# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
## WITH MULTIPLE FUNCTIONS
Rating Period: JULY-DECEMBER 2022

Name of Faculty Member: **PRECIOUS C. DOMINGO**

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|---|---|---|---|
| (1) | (2) | (3) | (2x3) |
| | | | |
| 1.  Instruction | | | |
| a.  Head (50%) | | 4.94  x    50%   = 2.470 | |
| b.  Students  (50%) | | 4.00  x    50%   = 2.000 | |
| TOTAL for Instruction | 95% | 4.47 | 4.247 |
| 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% | 5.00 x      5% =  0.250 | 0.250 |
| TOTAL | 100% | | 4.497 |

EQUIVALENT NUMERICAL RATING:     4.497
Add: Additional Points, if any:     _____
TOTAL NUMERICAL RATING:     **4.497**

ADJECTIVAL RATING:     **VERY SATISFACTORY**

Prepared by:

**PRECIOUS C. DOMINGO**
Name of Faculty

Reviewed by:

**JETT C. QUEBEC**
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, PRECIOUS C. DOMINGO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 JANU, JULY-DECEMBER 2022

|  | | Approved: | |
|---|---|---|---|
| **PRECIOUS C. DOMINGO** | | **JETT C. QUEBEC** | **MA. THERESA P. LORETO** |
| Instructor I | | Department Head | College Dean |
| Date: December 6, 2022 | | Date: January 6, 2023 | Date: JAN 1 3 2023 |

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Program/ / Activities Projects | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | | REMARKS (Indicators in percentage should be supported with numerical values in |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | 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 | N/A | | | | | | | N/A |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | | Acts as academic adviser to graduate students | N/A | | | | | | | N/A |
| | | A3. Number of students advised on thesis/special problem/dissertation | | | | | | | | | | |
| | | As GAC Chairman | | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A | | | | | | | N/A |
| | | AS GAC Member | | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A | | | | | | | N/A |
| | | A4. Number of students entertained for consultation purposes | | Entertains students seeking consultation with faculty | N/A | | | | | | | N/A |
| | PI 9: Number of instructional materials | A5. Number of on-line ready coursewares developed and | | Converts the existing instructional materials into flexible learning systems | N/A | | | | | | | N/A |
| | | On-line ready courseware | | Prepares Instructional module/laboratory guide/workbook or a combination thereof | N/A | | | | | | | N/A |
| | | Supplemental learning resources | | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | N/A | | | | | | | N/A |
| | | Assessment tools | | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | N/A | | | | | | | N/A |
| | | 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 | N/A | | | | | | | N/A |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | A 7 : Number of virtual classroom created and operational | | Creates virtual classroom using either Moddle or Google Classroom | N/A | | | | | | N/A |
| 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 | N/A | | | | | | N/A |

## 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 | 34.05 | 5 | 5 | 5 | 5.00 | |
| | A10 . Number of grade sheets submitted within prescribed period | Preparation | Prepares gradesheet and submits on or before deadline | 10 | 6 | 5 | 5 | 5 | 5.00 | |
| | 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 | 10 | 20 | 5 | 5 | 5 | 5.00 | |
| | A12 . Number of trainings attended related to instruction | Trainings attended | Attend mandated trainings | 2 | 1 | 5 | 5 | 5 | 5.00 | Faculty Onboarding 2022 |
| | A13 . Number of long examinations administered and checked | exam prep | Administers and checks long examination for subjects taught | 10 | 10 | 5 | 5 | 5 | 5.00 | |
| | A14 . Number of quizzes administered and checked | | Prepares and checks quizzes for lecture clssess | 10 | 15 | 5 | 5 | 5 | 5.00 | |
| | A15 . Number of lab reports and term papers checked and graded | | Checks term papers submitted as required | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| PI 8: Number of students advised: * | A16. Number of students advised: | | Acts as academic adviser to students | 5 | 18 | 5 | 5 | 5 | 5.00 | |
| | A17 . Number of students advised on thesis/ field practice/special problem: | | | | | | | | | |
| | As Thesis Adviser | | | 2 | 3 | 5 | 5 | 5 | 5.00 | Borja Princess, Into Jessa, Ma. Elena Lascañas |
| | As SRC Chairman | Advising/correction | Advises, and corrects research outline and thesis/SP manuscript | 3 | 3 | 5 | 5 | 5 | 5.00 | Cahigus Mary Joy, Catórce Nichelle, Sy |
| | As SRC Member | Advising/correction | Advises and corrects research outline and thesis/SP manuscript | 5 | 2 | 5 | 5 | 5 | 5.00 | Pajaron, Kimya Carmel, Rodriguez Juneil, |
| | A18 . Number of students entertained for consultation purposes | | Entertains students consulting on subject taught, thesis and grades | 10 | 15 | 5 | 5 | 4 | 4.83 | Humn13n/ TEGr 112/ Elng 107/ ELst 111 |
| PI 9: Number of student organizations advised/ assisted * | A19 . Number of Student organizations advised | | Advises student organizations recognized by USOO | 1 | 0 | | | | | none |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | A20. Number of Student organizations assisted on student related activities | | Assists student organizations in implementing student related activities | 1 | 0 | | | | | 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 | none | | | | | none |
| | On-line ready courseware | | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 5 | 5 | 5 | 5 | 5 | 5.00 | Materials for ELSt 111-Language of Non-literary Texts/ Humn13n- Philippine Popular Culture/ ELng 107- Teaching and Assesment of Literature/ TEGR 112- Teaching Arts to Elementary Grades/ COmm 11 |
| | Supplemental learning resources | | Prepares Power Point presentation, video clips, movie clips, reading assignments | 10 | 15 | 5 | 5 | 5 | 5.00 | |
| | Assessment tools | | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | 12 | 5 | 5 | 5 | 5.00 | |
| | 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 | 0 | | | | | none |
| | A 24 : Number of virtual classroom created and operational | | Creates virtual classroom using either Moddle or Google Classroom | 5 | 5 | 5 | 5 | 5 | 5.00 | ELSt 111/ Humn13n/ Elng 107/ TEGr 112/ Comm |
| 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 | 4 | 5 | 5 | 5 | 5.00 | Program accreditation preparation |
| | 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 | 3 | 3 | 5 | 5 | 5 | 5.00 | online nd face-to face activities in |
| | | | | | SUB-TOTAL | | | | 4.94 | |

