

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2024

Name of Faculty Member:

MARY ANN G. COBICO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.70 x 50% = 2.350	
b. Students (50%)		4.83 X 50% = 2.415	
TOTAL for Instruction	80%	4.77	3.812
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.000 x 5% = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	15%	4.140 x 15% = 0.621	0.621
TOTAL	100%		4.683

EQUIVALENT NUMERICAL RATING: 4.683

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.683

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARY ANN G. COBICO

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS


Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANN G. COBICO, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2024.

  
**MARY ANN G. COBICO**  
 Assistant Professor I  
 Date: January 6, 2025

Approved:  
  
**AL FRANJON M. VILLAROYA**  
 Department Head  
 Date: JAN 14 2025

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										
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	40.65	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	4	4	4	4.00	
		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	N/A	N/A					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	7	14	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	24	5	5	5	5.00	



	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		2	4	5	5	5	5.00	RACE Against Suicide, Pre-Deployment Seminar for Engineering, Leadership Seminar, Mental Health Seminar, National Lecturer for Psychologist Board Exam
					AVERAGE				5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	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 43. 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	zero non-conformity	zero non-conformity	4	4	4	4.00	
		A 44. 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	100% compliant	4	4	4	4.00	
		On program accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4.00	
		On institutional accreditations		100% compliant	100% compliant	4	4	4	4.00	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	PI 2. Zero percent complaint from clients served	A 45. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint	Zero complaint					
ODS GASS 1	Innovations & new Best Practices Development Services	PI 9. Number of request for expert services in seminars/workshops served/provided	Provides expert services in the form of seminars/workshops	2	3	5.00	5	5	5	
ODS GASS 2	Student Welfare Services	PI 17. Number of guidance activities conducted	Conduct of guidance activities	2	2	4.00	4	4	4	
		PI 18. Percentage of student counselled	Counseling and follow-up	2% of the current student population under my assigned college	2.00%	4.00	4	4	4	

		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	
	PI 10: Number of instructional materials	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	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	5	8	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	21	5	5	5	5.00	
		<u>A 22</u> : 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					
		<u>A 23</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	7	7	4	4	4	4.00	
	PI 11. Additional outputs	<u>A 24</u> . Number of Additional outputs accomplished:	Reviews syllabus as member of the department's Technical Review Panel	N/A	N/A					
			Reviews TOS as member of the department's Technical Review Panel	N/A	N/A					
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	2	4	4	4	4.00	
					AVERAGE				4.70	
<b>UMFO 3 . RESEARCH SERVICES</b>										NONE
<b>UMFO 4. EXTENSION SERVICES</b>										
	PI 5. Number of technical/expert services	<u>A 39</u> . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	N/A	N/A					
	Research Mentoring	Research Mentor		NONE	NONE					



					AVERAGE				4.14	
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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:**

Continue to be of help to the department by performing your tasks and functions in instructions, research, innovation, and extension

Evaluated & Rated by:

AL FRANJON M. VILLAROYA

Department Head

Date: JAN 14 2025

Recommending Approval

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: JAN 24 2025

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: JAN 30 2025

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya


Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  The monitoring of faculty was done through classroom observations conducted during the 1 <sup>st</sup> semester, SY 2024-2025.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
<b>Coaching</b>  <b>Mr. Beljun P. Enaya</b>	Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024.  Mr. Enaya said that he could not exactly point out the reason for an “S” remark on				The faculty concerned was informed of the TPES results of the 2 <sup>nd</sup> semester, SY 2023-2024 and was given advice and reminders.


	<p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</i></p>				
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
AL FRANJON M. VILLAROYA  
 Immediate Supervisor

Noted by:

  
GLENN G. PAJARES  
 Next Higher Supervisor

## “Exhibit H”

## TRACKING TOOL FOR MONITORING TARGETS

**(July-December 2024)**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				July- Septem- ber	October - Decemb er		
<b>MFO 2. Higher Education Services</b>							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Beljun P. Enaya Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat	August-December	/	/		Actual accomplishments exceeded the targets
		<u>Part-timers</u> Cañezzo, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel Manacpo, Nicole Ivy Amigo, Jim Rhodel Billones, Kim Juravee	August-December	✓	✓		



		Abelardo, Gella Mae					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	July - December 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	August-December	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	December		✓		Due for submission at the end of semester
<b>MFO3. Research Services</b>							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong			✓		Published in international and national/local peered journals
<b>MFO5, Extension Services</b>							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez	July-December 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. STEPS – A Student and Teacher Enhancement Project for the Seminaries in Leyte
<b>MFO 5. Support to Operations</b>	Participates in all activities conducted by the department, college and the university	Faculty and Staff	July-December	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	All Faculty & Staff	July-December	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	July-December 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
<b>MFO 6. General Administration and Support Services (GASS)</b>							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	July-December 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	July-December 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	August 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	July-December 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 <sup>nd</sup> sem 24-25	Head & Department Personnel Committee	December 2024		✓		
<b>P9 Additional Outputs</b>							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	July-December 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:

  
**AL FRANJON M. VILLAROYA**  
 Department Head



# Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: MARY ANN G. COBICO

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 the GE courses ScSc16 and ScSc11N	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	August 2024	December 2024	December 2024	Impressive	Very Satisfactory	
2	Assist students' concerns through students consultation	Will improve students' performance	August 2024	December 2024	December 2024	Impressive	Outstanding	
3	Class preparation	Will prepare learning guides, quizzes, and activities	August 2024	December 2024	December 2024	Impressive	Very Satisfactory	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	August 2024	December 2024	December 2024	Impressive	Very Satisfactory	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	August 2024	December 2024	December 2024	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	August 2024	December 2024	December 2024	Impressive	Outstanding	

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

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

Prepared by:

  
AL FRANJON M. VILLAROYA  
 Department Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Mary Ann G. Cobico**

Performance Rating:

Aim: To engage in research or extension projects and improve teaching strategies

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

Date: January 2024

Target Date: December 2024

First Step:

- a) Involve in research or extension projects which the Department has started to work on.
- b) Simplify discussions more so that students with different levels of intellectual abilities will be able to comprehend.
- c) Employ different teaching strategies to suit the learning styles of the students.

Date: January 2024

Target Date: December 2024

Next Step:


To write her thesis manuscript into publishable research articles and submit to reputable peer referred journals.

Final Step/Recommendation: NA

Prepared by:

  
AL FRANJON M. VILLAROYA  
Department Head

Conforme:

  
MARY ANN G. COBICO  
Faculty



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

**Second Semester AY 2023-2024**

**Name of faculty:** COBICO, MARY ANN G.

**Department:** Dept. of Philosophy and Social Sciences

**College:** College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	5.00	Outstanding	100.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	5.00	Outstanding	100.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	4.00	Very Satisfactory	80.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	5.00	Outstanding	100.0%
ScSc 16	LIFE AND WORKS OF RIZAL	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
Average Rating			4.83	Outstanding	96.67%

**Source:** Results of Teaching Performance Evaluation by Students filed at IEO

**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: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

COBICO, MARY ANN G.

Name and Signature of Faculty

Date: 1-6-2025

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

