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

Name of Faculty Member: **DAISY P. ACORITAY**

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%)		3.17 x 50% = 1.585	
TOTAL for Instruction	95%	4.055	3.852
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	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		4.102

EQUIVALENT NUMERICAL RATING: 4.102
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.102**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Daisy Pacayi Acoritay

DAISY P. ACORITAY
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

mtplneto

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAISY P. ACORITAY, a faculty member of the DEPARTMENT OFLIBERAL ARTS AND BEHAVIROAL 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 2022.

Approved:

DAISY P. ACORITAY
Assistant Professor 2
Date: December 6, 2022

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

MA. THERESA P. LORETO
College Dean
Date: JAN 1 3 2023

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	LTNG221: Language Testing	1	0.33	5	5	5	5.00	The course is currently offered with one MagDev student
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	2	0	NA	NA	NA	NA	There was no graduate student assigned to me by the graduate school
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	NONE					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	NONE					
		A.4 Number of Student Applications to the MS/Magdev Programs Evaluated	Acts as Chair of the Dept. Graduate Admission Committee	1	4	5	5	5	5.00	Served as the Graduate Admission Committee Chair in DLABS for MSLT, MAgDev, and MEd programs.
		A5 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	2	5	5	4	4.67	I had Mr. Rafael Baes-MSLT and Ms. Lee Modina -MEd, Catherine Dapar MagDev, Filip Svehelka, an Erasmus Mundus scholarship recipient from
	PI 9: Number of instructional materials developed *	**A6** . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	4	4.67	Shared lesson on PPT and e-books.

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	NONE					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	E-bboks, PPT, and Reading Materials
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	3	5	5	5	5.00	
		A 7 : 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	NONE					
		A 8 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Google Classroom
	PI 10 . Additional outputs:	A 9. 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	5	5.00	Reading materials available on Google Classroom
		Number of Students evaluated in Final Oral Examination	Evaluator	0	1	5	5	5	5.00	Jessamyne Jade Meliton (MSLT)

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	Purposive Communication, Language Policies and Programs, Foreign Language, , and Language Research 2: Undergraduate Thesis	18	22.83	5	5	5	5.00	I handled Purposive Communication (2), Language Policies and Programs(1), Foreign Language (1), and Language Research(1)
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	7	5	5	5	5.00	Purposive Communication (2), Language Policies and Programs(2), Foreign Language (2), and Language
	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	2	2	5	5	4	4.67	
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	NONE					
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	8	5	5	5	5.00	Purposive Communication (3), Language Policies and Programs(1), Foreign Language (2), and Language Research(1)
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Purposive Communication (2), Language Policies and Programs(2), Foreign Language (1)
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	10	5	5	5	5.00	These are ABELS students

		A17 . Number of students advised on thesis/ field practice/special problem:								Mary Rose Aseniero, Bernard Bacusmo, Lowell Samo
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Aseniero, Mary Rose; Bacusmo, Bernard; Samo, Lowell
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	163	5	5	5	5.00	Purposive Communication (3), Language Policies and Programs(1), Foreign Language (1), and Language Research(3)
	PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	Advises student organizations recognized by USOO	NONE	NONE					
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	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					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	5	5	4	4.67	Purposive Communication, Foreign Language, and LanguagePlanning
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	50	5	5	5	5.00	Purposive Communication, Foreign Language, Language Planning, Undergraduate Thesis
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	70	5	5	5	5.00	Purposive Communication, Foreign Language, and LanguagehPlanning
		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	none					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	8	5	5	5	5.00	Purposive Communication, Foreign Language, and Language Planning
	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	5	5	5	5	5.00	Relevant documents for AREA II in preparation for the AACCUP

	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	NONE						
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	7	5	5	5	5.00	Google Classrooms for 7 classes
				SUB-TOTAL				4.94	