**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 | none | none | | | | | none |
| 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 | 2 | none | | | | | none |
| PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal | 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 | 2 | none | | | | | none |
| | In refereed int'l journals | | | | | | | | | |
| | In refereed nat'l/regional journals | | | | | | | | | |

| PI | Activity | | Task | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| PI 4. Number of research outputs presented in regional/national/ int'l | 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 | 2 | none | | | | | none |
| | In int'l fora/conferences | | | 1 | none | | | | | none |
| | In nat'l/regional fora/conferences | | | 1 | none | | | | | none |
| PI 5. Percent of research proposals approved * | A 31. Percentage of of research proposals prepared, submitted and | | Prepares research proposals, submits and | none | none | | | | | none |
| PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | | none | none | | | | | none |
| | 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 | N/A | N/A | | | | | 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 | 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 | N/A | N/A | | | | | N/A |
| | | | | | SUB-TOTAL | | | NONE | | |
| **UMFO 4. EXTENSION SERVICES** | | | | | | | | | | |
| PI 1. Number of active | A 36. Number of active partnerships | | Identifies and links with probable partners for | N/A | N/A | | | | | N/A |
| PI 2. Number of trainees | A 37. Number of trainees weighted by | | Conducts trainings among beneficiaries of | N/A | N/A | | | | | N/A |
| PI 3. Number of extension | A 38. Number of extension | | Implementes duly approved extension | N/A | N/A | | | | | N/A |
| PI 4. Percentage of beneficiaries who rated the | A 39. Percentage of beneficiaries who rated the training course/s and | | Provides quality and relevant training courses and advisory services | N/A | 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 | | | | | | | |
| Research Mentoring | Research Mentor | | | none | none | | | | | none |
| Peer reviewers/Panelists | Peer reviewers/Panelists | | | none | none | | | | | none |
| Resource Persons | Resource Persons | | | none | none | | | | | none |
| Convenor/Organizer | Convenor/Organizer | | | none | none | | | | | none |
| Consultancy | Consultant | | | none | none | | | | | none |
| Evaluator | Evaluator | | | none | none | | | | | none |
| PI 8. Percent of extension proposals approved * | A 41. Percent of extension proposals approved * | | Prepares extension project proposals, submits | none | none | | | | | none |
| PI 11. Additional outputs * | A 42. No. of extension-related awards (extn. conducted by faculty or student | | | | | | | | | |
| | 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 | N/A | | | | | N/A |
| | | | Page 4 | | SUB-TOTAL | | | NONE | | |

