

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member:

KAY T. JUANILLO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.93 x 50% = 2.465	
b. Students (50%)		4.67 x 50% = 2.335	
TOTAL for Instruction	90%	4.80	4.320
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		4.820

EQUIVALENT NUMERICAL RATING: 4.820

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.820

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

KAY T. JUANILLO

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, KAY T. JUANILLO, 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 JULY-DECEMBER 2023

KAY T. JUANILLO

Instructor I

Date: 04 JAN 2024

Approved:

MARIA VANESSA E. GABUNADA

Department Head

Date: 10 JAN 2024

MA. THERESA P. LORETO

College Dean

Date: JAN 23 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	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											
	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 developed *	A5. Number of on-line ready coursewares developed and submitted for review		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 were reviewed by TRP & edited by MMDC editor			Submits the course were 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 Moodle 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	38.7	5	5	5	5.00	Humn13n(4 sections), Comm11 (1 section), Humn12n(1 section), Humn11(1 section), Elst200.1, Elst 200.1
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	12	15	5	5	4	4.67	Final Grades for Humn12n (4 sections), Humn11 (2 Section), Elst 200.1 (1 section); Midterm Grades
	A11. 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	7	N/A					
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	3	4					DALL Curriculum Review, CAS Curriculum Review, ABELS Syllabus Writeshop, DALL Strategic Planning
	A13. Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	12	8	5	5	5	5.00	Humn11, Humn12n, Humn13n, Comm11
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10	12	5	5	4	4.67	Comm11, Humn11, Humn12n, Humn13n
	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	3	2	5	5	4	4.67	Humn12n, Comm11
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	15	30	5	5	5	5.00	ABELS Students
	A17. Number of students advised on thesis/ field practice/special problem:			2	4	5	5	5	5.00	ABELS Students
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	4	4.67	ABELS Students
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	7	5	5	5	5.00	ABELS Students
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	Humn11, Humn12n, Humn13n, Comm11, Elst 200.2, Elst 200.1

	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	1	1	5	5	5	5.00	AB English Language Studies Society (ABELSS)
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	AB English Language Studies Society (ABELSS)
	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	2	5	5	5	5.00	Humn12n, Humn11
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Learning materials and assessment tools for Humn11, Humn12n, Humn13n, Comm11, ELst200
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	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	3	1	5	5	5	5.00	Learning Materials for Humn12n
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	Virtual Classrooms for Humn11, Humn12n, Humn13n
	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	N/A					
		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	N/A	N/A					
											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	1	n/a					
	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	0					
	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	2	0					

		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	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 scientific for a/conferences	1	n/a					
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	PI 5. Percent of research proposals approved *	A 31. Percentage 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	Netspeak and its Influence to the Language Skills of VSU Students
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	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	1	none					
		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					
		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					
										5.00	
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	1	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	1	n/a					
	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		Implements duly approved extension projects	1	n/a					

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 performing 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										
	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. Juanillo performs well in her classes and other department-related tasks. She is a dedicated ABELSS Adviser. Purduing Ph.D. can improve her expertise in her specialization.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date:

10 JAN 2024

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 23 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: Feb 14 2024

Exhibit I


PERFORMANCE MONITORING FORMName of Employee: **KAY T. JUANILLO**

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: <ul style="list-style-type: none"> • Reading Visual Arts • Art Appreciation • Purposive Communication • Language Research 2 	Conducted classes, computed grades per course, provided additional learning materials, and achieve an outstanding result in students' performance evaluation	July 2023	December 2023	July to December 2023	Impressive	Outstanding	
2	Assist students' concerns through student consultation	Aid in students' concerns on the subject (Humn12n, Humn11, Humn15n, Comm11, Elst200)	July 2023	December 2023	July to December 2023	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, and virtual classroom	July 2023	December 2023	July to December 2023	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn12n, Humn11, Humn13n, Comm11, Elst200)	July 2023	December 2023	July to December 2023	Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	July 2023	December 2023	July to December 2023	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	July 2023	December 2023	July to December 2023	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2023	December 2023	July to December 2023	Impressive	Outstanding	

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

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

Prepared by:


MARIA VANESSA E. GABUNA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **KAY T. JUANILLO**

Performance Rating:

Aims:

- To deliver quality education to students and engage them in diverse activities related to the course.
- To create and adopt multiple teaching and learning strategies that will encourage the acquisition of knowledge appropriate to the changing academic setup.
- To enhance knowledge and gain new skills and ideas by attending professional conferences.
- To promote a healthy working environment by strengthening the interpersonal relationship among co-workers.

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

Date: JANUARY 2024

Target Date: JUNE 2024

- Review and revise learning materials that improve student learning.
- Provide support to students and develop new learning skills.
- Attend seminars and training related to the field of specialization.
- Participate in university and department activities.

Outcome: N/A

Final Step/Recommendation: NA

Prepared by:


MARIA VANESSA E. GABUNADA

Department Head

Conforme:


KAY T. JUANILLO
Ratee/Faculty