SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

Name of Faculty Member: **DAISY P. ACORITAY**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.65 x 50% = 2.327	
b. Students (50%)		2.42 x 50% = 1.210	
TOTAL for Instruction	95%	3.54	**3.360**
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		**3.610**

EQUIVALENT NUMERICAL RATING: 3.610
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **3.610**

ADJECTIVAL RATING: **SATISFACTORY**

Prepared by: Reviewed by:

DAISY P. ACORITAY   **JETT C. QUEBEC**
Name of Faculty   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, DAISY P. ACORITAY, a faculty member of the DEPARTMENT OFLIBERAL ARTS AND BEHAVIROAL SCIENCES commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2021

Approved:

DAISY P. ACORITAY
Assistant Professor 1
Date: 12/21/2021

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

MA. THERESA P. LORETO
College Dean
Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	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	LTNG221: Language Testing	2	0.33	5	5	4	4.67	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	2	1	5	5	4	4.67	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	N/A					No one was assigned to me
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	N/A					No one was assigned to me
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	2	5	5	4	4.67	
	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	1	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4	4.67	

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	4	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	4	4.67	
		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	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	4	4.67	
	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	4	4.67	
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	Purposive Communication, Language Policies and Programs, Foreign Language, English Discourse, and Language Research	18	30.1	5	5	4	4.67	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	11	5	5	4	4.67	3 for Purposive Comm,2 for Language in Literary Text, 1 Language Policies
		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	NONE	27	5	5	4	4.67	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	16	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	24	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	20	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	10	5	4	4	4.33	
		A17 . Number of students advised on thesis/ field practice/special problem:		NONE	2	5	4	4	4.33	

			Activity	Description	Target	Accomplished	Q	E	T	Score	
			As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	4	4	4.33	
			As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	6	5	4	4	4.33	
			A18 . *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	10	202	5	4	4	4.33	
		PI 9: Number of student organizations advised/ assisted *	*A19* . *Number of Student organizations advised*	Advises student organizations recognized by USOO	NONE	NONE					
			A20 . *Number of Student organizations assisted on student related activities*	Assists student organizations in implementing student related activities	NONE	NONE					
		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	2	3	5	5	4	4.67	
			On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	3	5	5	4	4.67	
			Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	24	5	5	4	4.67	
			Assessment tools	*Prepares assessment tools such as long exam, quizzes, problems sets, etc.*	3	24	5	5	4	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	2	2	5	5	4	4.67	
			A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	9	5	5	4	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	2	N/A					
			Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
			A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	5	5	5	4	4.67	
						AVERAGE				4.65	

UMFO 3 . RESEARCH SERVICES												
	PI 1. Number of research	**A27.** Number of research outputs in the	Conducts research for possible utilization by	N/A	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 oroject within the year	1	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	N/A							
		In refereed int'l journals										
		In refereed nat'l/regional journals										
	PI 4. Number of research outputs presented in	**A 30.** Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scienfic for a/conferences	1	N/A							
		In int'l fora/conferences		1	N/A							
		In nat'l/regional fora/conferences		1	N/A							
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and follows	1								
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		1	N/A							
		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	1	N/A							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	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	1	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	**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	N/A							UPTITUDE TRAINING INC.
	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	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	Implementes duly approved extension projects	N/A	N/A						
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as	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	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	N/A						
Research Mentoring	Research Mentor		NONE	N/A						
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	N/A						
Resource Persons	Resource Persons		1	N/A						
Convenor/Organizer	Convenor/Organizer		1	N/A						
Consultancy	Consultant		1	N/A						
Evaluator	Evaluator		1	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	1	N/A						
PI 11. Additional outputs *	A 42. No. of extension-related awards		1	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	1	N/A						

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate implementation,	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	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	100% compliant						
	On program accreditations		N/A							
	On institutional accreditations		N/A							

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						
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performfing functions resulting to best practice	NONE	NONE				
	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	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: Ms. Acoritay is mindful of her delivarables which is expected of her as a faculty member of DLABS. Finishing her doctorate degree would be a welcome development for the department.

Evaluated & Rated by:

JETT 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   2/15/72

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Daisy P. Acoritay**

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	Teaches Purposive Communication, English Discourse, Language Planning and Program, and Foreign Language	Delivered lessons on Purposive Communication among First Year students, English in Discourse for ABELS, Language Planning and Program for BSED-English, and Foreign Language	August 2021	December 2021	December 2021	Impressive	Outstanding	
2	Prepares Learning Guide for Purposive Communication, relevant instructional materials and assessment for the English in English and Language Planning and Program, and Foreign Language	She gives the students sound lessons, appropriate instructional materials, and effective assessment procedures. She conducts relevant classroom activities to help students improve their communication skills, analytical skills, and research abilities.	August 2021	December 2021	December 2021	Impressive	Outstanding	
3	Class preparation	Prepare relevant language learning materials, quizzes, and activities	August 2021	December 2021	December 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	August 2021	December 2021	December 2021	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	August 2021	December 2021	December 2021	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	August 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
Department Head

EXHIBIT L

<u>EMPLOYEE DEVELOPMENT PLAN</u>

Name of Employee: DAISY P. ACORITAY, M.E.
Performance Rating:

Aim: Improve student evaluation ratings in all classes, attend research conferences in language studies and education either national or international field. Also, she has to pursue finish her doctorate.

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

Date: January 2022   Target Date: One year from the date of a one-on-one meeting
                                                       with students and involved in the international, national, and
                                                       local language studies and education research conferences to
                                                       present research papers qualified for publication.

First Step:
Review the lessons in Purposive Communication, Language pedagogy, Sociolinguistics, and foreign language classes and adapt them to the needs of the students.

Result:

The faculty was able to offer teaching and learning support to students. In addition to the safety measures to avoid COVID-19, the teacher also offered the requisite steps to adopt leniency towards the academic requirements of students.

Date: June 2022   Target Date: End- of first semester

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit copies of e-class records that reflect the academic response Provide copies or links of the appropriate journals in all her classes.

Outcome:

There was adoption made appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Due to the pandemic, the faculty and students were unable to meet in the classroom for face-to-face conversation, so, both the students and the faculty have to meet on the available video conference applications to interact.

Final Step/Recommendation:

    The Faculty will continue to study at the CNU Graduate School and submit related research papers in language studies for publication.

Prepared by:

JETT C. QUEBEC, Ph.D.
Unit Head

Conforme:

DAISY P. ACORITAY
Employee