

Exhibit K

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

Name of Faculty Member: **MA. RACHEL KIM L. AURE**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.69	(2.35)
b. Students (50%)		5.00	(2.50)
Total for Instruction	70%	4.85	3.40
2. Research	10%	5.00	0.50
3. Extension	10%	5.00	0.50
4. Administration	10%	4.96	0.496
5. Production			
TOTAL			4.90

EQUIVALENT NUMERICAL RATING:

4.90

Add. Additional Points, if any:

TOTAL NUMERICAL RATING:

4.90

ADJECTIVAL RATING:

Outstanding

Prepared by:


MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MA. RACHEL KIM L. AURE**, Director of the Office for Instruction and Evaluation, commit to the deliver and agree to be rated on the **ACCOMPLISHMENT** of the **following** targets in accordance with the indicated measures for the period **JULY - DECEMBER, 2022**.

MA. RACHEL KIM L. AURE

Associate Professor/Director, Instruction and Evaluation

Date: January 23, 2023

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: January 24, 2023

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	Timelines	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	1	4	5	5	5	5.00	EDUC 203 - Educational Research
	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	1	5	5	5	4	4.67	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5	5	5	5	5.00	
	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	1	4	5	5	4.67	EDUC 203 - Educational Research (Instructional Workbook)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	4	4.67	EDUC 203 - Educational Research (Instructional Workbook)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	EDUC 203 - Educational Research (Instructional Workbook)
		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	1	5	5	4	4.67	EDUC 203 - Educational Research (Instructional Workbook)
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	EDUC 203 - Educational Research (VSU E-learning Environment)
	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	EDUC 203 - Educational Research (VSU E-learning Environment)
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		4.65	5	5	5	5.00	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	4	4.67	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
		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	3	5	5	4	4	4.33	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	10	5	5	5	5.00	see attached paper
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	4	4	5	4	4.33	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	8	5	4	4	4.33	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
		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 adviser to students	30	80	5	5	5	5.00	3rd and 4th year BSED Mathematics students
		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		150	5	5	5	5.00	Graduate and BSED students
	PI 9: Number of student organizations advised/ assisted	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	4	5	4	4.33	Mathematics Majors' Society
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	5	5	4.67	Mathematics Majors' Society
	PI 10: Number of instructional materials developed *	A21: Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1					First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	4	5	4.67	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	4	4.67	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	4	4	5	4.33	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
		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	0	0	0	0	0.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using VSUEE	1	1	4	4	4	4.00	First Semester AY 2022-2023 1. MATH133 - Research in Mathematics 2. PrEd 200 - Student Teaching 3. PrEd154 - Field Study 2
	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		1	5	5	5	5.00	Revised BSED Mathematics curriculum as suggested by CHED
			Act as AACUP Internal Auditor/ Chairperson during the VSU Institutional Accreditation Validation Visit last June 19-22, 2022.		1	5	5	5	5.00	Act as AACUP Internal Auditor/ Chairperson during the VSU Tolosa Accreditation

		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	1	2	5	4	4	4.33	Instructional Materials
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	1	1	5	5	5	5.00	
	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							
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	
		<i>In refereed nat'l/regional journals</i>								
	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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								

	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	Implements 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				5	5	5	5.00	
	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 implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. 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							

MFO 3.	Faculty Evaluation Services									
	PI 1 Percentage in spearheading in the developing of TPES Eval. System, monitor and conduct of the evaluation.	Director, Instruction and Evaluation Clerk Incharge of the TPES Evaluation System	Spearheading in the developing of TPES Eval. System, Monitor and conduct of the evaluation.	50%	63.96%	5	5	4	4.67	TPES On-line evaluation System using the VSU Cumulus Platform.
	PI 2. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.	Director, Instruction & Evaluation Head, Instructional Materials Management	Spearheading in the planning of instructional material development and coordination the publication of the same	50%	200%	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 3. Percentage of syllabi, TOS and VSUEE monitored.	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Monitoring of OBE Syllabi, TOS and VSUEE.	50%	200%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 4: Number of seminars/trainings/worksh ops coordinated for entire university	Director, Instruction & Evaluation Head, Instructional Materials Management	Initiate and coordinate different seminars/ trainings/ workshops for the entire university.	2	6	5	5	5	5.00	<p>Launching of VSUEE's Branded Moodle App – July 8, 2022,</p> <p>14.Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Person, and College Hotline Agents (Main) – August 25, 2022 </p> <p>15.Mandatory Orientation and Orientation of Academic Advisers, Department Enrolment Focal Person, and College Hotline Agents for Components Campuses – August 25, 2022 </p> <p>16.VSU Faculty Onboarding 2022 – September 8-9, 2022 </p> <p>VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality – September 8-9, 2022 </p> <p>VSU TEACHER AKO! Orientation on the Roles of being a Teacher – October 5, 2022 </p> <p>Webinar on Blended Learning December 9, 2022</p>

