

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MILDRED SIAREZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.71x50%= 2.36	
b. Students (50%)		4.33x50% = 2.17	
Total for Instruction	100%	4.53	4.53
2. Research			
a. Client/Dir. for Research (50%)	0		0
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	0		0
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			0
4. Administration	0		0
5. Production	0		0
TOTAL	100		4.53

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.53

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

MILDRED M. SIAREZ
Name of Faculty

Reviewed by:

ROSARIO P. ABELA
Department Head

Recommending Approval:

BAYRON S. BARREDO
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MILDRED M. SIAREZ, a faculty member of the **DEPARTMENT OF TEACHERS EDUCATION** commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July to December 2024**.


MILDRED M. SIAREZ

Instructor

Date: January 9, 2025

Approved:


ROSARIO P. ABELA

Department Head

Date: 1-14-25

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	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 Moodle 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	25.6	5	5	5	5.00	Social Studies 8, Social Studies 9, SOSst 122-World History 2
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	6	5	5	5	5.00	Social Studies 8, Social Studies 9, SOSst 122-World History 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	0	3	5	5	5	5.00	Social Studies 8, Social Studies 9, SOSst 122-World History 2

		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	2	5	5	5	5.00	Training Workshop in Writing Innovative Research Proposals, Training Workshop on Writing Lab Report
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	Social Studies 8, Social Studies 9, SOSI 122-World History 2
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	40	5	5	5	5.00	Social Studies 8, Social Studies 9, SOSI 122-World History 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	0	39	5	5	5	5.00	Grade 8- Pomelo
		A17. Number of students advised on thesis/ field practice/special problem:		0	5	5	5	5	5.00	4th year BSED Social Studies
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	6	5	5	5	5.00	BSED Social Studies
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	80	5	5	5	5.00	Grade 9 Emerald and Diamonds, Grade 8 Pomelo, Jackfruit, Mango, 2nd year BSEd Soc. Stud.
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	2	5	5	5	5.00	Social Studies Consortium/ Sining
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	9	5	5	5	5.00	English Month Culmi, SBO Valentines Day Celeb, 2nd Quarter Honors Program and PArents-Teachers consultation, Nat'l Arts Month, VSU Centennial Anniversary, 3rd Quarter Honors Programme and Parents-Teachers consultation, 4th Quarter Honors Programme, Promotional Exercises, Graduation Exercises

	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	0	0					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	1	5	5	5	5.00	World History 2
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	30	5	5	5	5.00	Social Studies 8, Social Studies 9, SOST 122-World History 2
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	85	5	5	5	5.00	Social Studies 8, Social Studies 9, SOST 122-World History 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 either Moodle or Google Classroom	1	3	5	5	5	5.00	Social Studies 8, Social Studies 9, SOST 122-World History 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							
		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							
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 oroject 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							
		<i>In refereed int'l journals</i>								
		<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 scienfic for a/conferences							
		<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							
	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	Implemetes 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 implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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							
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							
		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							
		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							

	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								80.00	

Average Rating (Total Over-all)		21.08
Additional Points:		
Approved Additional points		
Final Rating		4.71
Adjectival Rating		Outstanding

Evaluated & Rated by:

R. Abela
ROSARIO P. ABELA

Department Head

Date: *1-14-25*

B. Barredo
Recommending Approval

BAYRON S. BARREDO

Dean, College of Education

Date:

1-15-25

Comments & Recommendations for Development Purposes:

- finish your PhD on time.

Approved by:



R. Gravoso
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

1/20/25

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: VSU Integrated High School


Head of Office: Dr. Rosario P. Abela

Number of Personnel: 15


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of HIS Individual Targets (January to December 2024) and Accomplishments (July-December 2024)		Faculty Meeting -August 02, 2024 -September 18, 2024) Consolidation of IPCR Accomplishments (January 9, 2025)			Each faculty finalize their IPCR Targets (January to-December 2024) and Accomplishments (July-December 2024)
Coaching Review the need support to facilitate the attainment of the IHS targets		Faculty Meeting -August 02, 2024 -September 18, 2024)			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ROSARIO P. ABELA
Department Head

Noted by:


BAYRON S. BARREDO
Dean, College of Education

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mildred M. Siarez

Performance Rating: Very Satisfactory

Aim: 1. To finish the pursued Ph.D degree.

Proposed Interventions to Improve Performance:

Date: January 2025

Target Date: June 2025

First Step:

-
1. Granted request for minimum teaching load to give time to work in her dissertation paper.
-

Result:

1. The faculty carried her responsibilities as an instructor and be able to work efficiently in her dissertation.

Date: January 2025

Target Date: June 2025

Next Step:

To pass and defend the dissertation proposal and final paper

Outcome: Carried out responsibilities as and Assistant Professor and be able to work her dissertation.

Final Step/Recommendation:

1. Manage your time well to accommodate all the responsibilities.
2. Finish your Ph.D degree on as soon as possible.

Prepared by:


ROSARIO P. ABELA
Unit Head

Conforme:


MILDRED M. SIAREZ
Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

2nd Semester AY 2023 - 2024

Name of Faculty : **MILDRED M. SIAREZ**
Department: **VSU Integrated High School**
College: **College of Education**

	Course No. & Descriptive Title	Lec./Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
SoST 117	Trends and Issues in Social Studies	Lec	4.00	VS	80.00
Soc Stud II	Asian History	Lec	5.00	O	100.00
PR I	Practical Research	Lec	4.00	VS	85.00
Average Rating			4.33	VS	88.33 %

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: 10-30-2024

Attested by:


MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: 10-31-2024

Received by:


MILDRED M. SIAREZ
Name and Signature of Faculty
Date: 11/28/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

