

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Michelle Aubrey D. Cabase**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.48	
b. Students (50%)		2.42	
TOTAL INSTRUCTION	70%	4.90	3.43
2. Research	15%	4.00	0.60
3. Extension	5%	4.00	0.20
4. Support Operations	5%	4.33	0.22
5. Gen. Adm. & Support Services	5%	4.00	0.20
TOTAL			4.65

EQUIVALENT NUMERAL RATINGS:

4.65

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING:

4.65

ADJECTIVAL RATING:

Outstanding

Prepared by:

macabasedr

MICHELLE AUBREY D. CABASE

Name of Faculty

Reviewed by:

Zyra May H. Centino

ZYRA MAY H. CENTINO

Head, DOE

Recommending Approval

Lilian B. Nunez

LILIAN B. NUNEZ

Dean, CME

Approved:

Rotacio S. Gravoso

ROTACIO S. GRAVOSO

Vice President for Academic Affairs



Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Michelle Aubrey D. Cabase, a faculty member of the DEPARTMENT OF ECONOMICS 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-Dec. 2024

Ratee:

macabasedr

MICHELLE AUBREY D. CABASE

Instructor I

Date: 1/10/25

Approved:

[Signature]
ZYRA MAY H. CENTINO

Department Head

Date: 1/10/25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accomplishment (Jul-Dec 2024)	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 1: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned		4	5	5	5	5.00	
	PI 2: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students		2	5	5	5	5.00	
		A3 . Number of students advised on thesis/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		<u>A4 . Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty		2	5	5	5	5.00	
	<u>PI 3:</u> Number of instructional materials developed *	<u>A5 . Number of on-line ready coursewares developed and submitted for review</u>	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof		1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		2	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		2	5	5	5	5.00	
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom		2	5	5	5	5.00	
	<u>PI 3 . Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 1:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	20	42.50	5	5	5	5.00	
		<u>A10 . Number of grade sheets submitted within prescribed period</u>	Prepares gradesheet and submits on or before deadline	2	11	5	5	5	5.00	
		<u>A 11 . Number of INC forms with grade submitted within prescribed period</u>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	6	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	10	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	43	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	2	16	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	18	48	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As Thesis/field practice/ special problem adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		6	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	3	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>		2	5	5	5	5.00	

		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		2	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		4	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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	4	4	4	4.00	
	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 (RQAT)							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU * (Coordinate LGU links for IM's delivery as implementing the new normal)							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal * Number of learning guides, obelidzed syllabus, TOS and item analysis evaluated							
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	4	4	4	4.00	

	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							
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<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							
		<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 of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							

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 * (Active partnership with LGU-students IM's)							
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							
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							
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							
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							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator			1	4	4	4	4.00	
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							

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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 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 % complaint	zero complaint	4	4	4	4.00	
		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% complaint	zero complaint	4	4	4	4.00	
		On program accreditations								
		On institutional accreditations								
		A.46. Number of seminars/trainings/workshop attended outside the university								
		International								
		National								
		Regional								
		Institutional								
		A.47. Number of meetings attended	Department meeting	6	12	5	5	5	5.00	
		A.48 Number of meeting attended (APB, UAC, etc)								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 49. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	zero complaint	4	4	4	4.00	
	PI 3: Additional Outputs	A 50. 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							

		A.51. Number of meetings presided								
		A.52. Number of staff evaluated/monitored								
		A.53. Number of committee membership		2	3		4	4	4	4.00
		A.54. Number of meetings attended outside of the university								
		A.55. Other outputs implementing the new normal due to covid 19								
	Total Over-all Rating									138.00
	Average Rating									4.76
	Adjectival Rating									O

Evaluated & Rated by:

ZYRA MAY H. CENTINO

Department Head

Date: 1/10/25

Recommending Approval

LILIAN B. NUNEZ

Dean, CME

Date: 1/10/25

Comments & Recommendations for Development Purpose:

More involvement in research & extension.

