# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
# WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ANGELIE E. GENOTIVA**

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|---|---|---|---|
| (1) | (2) | (3) | (2x3) |
| | | | |
| 1.   Instruction | | | |
| a.  Head (50%) | | 4.98  x    50%   =  2.490 | |
| b.  Students  (50%) | | 4.00  x    50%   =  2.000 | |
| TOTAL for Instruction | 80% | 4.49 | 3.592 |
| | | | |
| 2.   Research | 15% | | |
| a. Client/Director for Research | | | |
| b. Dept. Head/Center Director | | 4.96 x      15% =   0.744 | |
| TOTAL for Research | | | 0.744 |
| 3.   Extension | | | |
| a. Client/Director for Extension | | | |
| b. Dept. Head/Center Director | | | |
| TOTAL for Extension | | | |
| 4.   Production | | | |
| 5.   Administration/Other Services | 5% | 5.00 x      5% =  0.250 | 0.250 |
| TOTAL | 100% | | 4.586 |

EQUIVALENT NUMERICAL RATING:     4.586
Add: Additional Points, if any:     _____
TOTAL NUMERICAL RATING:     **4.586**

ADJECTIVAL RATING:     **VERY SATISFACTORY**

Prepared by:

**ANGELIE E. GENOTIVA**
Name of Faculty

Reviewed by:

**JETT C. QUEBEC**
Department Head
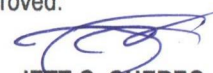
Recommending Approval:

**MA. THERESA P. LORETO**
Dean, CAS

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELIE E. GENOTIVA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL 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 JANUARY-JULY 2021

Approved:

**ANGELIE E. GENOTIVA**
Instructor I
Date: August 2, 2021

**JETT C. QUEBEC**
Department Head
Date: July 30, 2021

**MA. THERESA P. LORETO**
College Dean
Date: Aug. 10, 2021

| 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 _____) |
|---|---|---|---|---|---|---|---|---|---|---|
| **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 | | | | | Not applicable for the faculty does not handle graduate school courses |
| | **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 | | N/A | N/A | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | N/A | N/A | | | | | |

| | | | | N/A | N/A | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | | | | | | | |
| | | 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 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 | | | | | |
| | | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle 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 per semester | 35.7 | 5 | 5 | 5 | 5.00 | Handled SCSC 13n and UCSP 112 classes |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 10 | 7 | 5 | 5 | 5 | 5.00 | Submitted gradesheets for SCSC 13N and UCSP classes |
| | | 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 | 10 | 5 | 5 | 5 | 5.00 | 10 INC forms with grades for SHS students |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 2 | 5 | 5 | 5 | 5.00 | 1. Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference", March 15-16, 20211. 2 TURNITIN |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 20 | 21 | 5 | 5 | 5 | 5.00 | 3 long exams each for 7 classes |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 30 | 35 | 5 | 5 | 5 | 5.00 | 5 quizzes each for 7 classes |
| | | 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 adviserto students | N/A | N/A | | | | | |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | N/A | N/A | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | N/A | N/A | | | | | |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | N/A | N/A | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | *A18* . *Number of students entertained for consultation purposes* | Entertains students consulting on subject taught, thesis and grades | 20 | 30 | 4.5 | 5 | 5 | 4.83 | Entertained consultations from students of Scsc 13n and UCSP 112 |
| | **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 | 1. Adviser for VSU DEBATE SOCIETY |
| | | *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 | 1. Adviser for VSU DEBATE SOCIETY |
| | **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 | 1 | 2 | 5 | 5 | 5 | 5.00 | Prepared Instructional materials for ScSc 13n and UCSP 112 |
| | | *On-line ready courseware* | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 2 | 5 | 5 | 5 | 5.00 | Prepared courseware for ScSc 13n and UCSP 112 |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 10 | 15 | 4.5 | 5 | 5 | 4.83 | Prepared Power Point presentation, video clips, movie clips, reading assignments for SCSC 13n and UCSP |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 10 | 10 | 5 | 5 | 5 | 5.00 | Prepared assessment tools such as long exam and quizzes for ScSc 13n and UCSP |
| | | **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 | 1 | 2 | 5 | 5 | 5 | 5.00 | Submitted course ware for Scsc 13n and UCSP duly reviewed by TRP for editing |
| | | **A 24 :** Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 10 | 10 | 5 | 5 | 5 | 5.00 | Created virtual classroom using either Google Classroom or Moodle for ScSc 13n and UCSP |

| PI | Activity | Description | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| **PI 11**. Additional outputs | **A 25**. Number of Additional outputs accomplished: | Reviews syllabus as member of the department's Technical Review Panel | 0 | 2 | 5 | 5 | 5 | 5.00 | Reviewed syllabus for Philo 11n and Scsc 24 |
| | | Reviews TOS as member of the department's Technical Review Panel | 0 | 2 | 5 | 5 | 5 | 5.00 | Reviewed TOS for Philo 11n and Scsc 24 |
| | | Program accreditation/evaluation | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 1 | 1 | 5 | 5 | 5 | 5.00 | Prepared documents related to DLABS Preliminary Survey Visit |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | N/A | 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | Prepared online ready courseware |
| | | | | AVERAGE | | | | 4.98 | |

