

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

**J-ANNIE G. EBIT**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.50 X 50% = 2.250	
TOTAL for Instruction	95%	4.75	4.513
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.000 x 5% = 0.250	0.250
TOTAL	100%		<b>4.763</b>

EQUIVALENT NUMERICAL RATING: 4.763

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.763**

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**J-ANNIE G. EBIT**

Name of Faculty

Reviewed by:

**MARIA VANESSA E. GABUNADA**

Department Head

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS


Approved by:

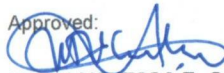
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, J-ANNIE GONZALES-EBIT, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY TO JUNE 2023

  
**J-ANNIE G. EBIT**  
 Assistant Professor II  
 Date: 14 JULY 2023

Approved:   
**MARIA VANESSA E. GABUNADA**  
 Department Head  
 Date: 7-24-23

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JUL 25 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	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						
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	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						
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	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	NA						
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA						
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA						
		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	NA						
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	NA						



	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	N/A						
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implements duly approved extension projects	N/A	N/A						
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	N/A						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	N/A	N/A						
	Research Mentoring	Research Mentor			N/A	N/A						
	Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	N/A						
	Resource Persons	Resource Persons			N/A	N/A						
	Convenor/Organizer	Convenor/Organizer			N/A	N/A						
	Consultancy	Consultant			N/A	N/A						
	Evaluator	Evaluator			N/A	N/A						
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	N/A	N/A						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards			N/A	N/A						
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A	N/A						
						TOTAL					NONE	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>												
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	<b>PI 8.</b> 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*	<b>A 44.</b> 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 non-conformity	5	5	5	5	5.00		
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant							
		On program accreditations	Pilot Plant Manager									



		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	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	NA					
		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	
						TOTAL				5.00	
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	none	none					
	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	none	none					
	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	none	none					
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	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 sciencif for a/conferences	none	none					
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared submitted and follows up its approval for immediate		Prepares research proposals, submits and	none	none					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none	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	N/A	NA					
		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					
						TOTAL				NONE	
UMFO 4. EXTENSION SERVICES											



<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	NA						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE		Handles and teaches courses assigned	18	44.7	5	5	5	5.00	
	<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	16	5	5	5	5.00	MIDTERM AND FINAL TERM GRADESHEETS
	<u>A 11</u> . 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	24	5	5	5	5.00	
	<u>A12</u> . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	5	5	5	5.00	
	<u>A13</u> . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	16	5	5	5	5.00	
	<u>A14</u> . Number of quizzes administered and checked		Prepares and checks quizzes for lec	10	40	5	5	5	5.00	
	<u>A15</u> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1	28	5	5	5	5.00	Term Papers only; Lab Reports are not applicable
<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:		Acts as academic adviser to students	5	15	5	5	5	5.00	
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	
	<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	20	40	5	5	5	5.00	
<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO	none	0					
	<u>A20</u> . Number of Student organizations assisted on student		Assists student organizations in implementing student related activities	none	0					
<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	40	5	5	5	5.00	
	<u>A 23</u> : Number of on-line course ware		Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	0	5	5	5	5.00	
	<u>A 24</u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	
<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:					5	5	5	5.00	

		On institutional accreditations	SSF Rootcrop facility incharge										
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>													
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients		Zero % complaint							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other		Initiates/introduces improvements in performing functions resulting to best practice									
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal									
		<b>A 49.</b> Attendance to CAC Meetings and DLABS Faculty Meeting as Secretary		Attends CAC Meetings; Make Minutes of Meeting for DLABS Faculty Meeting	2-CAC Meetings; 3-Minutes for DLABS Faculty Meeting	5-CAC Meetings; 7-Minutes for DLABS Faculty Meeting	5	5	5	5.00			
	<b>Total Over-all Rating</b>												
	<b>Average Rating</b>												
	<b>Adjectival Rating</b>												

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: Mrs. Ebit has artistic skills and great teaching skills. Shs is recommended to finish her Ph.D.**

Evaluated & Rated by:

  
MARIA VANESSA E. GABUNADA

Department Head

Date: 7-24-23

Recommending Approval

  
MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 25 2023

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Instruction

Date:



# Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **J-ANNIE GONZALES-EBIT**

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	Conducts face-toface classes	Conduct face-to-face classes for Humn11, Litr114, and Engl11 Classes	January 2023	June 2023	June 2023	Impressive	Outstanding	
2	Prepares Course Syllabi	Course Syllabi in Humn 11, Litr114, and Engl11	January 2023	June 2023	June 2023	Impressive	Outstanding	
3	Prepares TOS for Midterm and Final Examinations	TOS for Humn11, Litr114, and Engl11 Midterm and Final Examinations	January 2023	April 2023 (Midterm) and June 2023 (Final Term)	April 2023 (Midterm) and June 2023 (Final Term)	Impressive	Outstanding	
4	Prepares Midterm and Final Examinations	Midterm and Final Examinations for Humn11, Litr114, and Engl11	January 2023	April 2023 (Midterm) and June 2023 (Final Term)	April 2023 (Midterm) and June 2023 (Final Term)	Impressive	Outstanding	
5	Designated as DLABS Secretary	Minutes of DLABS Meetings	September 2022	June 2023	June 2023	Impressive	Outstanding	
6	Prepares Report on CAR incurred by DLABS Faculty Members	Submit report and root cause analysis to the office in-charge	March 2023	March 2023	March 2023	Impressive	Outstanding	
7	Academic Adviser	Evaluate Grades and Approve Enrollment Registration, and conduct consultation from time to time	January 2023	June 2023	January to June 2023	Impressive	Outstanding	
8	Thesis Adviser to 3 ABELS students	Conduct consultation regulary and check students' ouput/manuscript	January 2023	June 2023	January to June 2023	Impressive	Outstanding	
9	SRC Chair and Member to ABELS Students' Thesis	Check students' output/manuscript, attend Thesis Proposal and Final Oral Defense	January 2023	June 2023	January to June 2023	Impressive	Outstanding	
10	Committee Member for the 99 <sup>th</sup> VSU Anniversary (Committee on Pageant Questions and Speech Clinic)	Conduct Speech Clinic Workshop for the Mister and Miss VSU Hosts and Anchorpersons and Candidates; Develop pageant questions for preliminary and final round for the Mister and Miss VSU Competition	March 2023	April 2023	march to April 2023	Impressive	Outstanding	

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

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

Prepared by:



**MARIA VANESSA E. GABUNADA**  
Department Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: J-ANNIE GONZALES-EBIT

Performance Rating: \_\_\_\_\_

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**Date: JULY 2023Target Date: One year from today

First Step:

- a) Encouraged her to finish her dissertation writing
- b) Encouraged her to attend seminars on research methodologies
- c) Advised her to write and produce modules

Result:

She is currently finishing her dissertation writing and preparing for her Pre-Final Oral DefenseDate: JULY 2023Target Date: End of 1st semester

Next Step:

She will be advised to finalize and successfully defend her dissertation and eventually finished her doctoral degree.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:

MARIA VANESSA E. GABUNADA  
Department Head

Conforme:

  
J-ANNIE G. EBIT  
Faculty