SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period:JULY-DECEMBER 2023

Name of Faculty Member: **MARY GRACE P. ENAYA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.93 x 95% = 4.684	
b. Students (50%)			
TOTAL for Instruction	95%	4.68	4.684
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%	5.000 x 5% = 0.250	0.250
TOTAL	100%		**4.934**

EQUIVALENT NUMERICAL RATING: 4.934
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.934**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARY GRACE P. ENAYA
Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA
Department Head

Recommending Approval:
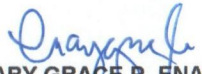
MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY GRACE P. ENAYA, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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 _____ AUGUST-DECEMBER 2023

Approved:

MARY GRACE P. ENAYA
Instructor I
Date: December 14, 2023

MARIA VANESSA E. GABUNADA
Department Head
Date: 10 JAN 2024

MA. THERESA P. LORETO
College Dean
Date: JAN 2 3 2024

FTE/sem

4.0
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines s	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and ...
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE			NA	NA					
	PI 8: Number of graduate students advised *	A2. Number of students advised			NA	NA					
		A3. Number of students advised on thesis/special problem/dissertation			NA	NA					
		As GAC Chairman			NA	NA					
		AS GAC Member			NA	NA					
		A4. Number of students entertained for consultation purposes			NA	NA					
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review			NA	NA					
		On-line ready courseware			NA	NA					

		Supplemental learning resources			NA	NA				
		Assessment tools			NA	NA				
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor			NA	NA				
		A 7 : Number of virtual classroom created and operational			NA	NA				
	PI 10 . Additional outputs:	*A 8. Other outputs implementing the new normal due to covid 19*			NA	NA				
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	38.85	5	5	4	4.67
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	5	6	5	5	4	4.67
		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	NONE	NONE				
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	5	5	5	5.00
		A13 . Number of long examinations administered and checked	exam preparation and checking	Administers and checks examination for subjects taught	5	6	5	5	5	5.00
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	20	20	5	5	5	5.00
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	NA	NA				
	PI 8: Number of students advised: *	A16. Number of students advised:		*Acts as academic adviser to students*	NA	NA				
		A17 . Number of students advised on thesis/ field practice/special problem:			NA	NA				
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	NA	NA				
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	NA	NA				
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis, and grades	5	20	5	5	5	5.00
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		*Advises student organizations recognized by USOO*	NA	NA				

	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	NA	NA					
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							
	On-line ready courseware		Prepares Instructional module	1	1	5	5	5	5.00	
	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.	5	10	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	NONE	NONE					
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	4	4	5	5	5	5.00	
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:			NA	NA					
	Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	NA	NA					
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA	NA					
	A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	NA	NA					
									4.93	
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	NA	NA					
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	NA	NA					

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	NA	NA					
	In refereed int'l journals			NA	NA					
	In refereed nat'l/regional journals			NA	NA					
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	NA	NA					
	In int'l fora/conferences			NA	NA					
	In nat'l/regional fora/conferences			NA	NA					
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	NA	NA					
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			NA	NA					
	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	NA	NA					
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	NA	NA					
	A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	NA	NA					

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	NA	NA					
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	NA	NA					

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		Implementes duly approved extension projects	NA	NA					
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	NA	NA					
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	NA	NA					
Research Mentoring	*Research Mentor*			NA	NA					
Peer reviewers/Panelists	*Peer reviewers/Panelists*			NA	NA					
Resource Persons	*Resource Persons*			NA	NA					
Convenor/Organizer	*Convenor/Organizer*			NA	NA					
Consultancy	*Consultant*			NA	NA					
Evaluator	*Evaluator*			NA	NA					
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	NA	NA					
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			NA	NA					
	A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	NA	NA					
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 theQMS 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						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	Pilot Plant Manager									
	On institutional accreditations	SSF Rootcrop facility incharge									
									5.00		

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

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint							Zero % non-conformity
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						
	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						
Total Over-all Rating											
Average Rating			Provides customer friendly frontline services to clients								
Adjectival Rating			Initiates/introduces improvements in performfing functions resulting to best practice								

Average Rating (Total Over-all rating divided by number of entries)				**Comments & Recommendations for Development Purpose:** Ms. Enaya performs well in teaching and other department committee-related tasks. Finishing her Ph.D. would be a great development in her profession.
Additional Points:				
Approved Additional points (with copy of approval)				
FINAL RATING				
ADJECTIVAL RATING				

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Department Head

Date: **1 0 JAN 2024**

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences

Date: **JAN 2 3 2024**

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: Feb 14 2024

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Mary Grace P. Enaya**

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 two courses (Great Book and Philippine Popular Culture)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops, provide minutes of the meeting	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
8	Attend meetings and participate in the discussion	Will attend meetings on time	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
9	Endorse courses before my maternity leave	Documents will be submitted to the department head and other offices	August 2023	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	

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

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

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY GRACE P. ENAYA
Performance Rating: OUTSTANDING

Aim: To teach classes and endorse these classes before her maternity leave

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

Date: August 2023   Target Date: December 2023

Step/s:

Reminded Ms. Enaya to submit needed requirements and documents for her reinstatement and maternity leave
Reminded Ms. Enaya to endorse her classes to assigned faculty members

RESULT:
      Ms. Enaya has submitted needed documents and has endorsed her classes

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Conforme:

MARY GRACE P. ENAYA
Name of Ratee/Faculty/Staff