	PI 5: Number of course syllabi and instructional materials reviewed and approved.			200	560	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 6: Number of TOS monitored, reviewed and approved..	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Monitored, reviewed and approved TOS	200	726	5	5	5	5.00	All subjects of the different undergrad and graduate programs.
	PI 7: Number of Virtual Classroom Evaluation reviewed and approved	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Reviewed and Approved Virtual Classroom Evaluation.	200	456	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 8: Number of Virtual Classroom Monitoring reviewed and approved	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Reviewed and Approved Virtual Classroom Monitoring	100	457	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 9: Number of VSU faculty and students coordinated through VSUEE account.	Director, Instruction & Evaluation Head, Instructional Materials Management VSUEE Technical Staff	Coordinates with the faculty and students through VSUEE account.	200	707	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
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		100% compliant	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	5	5	5	5.00	
		On program accreditations								

		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC.			1	100% compliant	5	5	5	5.00	
	PI 2: Zero percent complaint from clients served	A 46: Customerly friendly frontline services	Provides customer friendly frontline services to clients		100% compliant	5	5	5	5.00	
	PI 3: Number of planning sessions, tracking and monitoring of targets, meeting, etc. conducted to ensure attainment of department targets			4	6	5	5	5	5.00	
		A 48: Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		100% compliant	5	5	5	5.00	
	Total Over-all Rating					229	229	221	226.33	
	Average Rating					4.77	4.77	4.60	4.72	
	Adjectival Rating					Outstanding				

Comments & Recommendations for Development Purpose:

Keep up the good work!

Evaluated & Rated by:

BEATRIZ S. BELONIAS

Immediate Supervisor

Date: January 24, 2023

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: January 24, 2023

PERFORMANCE MONITORING FORM

Name of Employee: MA. RACHEL KIM L. AURE

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	12 FTE	1st week of September, 2022	Before the end semester	December, 2022	Very Impressive	Outstanding	4 FTE graduate courses and 4.65 FTE undergraduate courses
2	Develop on-line courseware, supplemental learning resources & assessment tools	Develop 1 course ware, 1 supplemental learning & 1 assessment tool	1st week of September, 2022	Before end of the semester	December, 2022	Impressive	Very Satisfactory	Developed 1 online courseware, 1 supplemental learning & 1 assessment tools
3	Develop virtual classroom	Develop 1 virtual classroom	1st week of September, 2022	Before end of the semester	December, 2022	Impressive	Very Satisfactory	Developed 1 Virtual Classroom for EDUC 203
4	Conduct research	Conduct 1 research	1st week of September, 2022	Before the end of the semester	December, 2022	Impressive	Very Satisfactory	Conducted 1 Research and prepared 4 research proposals
5	Initiate seminars/training workshops	Initiate 1 seminar/training workshop	1st week of September, 2022	Before the end of the semester	December, 2022	Very Impressive	Outstanding	Initiated and coordinated 6 different seminar/training workshops

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. RACHEL KIM L. AURE

Performance Rating: 4.90

Aim: Increases involvement in research and extension activities

Produces instructional materials on handled

Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December, 2022

Target Date: January-June, 2023

First

Step: _____

Attend Seminars, Trainings, and
workshop

Develop at least one Instructional
Materials

Write Research Proposals for
Funding

Result:

Date: December, 2022

Target Date: January-June, 2023

Next

Step: _____

Submit Research Proposals for

Funding

Conduct

Research

—

Outcome: Approved Research Proposals

Final Step/Recommendation:

Publish Research

Output

Conducts Research

Trainings

Prepared by:


BEATRIZ S. BELONIAS

VP Academic Affairs

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
/	3rd	
/	4th	

Name of Office: Office of the Director for Instruction and Evaluation

Head of Office: Dr. Ma. Rachel Kim L. Aure

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		<ul style="list-style-type: none"> On the making of the OBE course syllabus On the Implementation of the New Curricula On the utilization of Synchronous and asynchronous classes On spearheading in the developing of TPES Evaluation On initiating and coordinating different seminars and trainings 		Notice of Meetings/ Routing Slip	Conducted during monthly regular meetings

Coaching	<ul style="list-style-type: none"> • On the making of Test Questionnaire and Table of Specification • On the contents of the new courses offered • On monitoring the OBE Syllabus, TOS • On monitoring, reviewing and approving TOS • On initiating and coordinating different seminars and trainings 			Notice attached to evaluation form/Routing Slip	Conducted individually
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


BEATRIZ S. BELONIAS

Immediate Supervisor