UMFO 3 . RESEARCH SERVICES

PI 1. Number of research	A27. Number of research outputs in the	Conducts research for possible utilization by	N/A	N/A					
PI 2. Number of research	A 28. Number of research outputs	Conducts and completes research oroject within the	1	N/A					
PI 3. Percentage of research	A 29. Percentage of research outputs	Writes publishable materials out of research outputs	1	N/A					
	In refereed int'l journals								
	In refereed nat'l/regional journals								
PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and presents research paper in	1	N/A					
	In int'l fora/conferences		1						
	In nat'l/regional fora/conferences		1						
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	N/A					
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or		1	N/A					
	A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly	1	N/A					
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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	1						
				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						
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	N/A	N/A					
PI 3. Number of extension programs organized and supported consistent with the	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	N/A	N/A					

PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	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	N/A	N/A					
Research Mentoring	Research Mentor		NONE	N/A					
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	N/A					
Resource Persons	Resource Persons		NONE	N/A					
Convenor/Organizer	Convenor/Organizer		NONE	N/A					
Consultancy	Consultant		NONE	N/A					
Evaluator	Evaluator		NONE	1					
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	N/A					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	N/A					
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	N/A					
				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	Ensures that all the QMS core processes of the university are complied with in the performance of	zero non-conformity	zero non-conformity	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	100% compliant	5	5	5	5.00	
	On program accreditations		N/A						
	On institutional accreditations		N/A						

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	no complaint	no complaint	5	5	5	5.00	

				NONE	NONE						
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		NONE	NONE						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		NONE	NONE						
					SUB-TOTAL					5.00	
Total Over-all Rating											
Average Rating											
Adjectival Rating											

Average Rating (Total	
Additional Points:	
Approved Additional	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Ms. Acoritay is mindful of her delivarables which is expected of her as a faculty member of DLABS. Finishing her doctorate degree would be a welcome development for the department.

Evaluated & Rated by:

JETT 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: **Daisy P. Acoritay**

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 Purposive Communication, Language Testing, Language Planning and Program, and Foreign Language	Delivered lessons on Purposive Communication among First Year students, Language Testing with MagDev, Language Planning and Program for BSED-English, and Foreign Language with ABELS	August 2022	December 2022	December 2022	Impressive	Outstanding	
2	Prepares Learning Guide for Purposive Communication, relevant instructional materials, and assessment for the Language Testing, Language Planning and Program, and Foreign Language	She gives the students sound lessons, appropriate instructional materials, and effective assessment procedures. She conducts relevant classroom activities to help students improve their communication skills, analytical skills, and research abilities.	August 2022	December 2022	December 2022	Impressive	Outstanding	
3	Class Preparation	Prepare relevant language learning materials, quizzes, and activities	August 2022	December 2022	December 2022	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	August 2022	December 2022	December 2022	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	August 2022	December 2022	December 2022	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Accomplish the requirements posted for AACCUP Accreditation of AREA II	August 2022	December 2022	December 2022	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: DAISY P. ACORITAY, M.E.
Performance Rating:

Aim: Improve student evaluation ratings in all classes, attend research conferences in language studies and education either national or international field. Also, she has to pursue finish her doctorate.

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

Date: July 2022   Target Date: One year from the date of a one-on-one meeting with students and involved in international, national, and local language studies and education research conferences to present research papers qualified for publication.

First Step:
Review the lessons in Purposive Communication, Language pedagogy, Sociolinguistics, and foreign language classes and adapt them to the needs of the students.

Result:

The faculty was able to offer teaching and learning support to students. In addition to the safety measures to avoid COVID-19, the teacher also offered the requisite steps to adopt leniency toward the academic requirements of students.

Date: December 2022   Target Date: End- of first semester

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit copies of e-class records that reflect the academic response Provide copies or links to the appropriate journals in all her classes.

Outcome:

There was the adoption made appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Following the flexible learning scheme, the faculty and students were unable to meet in the classroom for face-to-face conversation, so, both the students and the faculty have to meet on the available video conference applications to interact.

Final Step/Recommendation:

        The Faculty will continue to study at the CNU Graduate School and submit related research papers in language studies for publication.

Prepared by:

JETT C. QUEBEC, Ph.D.
Unit Head

Conforme:

DAISY P. ACORITAY
Employee