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 1/14/25

PERFORMANCE MONITORING & COACHING JOURNAL
July-December 2024


Name of Office : Department of Economics
Head of Office : Prof. Zyra May H. Centino
Number of Personnel : 8 Regular Faculty, 2 Admin Staff, 1 Part Time, 1 GTA, 4 Affiliate Faculty

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job-related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department		Attendance certificate Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/college memo/notice of meeting	Attendance certificate	July-Dec. 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Oct. & Dec. 2024 (e-copy.)
Coaching & Mentoring					
Discuss ways to improve classroom		Teaching performance			All faculty members were


management, teaching methods, IMs and syllabus preparation and evaluation reports of staff.		evaluation results especially the negative feedbacks from students were discussed with the concerned faculty			given copy of their TPES regarding the students evaluation (July-Dec. 2024)
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ZYRA MAY H. CENTINO
 Head, DOE

Noted by:


LILIAN B. NUNEZ
 Dean, CME

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JUL	AUG	SEPT	OCT	NOV	DEC	
MFO 1. Advanced & Higher Education Services	Teaching	ALL FACULTY	JULY-DEC. 2024							
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	ALL FACULTY	JULY-DEC. 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentations				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON, BCON 146, AGECE 199-A, ECON 133,AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214
	Spent Hours For Students Consultations (virtual)	ALL FACULTY	JULY-DEC. 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		ZYRA MAY H.	JULY – DEC.							Head, Academic Advisers

		<i>CENTINO</i>	2024							
	Gives Assignments, Quizzes, Exams, Etc.	<i>All Faculty</i>	JULY –DEC. 2024	Gives quizzes and long exams as agreed in the class			Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	<i>All Faculty</i>	JULY-DEC. 2024				Midterm Grades		Final Grades	BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON, BCON 146, AGECE 199-A, ECON 133,AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214
	Prepares power point lecture materials	<i>All Faculty</i>	JULY-DEC. 2024							BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON,

[illegible]

	ons.									
	Delivers, processes and facilitates documents	<i>COSUGANOB/ ANELITO C. PERNITO</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledgment letters and other communications.	<i>COSUGANOB</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports, Vouchers, Purchase Requests/PP MP
	Records and releases documents.	<i>COSUGANOB/ ANELITO C. PERNITO</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	<i>COSUGANOB</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, docs from other offices.
	Photocopies documents and other communications.	<i>COSUGANOB/ ANELITO C. PERNITO</i>	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments

	Clean offices and surroundings	ANELITO C. PERNITO	July-Dec. 2024	Daily	Daily	Daily	Daily	Daily	Daily	
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Prepared by:



ZYRA MAY H. CENTINO
Unit Head

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: Michelle Aubrey D. Cabase

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	August 2024	Dec. 2024	Dec. 2024	Impressive	Outstanding	Done
2	Prepares instructional module/learning materials for face to face classes.	Very Satisfactory	August 2024	Aug.. 2024	Dec. 2024	Impressive	Very Satisfactory	Done
3	Attends meetings and performs functions as chairman/member of different committee of the department	Very Satisfactory	August 2024	Dec. 2024	Dec. 2024	Impressive	Very Satisfactory	Done
4	Performs other functions	Very Satisfactory	August 2024	Dec. 2024	Dec. 2024	Impressive	Very Satisfactory	Done

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


 ZYRA MAY H. CENTINO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Michelle Aubrey D. Cabase
Performance Rating : Very Satisfactory

Aim: To improve teaching capability of faculty member.

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

Date: August 2024

Target Date: September 2024

First Step:

Required Ms. Cabase to prepare and update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned for the 1st semester, A.Y. 2024-2025.

Result:

Updated graduate and undergraduate course syllabi and other teaching materials.

Date: October 2024

Target Date: December 2024

Next Step:

Improved further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Ms. Cabase has prepared and updated instructional materials developed.

Prepared by:


ZYRA MAY H. CENTINO
Unit Head

Conforme:


MICHELLE AUBREY D. CABASE
Ratee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: CABASE, MICHELLE AUBREY D.

Department: Dept. of Economics

College: College of Management and Economics

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
AgSc 123n	INTRODUCTION TO AGRICULTURAL POLICY AND DEVELOPMENT	LEC	5.00	Outstanding	100.0%
ABMg 105	APPLIED ECONOMICS	LEC	4.00	Very Satisfactory	80.0%
AgSc 123n	INTRODUCTION TO AGRICULTURAL POLICY AND DEVELOPMENT	LEC	5.00	Outstanding	100.0%
Econ 101	MICROECONOMICS	LEC	5.00	Outstanding	100.0%
AgEc 21	FARM MANAGEMENT	LEC	5.00	Outstanding	100.0%
AgEc 21	FARM MANAGEMENT	LAB	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: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

CABASE, MICHELLE AUBREY D.

Name and Signature of Faculty

Date: 11/28/24

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

