

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

For SUSAN M. ENAGE

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	0.50	3.22	1.61
	b. Student (50%) from Teaching Performance Eval'n. By-Students	0.50	3.00	1.50
Total for Instruction		100%	3.11	3.11
2.	Administration and Support Services	0%	0.00	0.00
TOTAL		100%	TOTAL EQUIVALENT NUMERICAL RATING	3.11

EQUIVALENT NUMERICAL RATING:

3.11

Add: Additional Points, if any:

-


TOTAL NUMERICAL RATING:

3.11

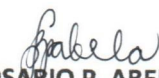
ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

  
**SUSAN M. ENAGE**  
Name of Faculty


Reviewed by:

  
**ROSARIO P. ABELA**  
Department Head

Recommending Approval:

  
**ALEJO A. VILLOCINO**  
Dean/Director


Approved:

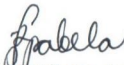
  
**BEATRIZ S. BELONIAS**  
Vice President

Visayas State University  
College of Education  
**VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **SUSAN M. ENAGE**, **Instructor of VSUIHS**, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January, 2019 to June, 2019.

  
**SUSAN M. ENAGE**  
Instructor

  
**ROSARIO P. ABELA**  
Principal, VSUIHS

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	Advanced Education Services    20%									
	1. Graduate Degree Program Management Services									
	0 = 3 1 = 4.8 ≥2 = 5.0	PI 1:_ Number of graduate degree specializations offered and monitored		NA						
	1.5 - 2.0 = 4.8 > 2 = 5.0	PI 2: Total FTE monitored		NA						
	0-25% = 3.0 26 - 90% = 4.5 >90% = 5.0	PI 3: Percentage of students who graduated within the prescribed period		NA						
	2. Graduate Student Management Services									
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	PI 1: Percentage of graduate students awarded with honors/distinction		NA						
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory		NA						

	<b>0-25% = 3.0</b> <b>50% = 4.5</b> <b>26-50% = 5.0</b>	<b>PI 3:</b> Percentage of graduate school faculty engaged in research work applied in any of the ff:	VSUIHS Faculty	0	0	3	3	3	3.00	
		a. Pursuing advanced research degree program	VSUIHS Faculty							
		b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)	VSUIHS Faculty							
		c. Producing technologies for commercialization or livelihood improvement	VSUIHS Faculty							
		d. Whose research work resulted in an extension program	VSUIHS Faculty							
<b>MFO 2</b>	<b>Higher Education Services</b>									
	<b>1. Curriculum Program Management Services</b>									
	<b>&lt;15 = 4.0</b> <b>15 - 17.99 = 4.5</b> <b>18 &amp; above = 5.0</b>	<b>PI 1:</b> Total FTE monitored (Higher Ed and Basic Ed)	VSUIHS Faculty	48	48.65	5	5	5	5.00	
	<b>0 = 3%</b> <b>1-25% = 4</b> <b>26-100% = 5.0</b>	<b>PI 2:</b> Percentage of undergraduate curricular program compliant to CMO, approved and offered		NA						
	<b>below nat'l = 4.0</b> <b>above nat'l up to 75% = 4.5</b> <b>76 - 100% = 5.0</b>	<b>PI 3:</b> Average percentage passing in licensure exam		NA						
		<b>PI 4:</b> Percentage of first time licensure exam takers who passed the licensure exam		NA						
	<b>0 graduate = 3.0</b> <b>100% or more = 5.0</b>	<b>PI 5:</b> Number of graduates who graduated within prescribed period		NA						
	<b>No increase = 4</b> <b>1 - 10% = 4.5</b>	<b>PI 6:</b> Percentage increase in the number of undergraduate students who graduated within prescribed period		NA						



	> 10% = 5.0	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies		NA						
	0 linkage = 3.0 1 - 2 linkage = 4.5 >2 = 5.0	PI 8. Number of academe/industry linkages established		NA						
	100% = 5.0	PI 9: Number of thesis/special problem students:	VSUIHS Faculty	0	0	3	3	3	3.00	
		a. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios advised	VSUIHS Faculty							
		b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	VSUIHS Faculty							
	0 organization = 3.0 1 organization = 4.0 2 or more = 5.0	PI 10: Number of student organizations advised/ assisted	VSUIHS Faculty	1	2	5	5	5	5.00	
	0 IEC = 3.0 1 IEC = 4.0 2 or more = 5.0	PI 11: Number of instructional materials developed/revised	VSUIHS Faculty	1	6	5	5	5	5.00	
		a. OBE-compliant syllabi	VSUIHS Faculty							
		b. Teaching guides/Student guides/ Laboratory Manuals	VSUIHS Faculty							
		c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	VSUIHS Faculty							
		d. On-line interactive learning resources per subject	VSUIHS Faculty							
		PI 12. Number of instruction-related awards	VSUIHS Faculty	0	0	3	3	3	3.00	
MFO 3	Research Services									
		PI 1. Number of published papers in peer-reviewed journals	VSUIHS Faculty	0	0	3	3	3	3	

