

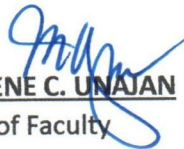
Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MAGDALENE C. UNAJOAN**

| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|----------------------------|--|----------------------------------|-----------------------------------|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.90 | |
| b. Students | | 5.00 | |
| TOTAL for Instruction | 60% | 4.95 | 2.97 |
| 2. Research | 10% | 4.83 | 0.48 |
| 3. Extension | 10% | 5.00 | 0.50 |
| 4. Support Operations | 10% | 4.83 | 0.48 |
| 5 Administration | 10% | 4.83 | 0.48 |
| TOTAL | 100% | | 4.92 |

EQUIVALENT NUMERICAL RATING: 4.92
Add: Additional Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: Outstanding


Prepared by:


MAGDALENE C. UNAJOAN
Name of Faculty

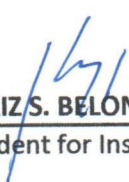
Reviewed by:


MAGDALENE C. UNAJOAN
Department Head

Recommending Approval:


JANNET C. BENCURE
College Dean

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGDALENE C. UNA JAN, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following Accomplishments in accordance with the indicated measures for the period of July - December, 2021.


MAGDALENE C. UNA JAN

Department Head

Date: ~~December 2, 2021~~

January 10, 2024

Approved:


JANNET C. BENCURE

College Dean

Date: 1/15/24

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | 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 | | | | | | | | | | |
| 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 | Teaches subjects/courses assigned | 4 | 29 | 5 | 5 | 5 | 5.00 | CSci11-Biotech, CSci193, CSci14, ITec11 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 4 | 5 | 5 | 5 | 5 | 5.00 | CSci11-Biotech, CSci193, CSci14, ITec11, CSci200 |
| | | 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 | 2 | 0 | 5 | 5 | 5 | 5.00 | Complied Jan-June |
| | | A12. Number of trainings attended related to instruction | Attends mandated trainings | 2 | 6 | 5 | 5 | 5 | 5.00 | Moodle moot, CHEDx, ISO 5s, Digital Leaders, Web Audit, Link up |

| | | | | | | | | | | |
|--|--|--|--|----|----|---|---|---|------|--|
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 4 | 8 | 5 | 5 | 4 | 4.67 | CSci11-Biotech, CSci193, CSci14, ITec11 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 6 | 36 | 5 | 5 | 4 | 4.67 | CSci11-Biotech, CSci193, CSci14, ITec11 |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to BSCS students | 10 | 20 | 5 | 5 | 5 | 5.00 | Advisees and advisees of other faculty |
| | | A17. Number of students advised on thesis/ field practice/special problem: | Advises and corrects thesis proposal | 2 | 2 | 5 | 5 | 5 | 5.00 | San Jose, Manaog |
| | | A18. Number of students entertained for consultation purposes | Allots time to students seeking for consultation or advise. | 10 | 10 | 5 | 5 | 5 | 5.00 | BSCS and non-BSCS students asking for assistance |
| | | A20. Number of Student organizations assisted on student related activities | Assists student organization in implementing student related activities | 1 | 2 | 5 | 5 | 5 | 5.00 | Assisted CSSS activities |
| | | <i>On-line ready courseware</i> | <i>Prepares instructional module/laboratory guide/workbook or a combination thereof</i> | 2 | 4 | 5 | 5 | 5 | 5.00 | CSci11-Biotech, CSci193, CSci14, ITec11 |
| | | <i>Supplemental learning resources</i> | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 4 | 8 | 5 | 5 | 5 | 5.00 | CSci11-Biotech, CSci193, CSci14, ITec11 |
| | | <i>Assessment tools</i> | <i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i> | 4 | 12 | 5 | 5 | 5 | 5.00 | CSci11-Biotech, CSci193, CSci14, ITec11 |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | 2 | 4 | 5 | 5 | 5 | 5.00 | CSci11-Biotech, CSci193, CSci14, ITec11 |

| | | | | | | | | | | |
|----------------------------------|---|--|--|---|---|-------|---|---|-------|-----------------------------------|
| | 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | ISO Internal Audit |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 1 | 3 | 5 | 5 | 5 | 5.00 | Accenture, Full Scale, Pixel8 |
| | | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | | 1 | 5 | 5 | 4 | 4.67 | Used Turnitin for students output |
| | | | | | | Total | | | 84.00 | |
| | | | | | | Mean | | | 4.94 | |
| 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 | 0 | | | | | |
| | 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 | 1 | 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 | 1 | 0 | | | | | |
| | | <i>In refereed int'l journals</i> | | | | | | | | |
| | | <i>In refereed nat'l/regional journals</i> | | 1 | | | | | | |
| | 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 | 5 | 5 | 5 | 5.00 | P. palmivora mobile app |
| | | <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 | 1 | 1 | 5 | 5 | 4 | 4.67 | ICT Capability Building for DepEd-Baybay CT Core Team |
| | 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 | 1 | 0 | | | | | |
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | 1 | | | | | | |
| | | A 35. Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | Total | 9.67 | |
| | | | | | | | | Mean | 4.83 | |
| UMFO 4 EXTENSION SERVICES | | | | | | | | | | |
| | PI 1. Number of active | A 36. Number of active partnerships | Identifies and links with | 1 | 1 | 5 | 5 | 5 | 5.00 | DepEd Baybay Division, Stekom |
| | 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 | 30 | | | | | | |
| | PI 3. Number of extension | A 38. Number of extension | Implementes duly approved | 1 | | | | | | |
| | PI 4. Percentage of | A 39. Percentage of beneficiaries who | Provides quality and relevant | 80% | | | | | | |
| | PI 5. Number of | A 40. Number of technical/expert | Provides the technical and | 1 | | | | | | |
| | Research Mentoring | Research Mentor | | | | | | | | |
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | 1 | | | | | | |
| | Resource Persons | Resource Persons | | 1 | | | | | | |
| | Convenor/Organizer | Convenor/Organizer | | | | | | | | |
| | Consultancy | Consultant | | | | | | | | |
| | Evaluator | Evaluator | | | | | | | | |

