SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Prof. MAGDALENE C. UNAJAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.43 x 100% = 4.43	
b. Students			
Total for Instruction	40%	4.43	1.77
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director (100%)		4.50 x 100% = 4.50	
Total for Research	30%	4.50	1.35
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Extension	30%	5.00	1.50
4. Administration			
5. Production			
TOTAL			4.62

EQUIVALENT NUMERICAL RATING: 4.62
Add: Additional Points, if any: 0.10
TOTAL NUMERICAL RATING: **4.72**

ADJECTIVAL RATING: __OUTSTANDING__

Prepared by:

MAGDALENE C. UNAJAN
Name of Faculty

Reviewed by:

WINSTON M. TABADA
Department Head

Recommending Approval:

ROBERTO C. GUARTE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGDALENE C. UNAJAN, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY 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 April - June, 2020.

Approved:

MAGDALENE C. UNAJAN
Assistant Professor II
Date:

WINSTON M. TABADA
Department Head
Date:

ROBERTO C. GUARTE
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	**A10.** Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	5	5.00	CS200.4
		A12. Number of trainings attended related to instruction	Attends webinars	1	3	4	5	5	4.67	Online MOODLE Training; Understanding Flexible Learning;EVHEIS series of webinars
	PI 8: Number of students advised: *	**A16.** Number of students advised:	Acts as academic adviser to BSCS students	1	1	4	5	5	4.67	BSCS Students
		A17. Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis manuscripts	1	1	5	5	5	5.00	R. Malanguis
		A18. Number of students entertained for consultation purposes	Allots time to students seeking for consultation or advise.	1	2	4	4	4	4.00	BSCS Students
	PI 10: Number of instructional materials developed *	**A 21 :** Number of on-line courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	4	4	4	4.00	CSci 11

		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1		4	4	4	4.00	CSci 11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1		4	4	4	4.00	CSci 11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1		4	4	4	4.00	CSci 11
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2		5	5	5	5.00	CSci 11 and CS 143
								Total Points		44.33	
								Average Rating		4.43	
UMFO 3 . RESEARCH SERVICES											
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			4	4	4	4.00	"Classification of Jackfruit Fruit Damage Using Color Texture Features and Backpropagation Neural Network"	
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	1	1		5	5	5	5.00	Mobile-based Cacao P. palmivora Disease Recognizer	
								Total Points		9.00	
								Average Rating		4.50	
UMFO 4. EXTENSION SERVICES											
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	10	279		5	5	5	5.00	4 batches of Online Moodle Training	

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	50%	80%	4	5	5	4.67	After training survey of Moodle Online Training
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*		1	4	5	5	5	5.00	4 batches of Online Moodle Training
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~~	1	1	5	5	5	5.00	
						Total Points		19.67	
						Average Rating		5.00	
UMFO 5. SUPPORT TO OPERATIONS									
UMFO 6. General Admin. & Support Services (GASS)									
Total Over-all Rating								73.00	
Average Rating								4.64	
Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)			4.64
Additional Points:			
Punctuality		0.2	
Approved Additional points (with copy of approval)		0.1	
FINAL			4.64
ADJECTIVAL			Outstanding

Comments & Recommendations for Development Purpose:

Propose and conduct research and extension projects.

Evaluated and Review:

WINSTON M. TABADA
Head, DCST
Date: _____

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET
Date: _____

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affair
Date: _____

1 - Quality   2 - Efficiency   3 - Tmeliness   4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Prof. MAGDALENE C. UNAJAN**

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 assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Satisfactory	January 2020	June 30, 2020	June 10, 2020	Very Impressive	Very Satisfactory	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very impressive	Outstanding	
3	Performs other functions	Outstanding	January 2019	June 30, 2019	January 3, 2019 – June 30, 2019	Very impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

WINSTON M. TABADA
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Prof. MAGDALENE C. UNAJAN**
Performance Rating: Outstanding

Aim: Encourage her to make research and extension project proposals.

Proposed Interventions to Improve Performance:

Date: January, 2020   Target Date: One year from date of intervention

First Step:

Send her to training, seminar/ workshop/ for a related to research and extension activities.

Result:

Attendance in research and extension related trainings/ seminars/ workshops/ fora. This will expose her to theses engagement and will motivate her to do research and be involved in extension projects.

Date: Throughout the school year.   Target Date: End of SY 2020-2021

Next Step:

Advise her to draft research proposal or extension project proposal.

Outcome: Research/ project proposal

Final Step/Recommendation:

Final Step/ Recommendation: Instruct her to submit the research/ proposal to the OVPRE for approval and possible funding.

Prepared by:

WINSTON M. TABADA
Unit Head

Conforme:

MAGDALENE C. UNAJAN
Name of Ratee Faculty/Staff