<b>0 output = 3.0</b> <b>1 - 2 output = 4.0</b> <b>3 - 5 output = 4.5</b> <b>&gt; 5 output = 5.0</b>	<i>In refereed int'l journals</i>							
	<i>In refereed nat'l journals</i>							
	<i>In institutional journals</i>							
	<b>PI 2.</b> Number of patents/Utility Models/copyrights filed and registered	VSUIHS Faculty	0	0	3	3	3	3.00
	<b>PI 3.</b> Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences	VSUIHS Faculty	0	0	3	3	3	3.00
	<i>In int'l fora/conferences</i>							
	<i>In nat'l fora/conferences</i>							
	<i>In reg'l fora/conferences</i>							
	<i>In institutional fora/conferences</i>							
<b>0 prop/proj = 3.0</b> <b>1 - 2 prop/proj = 4.5</b> <b>3 or more prop/proj = 5.0</b>	<b>PI 4.</b> Number of research studies conducted	VSUIHS Faculty	0	0	3	3	3	3.00
	<b>PI 5.</b> Number of research proposals submitted	VSUIHS Faculty	0	0	3	3	3	3.00
	<b>PI 6.</b> Number of research proposals approved	Research Committee	0	0	3	3	3	3.00
<b>None = 3.0</b> <b>100K - 1M = 4.0</b> <b>1.1M - 5M = 4.5</b> <b>&gt;5M = 5.0</b>	<b>PI 7.</b> Amount of research money generated from external funding (Thousand PHP)	VSUIHS Faculty		None				
<b>None = 3.0</b> <b>50K = 4.5</b> <b>&gt;50K = 5.0</b>	<b>PI 8.</b> Amount of research money generated from institutional funding (Thousand PHP)	VSUIHS Faculty		None				
	<b>PI 9.</b> Number of research outputs in the last three years utilized by the industry or other beneficiaries	VSUIHS Faculty	0	0	3	3	3	3.00



	0 awards = 3.0 1 award =4.5 2 or more = 5.0	PI 10. Number of research projects/studies completed within the year	VSUIHS Faculty	0	0	3	3	3	3.00	
		PI 11. Number of research-related awards (research conducted by faculty or student w/ faculty)	VSUIHS Faculty	0	0	3	3	3	3.00	
MFO 4 Extension Services										
	0 pds = 3.0 100 - 500 pds = 4.5 >500 pds = 5.0	PI 1. Number of trainees weighted by the length of training	VSUIHS Faculty	0	0	3	3	3	3.00	
		PI 2: Number of trainings conducted	VSUIHS Faculty	0	0	3	3	3	3.00	
		PI 3. Number of IEC materials/techno-guides developed/used	VSUIHS Faculty	0	0	3	3	3	3.00	
	0 group/ind = 3.0 1 grp/ind = 4.0 > 2 or more = 5.0	PI 4. Number of beneficiaries served	VSUIHS Faculty	0	0	3	3	3	3.00	
		Groups								
		Individuals								
	0 services = 3.0 1 - 10 services = 4.0 10 - 20 services = 4.5 >20 services = 5.0	PI 5. Number of technical/expert services provided/rendered	VSUIHS Faculty	0	0	3	3	3	3.00	
		Research Mentoring			0					
		Peer reviewers/Panelists			0					
		Resource Persons			0					
		Convenor/Organizer			0					
		Consultancy			0					
		Evaluator			0					
	0 proposal = 3.0 1 - 2 proposals = 4.5 3 or more prop = 5.0	PI 6. Number of extension projects conducted	VSUIHS Faculty	0	0	3	3	3	3.00	
		PI 7. Number of extension proposals submitted	VSUIHS Faculty	0	0	3	3	3	3.00	
		PI 8. Number of extension proposals approved	VSUIHS Faculty	0	0	3	3	3	3.00	

	<b>None = 3.0</b> <b>100K - 1M = 4.0</b> <b>1.1M - 5M = 4.5</b> <b>&gt;5M = 5.0</b>	<b>PI 9.</b> Amount of extension money generated from external funding (Thousand PHP)	VSUIHS Faculty	0	0	3	3	3	3.00	
	<b>None = 3.0</b> <b>50K = 4.5</b> <b>&gt;50K = 5.0</b>	<b>PI 10.</b> Amount of extension money generated from institutional funding (Thousand PHP)	VSUIHS Faculty	0	0	3	3	3	3.00	
	<b>0 awards = 3.0</b> <b>1 award = 4.5</b> <b>2 or more = 5.0</b>	<b>PI 11</b> Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	VSUIHS Faculty	0	0	3	3	3	3.00	
		<b>PI 12.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty)	VSUIHS Faculty	0	0	3	3	3	3.00	

**MFO 5 Support to Operations (STO)**

<b>1. Faculty Development Services</b>										
	<b>0 faculty = 4</b> <b>1 - 2 faculty = 4.5</b> <b>&gt;3 faculty = 5.0</b>	<b>PI 1:</b> Number of faculty pursuing advanced degree programs	OVPI, ODAHRD, SFAC, Department							
	<b>2. Faculty Recruitment/Hiring Services</b>									
	<b>0 faculty = 4</b> <b>1 - 2 faculty = 4.5</b> <b>&gt;3 faculty = 5.0</b>	<b>PI 2:</b> Number of faculty recruited/hired aligned with university RSP policy and competency-based HRM	VSULHS Personnel committee & APB							