**UMFO 3 . RESEARCH SERVICES**

| PI | Activity | Description | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| **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 | 2 | 5 | 5 | 5 | 5.00 | 1. "Social Impact and the Role of the Local Government in a Ridge to Reef Conservation Project in Pilar, Camotes Cebu" and 2. "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime". |
| **PI 2**. Number of research outputs completed within the year * | **A 28.** Number of research outputs completed within the year * | Conducts and completes research oroject within the year | 1 | 1 | 5 | 5 | 5 | 5.00 | Partially done with the study entitled "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime" |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **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 | 0 | | | | | None |
| | *In refereed int'l journals* | | 1 | 1 | 5 | 5 | 4.5 | 4.83 | Submitted for review to the Asia Pacific Viewpoint Journal, a paper entitled "Contextualizing Meanings: The Subjective Understanding of Resilience in a post-Haiyan Context in |
| | *In refereed nat'l/regional journals* | | 1 | NONE | | | | | |
| **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 | 1 | 0 | | | | | none |
| | *In int'l fora/conferences* | | 1 | 0 | | | | | none |
| | *In nat'l/regional fora/conferences* | | 1 | 0 | | | | | none |
| **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 | "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime" |
| **PI 6**. Additional outputs* | **A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty) | | 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 | NONE | | | | | | |
| | **A 34**. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | 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 | NONE | | | | | | | |
| | | | | | AVERAGE | | | | 4.96 | | |

**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 | 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 | | | | | | | |
| | 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 | 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 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 | 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 | | | | | | | |
| | Research Mentoring | Research Mentor | | NONE | | | | | | | |
| | Peer | Peer reviewers/Panelists | | NONE | | | | | | | |
| | Resource Persons | Resource Persons | | NONE | | | | | | | |
| | Convenor/Organizer | Convenor/Organizer | | NONE | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| *Consultancy* | *Consultant* | | NONE | | | | | | | |
| *Evaluator* | *Evaluator* | | NONE | | | | | | | |
| PI 8. Percent of extension proposals approved * | A 41. Percent of extension proposals approved * | Prepares extension project | NONE | | | | | | | |
| PI 11. Additional outputs * | A 42. No. of extension-related awards | | NONE | | | | | | | |
| | A 43.Other outputs implementing the new normal due to covid 19 | Designs extension related activities and other outputs to implement new normal | NONE | | | | | | | |

## 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 | 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 | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 100% compliant | 100% compliant | 5 | 5 | 5 | 5.00 | | Preliminary Survey Visit of ABELS and MSLT |
| | On institutional accreditations | | N/A | | | | | | | |

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

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline | Provides customer friendly | | Zero % non-complaint | | | | | | |

| | | | | 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 | | | | | | | | |
| | | A 48.Other outputs implementing the | Designs administration/management | NONE | | | | | | | | |
| | | | | | AVERAGE | | | | 5.00 | | | |
| | 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. Genotiva is a determined and focused faculty of DLABS.She accomplishes task given to her on time. A doctorate degree is a welcome development.

Evaluated & Rated by:

**JETT C. QUEBEC**
Department Head
Date:   July 30, 2021

Recommending Approval

**MA. THERESA P. LORETO**
Dean, College of Arts and Sciences
Date:___Aug. 10, 2021____

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date:___8/13/21_____

Exhibit I

# PERFORMANCE MONITORING FORM

Name of Employee: **ANGELIE E. GENOTIVA**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommen dation |
|---|---|---|---|---|---|---|---|---|
| 1 | Teach two courses (ScSc13n and UCSP 112) | Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation | January 2021 | June 2021 | June 2021 | Impressive | Outstanding | |
| 2 | Assist students' concerns through students consultation | Will improve students' performance | January 2021 | June 2021 | June 2021 | Impressive | Outstanding | |
| 3 | Class preparation | Will prepare online ready course wares, learning guides, virtual classrooms, quizzes, and activities | January 2021 | June 2021 | June 2021 | Impressive | Outstanding | |
| 4 | Submission of midterm grades and final grades | Grades will be submitted to the university registrar | January 2021 | June 2021 | June 2021 | Impressive | Outstanding | |
| 5 | Participate in all activities conducted by the department, college and the university | Attendance sheet; will present certificates if possible | January 2021 | June 2021 | June 2021 | Impressive | Outstanding | |
| 6 | Perform other functions assigned by the department head | Certificate of the trainings and workshops | January 2021 | June 2021 | June 2021 | 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: **Angelie E. Genotiva**

Performance Rating: **Very Satisfactory**

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 2021                                     Target Date: One year from today

First Step:
   a) Required her to be involved on research or extension projects which the Department has started to work on.
   b) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:
   She is currently connected to one research project approved by the university.
   She has employed several teaching strategies that simplified her discussions relative to the different levels of intellectual abilities of her students

Date: January 2021                                     Target Date: December 2021

Next Step:

   She was advised to write her thesis manuscript into publishable research articles and submit them to reputable peer referred journals.

Outcome: She has submitted for review two manuscripts to a CHED recognized journal

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

ANGELIE E. GENOTIVA
Faculty/Ratee