted	Serves as project and component leaders	Ms. Ma. Vanessa E. Gabunada Ms. Daisy Acoritay Prof. Michael Carlo Villas Ms. Kay Juanillo Dr. Precious C. Domingo	January - July 2024	✓	✓	✓	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuano in selected Towns on Leyte Island. Sugat: Stories and Science for Sustainability
MFO5, Extension Services							

PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Michael Carlo Villas	January - July 2024	✓	✓	✓	Sugat: Stories and Science for Sustainability
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January - July 2024		✓	✓	Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		✓	✓	Faculty and staff actively participated in webinars
	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January - July 2024		✓	✓	Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms maintained	Supervises in the maintenance		January - July 2024		✓	✓	
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DALL faculty".	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
	Conducts regular meeting with DALL staff/faculty at least six (6) times a year	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 5. Number of hours	Assigns the faculty	Ms. Ma. Vanessa E.	January -		✓	✓	

spent on performance tracking	members faculty workload and/or work assignments	Gabunada	July 2024				
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 8. Zero percent complaint from client served	Zero complaints from clients served	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	no valid complaints
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.	Ms. Ma. Isalie A. Abcede Mr. Jefrey Tumulak	January - July 2024		✓	✓	Actual accomplishments meets targets

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

PERFORMANCE MONITORING FORM

Name of Employee: **ANNIE A. PARMIS**

Task No.	Task Description	Expected Output	Date Assigned January – June 2024	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teach the following undergraduate and graduate courses: ELPr 141, ELPr 143, LTNG 207, LTNG 225, and LTNG 299.	Regular attendance in the assigned classes, grade sheet per courses taught, and good results of student performance evaluation	January 2024	June 2024	June 2024	Impressive	Outstanding	
2.	Serve as a thesis adviser/panel member and teacher for the courses ELSt 200 and LTNG 300.	Regular checking of the manuscripts and consultation	January 2024	June 2024	June 2024	Very Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	January 2024	June 2024	June 2024	Very Impressive	Outstanding	
4.	Serve as a thesis adviser, as chair, and as member of the undergraduate Student Research Committee (SRC)	Attendance to proposal and final thesis defense, gave comments, suggestions to enhance the research paper, etc.	January 2024	June 2024	June 2024	Very Impressive	Outstanding	
5.	Prepare rubrics, test, exams, and other evaluation papers for projects, seat work, orals, etc.	-Prepared, revised, and checked projects, papers, oral performances, etc.	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
6.	Participate in all activities conducted by the department, college, and the university	-Attendance, meetings	-January 2024	-June 2024	-June 2024	-Impressive	Outstanding	
7.	Serve as an active member of the University Academic Council and Graduate Advisory Council	-attendance to meetings, participated in the discussions (curricula updates and revisions, etc.)	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
8.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	-Attendance to Comprehensive Exams, Final Defense (Theses)	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
9.	Allot time for student consultation	-Spent 7 hours or beyond a week for student consultation	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
10.	Serve as a Chair of the Graduate Advisory Committee (GAC)	-Monitored advisees	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
11.	Serve as an academic adviser to ABELS students	-approved and printed Registration Forms, monitored updates, etc.	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
12.	Accomplish course syllabi, TOS, and monthly DTRs.	-Approved course syllabi, TOS, and DTRs	-January 2024	-June 2024	-January - June 2024	-Very Impressive	Outstanding	

13.	Serve as Theater Coordinator and active member of VSU Culture and Arts Center (CAC)	-supervised theater rehearsals, attendance to meetings, active engagement, etc.	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
14.	Serve as a host of the Nostalgia program (DYDC)	-Airtime appearances	-January 2024	-June 2024	-June 2024	-Impressive	Outstanding	
15.	Prepare Oral Programs and Performance	-Oral Stage Productions (programs, awards, etc.)	-January 2024	-June 2024	-May 2024	-Very Impressive	Outstanding	
16.	Serve as an academic adviser to MSLT and MEd graduate students	-Monitored the progress of the advisees, printed Registration Forms, signed forms, etc.	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
17.	Publish a study guide	-Published the Stylistics Study Guide	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
18.	Edit Manuscripts (undergraduate and graduate theses – outline and final)	-Edited graduate and undergraduate theses	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
19.	Prepare Midterm and Final Grades	-Grades Submitted to the Registrar	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	
20.	Serve as an adviser to the VSU Tabing Theater Organization	-Served as the adviser, major patroness; signed documents, monitored progress, etc.	-January 2024	-June 2024	-June 2024	-Very Impressive	Outstanding	

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

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

Prepared by:


MARIA VANESSA E. Gabunada
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annie A. Parmis

Performance Rating: **Outstanding**

Aims:

1. **Participation in professional organizations**
 - Attending local, regional, national, and international conferences or webinars
 - Serving as Panel reactor
 - Coordinating events
 - Serving as an academic/thesis adviser or a panel member
2. **Conducting instruction, research, production, and extension activities**
3. **Improve job performance**
 - Keeping up with new teaching approaches, methodologies, and strategies in the new normal amidst pandemic
 - Learning about updates in the field of English language teaching
 - Improving existing talents and skills
4. **Increased duties and responsibilities**
 - Taking on new challenges in the current work, project or plan
5. **Expanding coverage**
 - Writing Learning Guides, syllabi, and other instructional materials
 - Publishing books and research articles
 - Reviewing the works of others for publication

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

Date: June 2024

Target Date: One year from today

First Step:

- a) She was encouraged to keep up with the good work and find time for some improvements and higher possibilities

Result:

She will have hopefully become more productive and more efficient in her teaching and other tasks and assignments.

Date: June 2024

Target Date: End of second semester SY: 2024-2025

Next Step:

She was advised to conduct a research and participate in conferences and trainings as presenter/resource speaker, as well as to publish books and research articles.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



ANNIE A. PARMIS
Faculty/Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: PARMIS, ANNIE A.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ELDs 127	INTRODUCTION TO ANTHROPOLOGICAL LINGUISTICS	LEC	4.00	Very Satisfactory	80.0%
ELDs 122	PSYCHOLOGY OF LANGUAGE	LEC	4.00	Very Satisfactory	80.0%
LTNG207	INTRODUCTORY LINGUISTICS	LEC	5.00	Outstanding	100.0%
LTNG225	PSYCHOLINGUISTICS	LEC	5.00	Outstanding	100.0%
Average Rating			4.50	Outstanding	90.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

PARMIS, ANNIE A.

Name and Signature of Faculty

Date: 5-29-24

Distribution of copies: ODIE, College, Department, Faculty