<b>3. Faculty Evaluation Services</b>										
	<b>0 event = 3.0</b> <b>1 - 2 events = 4.5</b> <b>3 or more events = 5.0</b>	<b>PI 3:</b> Number of seminars/trainings/conventions/workshops organized/coordinated for the entire university	OVPRE							



	0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 4: Number of seminars/trainings/conventions/workshops organized/coordinated outside the university	OVPRE								
	90 - 100% = 5.0 60 - 89% = 4.5 <60% = 4.0	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	OVPI, Department, admin staff								
	0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 6: Number of college/departments-level seminars/trainings/workshops/reviews conducted/ attended/ facilitated	OVPRE								
<b>4. Program and Institutional Accreditation Services</b>											
	100% programs = 5.0 <100% programs = 4.5	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1	NA								
	100% compliant = 5.0 <100% compliant = 4.5	PI 2: Degree program compliant with CHED requirements	NA								
MFO 6	<b>General Admin. &amp; Support Services (GASS)</b>										
	0 complaint = 5.0 1 or more = 4.5	PI 1. Zero complaint from clients (complaints dropped in suggestion boxes, complaints on change of grades and other complaints)	OVPI, College, Department, Units								
		PI 2. Number of complaints addressed within the prescribed time	OVPI, College, Department, Units								
		PI 3: Additional Outputs									
	No initiative = 3.0 1 initiative = 4.5 2 or more initiatives = 5.0	Best practices/new initiatives/innovations	OVPI, College, Department, Units								
		Values Restoration Program									




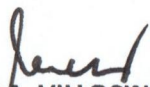
Total Over-all Rating		87.00	Comments & Recommendations for Development Purpose: <i>She is very cooperative and her mentoring skill is laudable .</i>  <i>Needs to finish her master's degree .</i>
Average Rating (Total Over-all rating)		3.22	
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING		Satisfactory	

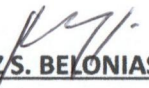
Evaluated & Received by:

Recommending Approval:

Approved by:

  
**SHALOM GRACE C. SUGANO**  
Department Head  
Date:

  
**ALELI A. VILLOCINO**  
Dean, College of Education  
Date:

  
**BEATRIZ S. BELONIAS**  
Vice Pres. for Instruction  
Date:

Legend:

Q<sup>1</sup> - Quality  
E<sup>2</sup> - Efficiency  
T<sup>2</sup> - Timeliness  
A<sup>4</sup> - Average

Rating Scale:

4.6 - 5.0 Outstanding  
3.8 - 4.5 Very Satisfactory  
3.0 - 3.7 Satisfactory  
2.2 - 2.9 Unsatisfactory  
2.1 - & below Poor

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: SUSAN M. ENAGE

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 Fili 7 and Fili 3	Deliver quality learning to students in the Junior and Senior High School program	January 2019	June 2019	June 2019	Very Impressive	Outstanding	
2	Revised syllabi in Fili 7	OBE syllabus that addresses the needs of learners	January 2019	June 2019	June 2019	Impressive	Very Satisfactory	
3	Develop teaching aid in Fil 7 and 9	A more comprehensive power point presentation	January 2019	June 2019	June 2019	Impressive	Very Satisfactory	
4	Develop teaching aide and handouts	Collect projects, assignments, check, develop rubrics to assess students in	January 2019	June 2019	June 2019	Very Impressive	Outstanding	

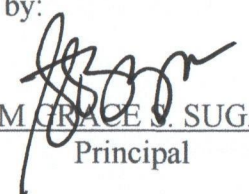


		designing and creating innovative activities for the students special needs						
5	Practice Teachers mentored and evaluated	Assiusted, mentored and evaluated two(1) Filipino Major students	January2019	June 2019	June 2019	Very Impressive	Outstanding	
6	Field study students assisted	Assisted eight (6) field study students from the College of Education	January2019	June 2019	June 2019	Very Impressive	Outstanding	
7	Special Assignment from the Principal	-Chairman Disciplinary Committee	January2019	June 2019	June 2019	Very Impressive	Outstanding	

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

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

Prepared by:

  
SHALOM GRACE V. SUGANO, Ph.D.  
Principal

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Susan M. Enage

Performance Rating: Very Satisfactory

Aim: To produce instructional materials on subjects handled.

Proposed Interventions to Improve Performance:

Date: January 2019

Target Date: March – June 2019

First Step:

Develop at least one IM.

Attend seminar and workshops.

Result:

Attended seminars and workshops held in the university.

Developed instructional materials.

Date: March 2019

Target Date: June 2019

Next Step:

Perform responsibilities as a faculty.

Outcome: Achieved goals and objectives in instruction.

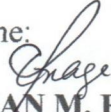
Final Step/Recommendation:

Mentor young and less experienced faculty.

Prepared by:

  
SHALOM GRACE C. SUGANO, Ph.D.  
Unit Head

Conforme:

  
SUSAN M. ENAGE  
Name of Ratee Faculty/Staff