SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANNIE FAMELA B. RODRIGUEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head (50%) from IPCR	100.00	4.28	4.28
b. Student (50%) from Teaching Performance Eval'n. By-	0.00	0.00	0.00
Total for Instruction	100%	2.14	4.28
TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	4.28

EQUIVALENT NUMERICAL RATING: 4.28

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: 4.28

ADJECTIVAL RATING: Very Satisfactory

Prepared by: Reviewed by:

ANNIE FAMELA B. RODRIGUEZ   **SHALOM GRACE C. SUGANO**
Name of Faculty   Department Head

Recommending Approval:

ALELI A. VILLOCINO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE FAMELA B. RODRIGUEZ, a faculty member of the VSU INTEGRATED HIGH SCHOOL commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY-JUNE 2020.

Approved:

ANNIE FAMELA B. RODRIGUEZ
Instructor
Date:

SHALOM GRACE C. SUGANO
Department Head
Date:

ALELI A. VILLOCINO
College Dean
Date:

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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							
	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*	*18*	*23.305*	5	5	5	5.00	English II - Atis; English II-Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm-HUMSS
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	*3*	*5*	5	5	5	5.00	English II - Atis; English II-Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm-HUMSS
	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							

	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Google Classroom Online Training; Enhancing Resilience in the Workplace; Understanding Flexible Learning"
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	5	5.00	English II - Atis; English II-Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm-HUMSS
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	5	5	5	5	5.00	English II - Atis; English II-Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm-HUMSS
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*	30	79	5	5	5	5.00	English II- Chico; The Musicurom Club
	A17. 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							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	163	5	5	5	5.00	English II - Atis; English II-Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm-HUMSS
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USOO*	1	1	3	3	3	3.00	
	A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student*	1	2	5	5	5	5.00	English Club of VSUIHS and The Musicurom (Glee Club)
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	1	4	4	4	4.00	Oral Comm

PI	Output / Activity	Description							Remarks
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	English II
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	5.00	English II - Atis; English II- Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm-HUMSS
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	4	5	4	4.33	English II - Atis; English II- Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm...
	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	1	4	4	4	4.00	English II - Atis; English II- Chico
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	5	5	5	5	5.00	English II - Atis; English II- Chico; Oral Comm-Stem B; Oral Comm-ABM; Oral Comm-HUMSS
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:				3	3	3	3.00	
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation			3	3	3	3.00	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU			3	3	3	3.00	
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal			3	3	3	3.00	
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	0	0					

	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	0	0						
	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	0	0						
		In refereed int'l journals		0	0						
		In refereed nat'l/regional journals		0	0						
	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	0	0						
		In int'l fora/conferences		0	0						
		In nat'l/regional fora/conferences		0	0						
	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	0	0						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by		0	0						
		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	0	0						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0						
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0	0						
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	0	0						
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	0	0						
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	0	0						
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	0	0						
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	0	0						
Research Mentoring	Research Mentor		0	0						
Peer reviewers/Panelists	Peer reviewers/Panelists		0	0						
Resource Persons	Resource Persons		0	0						
Convenor/Organizer	Convenor/Organizer		0	0						

	Consultancy	*Consultant*		0	0					
	Evaluator	*Evaluator*		0	0					
	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	0	0					
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	0					
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0					
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 accreditation tools		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/management related activities and other outputs to implement new normal						Comments & Recommendation for Development Purpose: *She works well with others. She is self-motivated and strives to improve her performance.*
Total Over-all Rating							81.33	
Average Rating							4.28	
Adjectival Rating						Very Satisfactory		

Evaluated & Rated by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval

ALELI A. VILLOCINO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 12/10/20

PERFORMANCE MONITORING FORM

Name of Employee: <u>ANNIE FAMELA B. RODRIGUEZ</u>

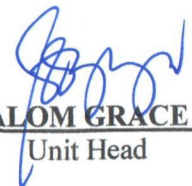| Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach English II (English Grammar and Composition and Afro-Asian Literature) to all Grade 8 students	Deliver quality instruction and develop life-long learning to Junior students.	July 2020	May 2020	May 2020	Very impressive	Outstanding	
2	Teach Core Subject (Oral Communication) to STEM-A, STEM-B, and ABM Grade 11 students	Deliver quality instruction and develop life-long learning to Senior students	July 2020	May 2020	May 2020	Very impressive	Outstanding	
3	Revise course outline in English II	Couse outline contains updated topics	July 2020	July 2020	July 2020	Very impressive	Outstanding	
4	Develop PowerPoint Presentation as teaching materials for Oral Communication	A more comprehensive and activity-based ppt. presentation.	July 2020	July 2020	July 2020	Very impressive	Outstanding	
5	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in performance based task and creating games or activities that enhances their reading, writing, listening and speaking skills.	July 2020	July 2020	July 2020	Very impressive	Outstanding	
6	Hosted VSUIHS radio program "What's Up Hiskol" on air over DYDC FM radio	Gives relevant information and facts to program.	July 2020	July 2020	July 2020	Very Impressive	Outstanding	

			July 2020 to December 2020			Very Impressive	Outstanding	
7	Submit reports and other requirements	Submit DTR, minutes, grade sheets	July 2020 to December 2020			Very Impressive	Outstanding	
8	Assist and organize school-related activities	Assist in checking attendance/monitoring of students in activities like Conference with Parents, Acquaintance party, Buwan ng Wika, Sports Intramurals for Studets/Faculty, English Month, Math and Science Month, World Teachers' day , Division Schools Press Conference, Division and City Meet	July 2020 to December 2020			Very Impressive	Outstanding	
9	Assist and monitor the English Club	Assist the activities conducted by English Club, Dramatics and the Glee Club/The Musicurom (English Culmination, Division Schools Press Conference)	July 2020 to December 2020			Very Impressive	Outstanding	
10	Attend seminars/conferences/trainings	Attend as participant in the Division Training of the Untrained Senior High School Teachers Relative to the K to 12 Basic Education Curriculum held at Baybay City Division Learning Center	July 2020 to December 2020			Very Impressive	Outstanding	
11	Supervise and performs as an adviser of Grade 8-Chico students and English Club	Monitor performance and assign responsibilities to the advisees	August 2020	November 2020	November 2020	Very impressive	Outstanding	

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

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

Prepared by:

SHALOM GRACE C. SUGANO, Ph.D.
Unit Head