| | | | | | | | | | | |
|---|--|--|---|------------------|------------------|--------------|---|---|-------|---|
| | 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 | 1 | | | | | | |
| | 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 | | 1 | 5 | 5 | 5 | 5.00 | Virtual classroom for the training, Assisted VSU-CAT online examination |
| | | | | | | Total | | | 10.00 | |
| | | | | | | Mean | | | 5.00 | |
| 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 | 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 % complaint | Zero % complaint | 5 | 5 | 5 | 5.00 | No complaints received |
| | | 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% | 50% | 4 | 5 | 4 | 4.33 | AACCUP 2023 |
| | | On program accreditations | | | 100% | 4 | 5 | 5 | 4.67 | Granted COPC by CHED and AACUP Level 3 Phase 2 accredited |
| | | On institutional accreditations | | | 100% | 4 | 5 | 5 | 4.67 | Assisted in the ISO 2023 Audit |
| | | | | | | Total | | | 18.67 | |
| | | | | | | Mean | | | 4.67 | |
| 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 % complaint | 5 | 5 | 5 | 5.00 | |
| | 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 | 1 | 1 | 5 | 5 | 4 | 4.67 | |

| | | | | | | | | | | |
|--|-----------------------|---|--|---|---|-------|---|---|--------|---|
| | | A 48. Other outputs implementing the new normal due to covid 19 | Designs administration/management related activities and other outputs to implement new normal | 1 | 1 | 5 | 5 | 4 | 4.67 | Implemented the Google Drive for DCST documents for easy access and sharing |
| | | | | | | Total | | | 9.33 | |
| | | | | | | Mean | | | 4.67 | |
| | Total Over-all Rating | | | | | | | | 136.67 | |
| | Average Rating | | | | | | | | 4.88 | |
| | Adjectival Rating | | | | | | | | "O" | |

| | |
|--------------------|---------------|
| Average Rating | 4.88 |
| Additional Points: | |
| FINAL RATING | 4.88 |
| ADJECTIVAL RATING | "Outstanding" |

Comments & Recommendations for Development Purpose:

Keep the good work!
Complete your PhD / doctoral study soon.

Evaluated and Reviewed:


JANNET C. BENCURE

Dean, CET

Date: _____


Recommending Approval:


JANNET C. BENCURE

Dean, CET

Date: _____

Approved:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/16/24

PERFORMANCE MONITORING FORM

Name of Employee: **MAGDALENE C. UNA JAN**

| 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 | Teaches assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts. | Very Satisfactory | July 2023 | December 2023 | December 2023 | Very Impressive | Outstanding | Needs to submit report on time and encourages faculty members to do so also |
| 2 | Attends meetings and performs functions as member of different committees of the department | Very Satisfactory | July 2023 | December 2023 | July – December 2023 | Impressive | Very Satisfactory | Should attend meetings or send representative |
| 3 | Performs other | Very | July | December | July – | Impressive | Very | Go beyond |

| | | | | | | | | |
|--|-----------|--------------|------|------|------------------|--|--------------|---|
| | functions | Satisfactory | 2023 | 2023 | December 2023 | | Satisfactory | what is expected to be delivered. |
|--|-----------|--------------|------|------|------------------|--|--------------|---|

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

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

Prepared by:


DR. JANNET O. BENCURE
 College Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ASSOC. PROF. MAGDALENE C. UNAJan

Performance Rating: Outstanding

Aim: Assist. Prof. Unajan as an effective and efficient implementor of the new OBEdized four (4)-year degree program in Bachelor of Science in Computer (BSCS) as provided for in the new CMO 25, s. 2015

Proposed Interventions to Improve Performance:

Note: Prof. Unajan will be developed into an effective implementor of the new OBEdized four (4)-year BSCS Program as she leads the Department of Computer Science and Technology.

Date: July 2023

Target Date: December 2023

First Step

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCS as provided for in CMO 25, s. 2015, and the implementation of the new VSU BSCS Curriculum.

Results:

- Mastery on the provisions of CMO 25, s. 2015
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

Date: July 2023

Target Date: December 2023

Next Step:

- Continuous implementation of the newly approved BSCS Curriculum
- Monitor the implementation of the new BSCS Curriculum


Outcomes:

- Effective implementation of the new BSCS Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSCS degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSCS Program

Final Steps/Recommendations:

- Implement the new BSCS Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement (**CQI**) in the offering of the new BSCS Program

Prepared by:


JANNET C. BENCURE
Dean, CET

Conforme:


MAGDALENE C. UNAJan
Head, DCST