# UMFO 5. SUPPORT TO OPERATIONS

## OVPI MFO 4. Program and Institutional Accreditation Services

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| PI 8.Compliance to all requirements thru the | A 44. Compliance to all requirements of theQMS core processes of the university | | Ensures that all the QMS core processes of the university are complied with in the | zero non-conformity | zero non-conformity | 5 | 5 | 5 | 5.00 | 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 | 100% compliant | 5 | 5 | 5 | 5.00 | 100% compliant |
| | On program accreditations | Document Preparation for Leve I Accreditation | Area III in-charge | 0 | 2 | 5 | 5 | 5 | 5.00 | ABELS & MSLT |
| | On institutional accreditations | | | | | | | | | |

# UMFO 6. General Admin. & Support Services (GASS)

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| PI 2. Zero percent complaint from clients | A 46. Customerly friendly frontline services | | Provides customer friendly frontline services to clients | Zero % complaint | Zero % complaint | 5 | 5 | 5 | 5.00 | |
| 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 | N/A | N/A | | | | | N/A |
| | A 48.Other outputs implementing the new normal due to covid 19 | | Designs administration/management related activities and other outputs to implement new normal | N/A | N/A | | | | | N/A |
| | A.49 Number of department committees served | Member, Socio-Cultural Committee | Plans for the department socio-cultural activitites | 0 | 1 | 5 | 5 | 5 | 5.00 | |
| | | | | | SUB-TOTAL | | | | 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. Domingo is the epitome of hardwork and dedication. Her contribution to the department is worth praise and recognition. Finishing her doctorate degree would surely benefit the department.

Evaluated & Rated by:

**JETT C. QUEBEC**
Department Head
Date: January 6, 2023

Recommending Approval

**MA. THERESA P. LORETO**
Dean, College of Arts and Sciences
Date: JAN 1 3 2023

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date:_____

Exhibit I
# PERFORMANCE MONITORING FORM

Name of Employee: **PRECIOUS C. DOMINGO**

| 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 courses:<br>• Language of Non-literary Texts<br>• Teaching Arts with Elementary Grades<br>• Teaching and Assessment of Literature<br>• Philippine Popular Culture<br>• Purposive Communication | Conduct online classes, and create pre-recorded discussions for students to access in case online synchronous class is not possible | July 2022 | December 2022 | July-December 2022 | Outstanding | Outstanding | |
| 2 | Assist students' concerns through students consultation | Aid in students' concerns on the subject. Contact students via online platforms and emails. | July 2022 | December 2022 | July-December 2022 | Very Impressive | Outstanding | |
| 3 | Class preparation | Enroll the students in VSUEE. Prepared PPT presentations and PDF materials and secured necessary learning materials such as videos and uploaded them to VSUEE | July 2022 | December 2022 | July-December 2022 | Outstanding | Outstanding | |
| 4 | Submission of midterm grades and final grades | Submit grades to the University registrar and provide a copy of the e-class record to the department | July 2022 | December 2022 | July-December 2022 | Very Impressive | Outstanding | |
| 5 | Advise students in undergraduate thesis | Serve as adviser and panel member of ABELS students in the undergraduate thesis writing. | July 2022 | December 2022 | July-December 2022 | Very Impressive | Outstanding | |
| 6 | Participate in all activities conducted by the department, college and the university | Attendance sheet; Present certificates if possible | July 2022 | December 2022 | July-December 2022 | Outstanding | Outstanding | |
| 7 | Perform other functions assigned by the department head | Participate in the preparation of department activities and serves as a working committee. | July 2022 | December 2022 | July-December 2022 | Very 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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee:   **PRECIOUS C. DOMINGO**
Performance Rating:

Aim:
- To develop flexible classroom management and teaching strategies appropriate to face-to-face and online teaching and learning.
- To progress and complete the graduate study
- To publish research studies in a reputable journal
- To collaborate with other faculty in conducting a research study

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


Date:  JULY  2022                    Target Date: DECEMBER 2022
Next Step:
-Update the materials and syllabus for a face-to-face class
-Proceed to the Dissertation proposal defense
-Work on publishing the research study in a reputable/indexed journal

Outcome:
- Updated and revised the existing online teaching materials.
- Pre oral Defense on DALT by January 2023
- Need to work on the publication of the research study

Date:  JANUARY  2023                 Target Date: JUNE 2023

-Enroll dissertation writing II
-Conduct dissertation study by February 2023 and finish by June 2023
-Create a research proposal with the other faculty member
-Submit research study to peer-reviewed, Scopus-indexed journals

Date:  July  2023                    Target Date: December 2023

-Present research papers, at least one, on various conferences
-Tem-up with other faculty for a research project
-get involved in extension program
-published in a reputable, scopus indexed journal, at least one article.

Outcome: NA
Final Step/Recommendation: NA


Prepared by:

**JETT C. QUEBEC**
Department Head

Conforme:

PRECIOUS C. DOMINGO
Faculty