

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

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

MARIA VANESSA E. GABUNADA

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%)		5.00 x 50% = 2.500	
TOTAL for Instruction	40%	5.00	2.000
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	0.500
TOTAL for Research			
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	40%	5.00 x 40% = 2.000	2.000
TOTAL	100%		5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

MARIA VANESSA E. GABUNADA

Name of Faculty

Reviewed by:

MA. THERESA P. LORETO

College Dean

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

1115

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BETHLEHEM A. PONCE, 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-JUNE 2023.



MARIA VANESSA E. GABUNADA

Assoc. Prof. III

Date: July 10, 2023

Approved:



MA. THERESA P. LORETO

College Dean

Date: JUL 11 2023

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										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	3	2	5	5	5	5	Handled subjects/courses assigned (ENGL 232 and LTNG 290)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5	Acted as academic adviser to MgDev LT graduate students
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5	Advised and corrected Special Problem Manuscript
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5	Advised and corrected research outline and thesis/SP/dissertation manuscript

		AS External Examiner	To examine and observed the conduct of the thesis defense/comprehensive exam	1	3	5	5	5	5	MED English students
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	10	5	5	5	5	Entertained students seeking consultation with faculty
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5	Used Online LGs to face-to-face classes
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	8	5	5	5	5	Prepared assessment tools such as long exam, quizzes, problems sets, etc.
		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	1	2	5	5	5	5	Submitted 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	1	3	5	5	5	5	Updated existing virtual classroom using VSUEE
	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						
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	27	5	5	5	5	Handled and taught courses assigned

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	18	5	5	5	5	Prepared gradesheet and submitted on or before deadline
		A11 . 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	0	10	5	5	5	5	Facilitated students in their completion of the subject and submits completion forms with grade within prescribed
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5	Turnitin Orientation
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	18	5	5	5	5	Administered and checked long examination for subjects taught
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	24	5	5	5	5	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A						
PI 8 : Number of students advised: *		A16 . Number of students advised:	Acts as academic adviser to students	1	47	5	5	5	5	Acted as academic adviser to ABELS 1st year to 4th year
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5	Advised and corrected research outline and thesis/SP manuscript
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	9	5	5	5	5	Corrected research outline and thesis/SP manuscript
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	92	5	5	5	5	Entertained students consulting on subject taught, thesis and grades
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	Advised student organizations recognized by USOO

		<u>A20</u> : Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5	Assisted student organizations in implementing student related activities
	<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	1	3	5	5	5	5	Prepared and submitted Learning Guide for review by the Technical Review Panel
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5	ENGL 232, ELDs 129, ELPr 131
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	22	5	5	5	5	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	26	5	5	5	5	Prepared assessment tools such as long exam, quizzes, problems sets, etc.
		<u>A 23</u> : 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	3	5	5	5	5	Submitted the course ware duly reviewed by TRP for editing by MMDC editor
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	5	5	Updated existing Virtual Classrooms in VSUEE
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	2	5	5	5	5	ISO Internal Audit and CHED COPC Validation 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					

		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
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	0	1	5	5	5	5	Project leader of an approved research funded by the university
	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	0	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	1	5	5	5	5	Wrote publishable materials out of research outputs and submitted for publication in August
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		1	1	5	5	5	5	Submitted an article to national journal: Daluyan
	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 fora/conferences	0	0					
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	None	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		None	0					
		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	1	5	5	5	5	PUP Social Sciences and Development Review Journal

		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	0					
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	None						
	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	None						
	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	None						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	None	0					
	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	1	1	5	5	5	5	
	Research Mentoring	Research Mentor		1	1	5	5	5	5	VSUIHS Research
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	0					
	Resource Persons	Resource Persons		1	0					
	Convenor/Organizer	Convenor/Organizer		1	0					
	Consultancy	Consultant		1	0					

	Evaluator	Evaluator		1	2	5	5	5	5	Member of the TWG for SocioEconomics and Language Editor of Science and Humanities Journal
	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	None	1	5	5	5	5	Prepared extension project proposals, submitted 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) *		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 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	N/A						
		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	N/A						
		On program accreditations		N/A						
		On institutional accreditations		N/A						
UMFO 6. General Admin. & Support Services										
	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					

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	NONE						
	Number of possible applicants per semester screened	DPC Member (Screening of teaching applicants for the second semester SY 2022-2023, attended meetings)	10	22 (18 applicants for part-time position; 2 for temporary regular; and 1 for permanent regular	5	5	5	5	
	Number of class observed	As member of the DPC (conduct classroom evaluation)	10	19	5	5	5	5	Evaluate teacher's performance in the class
	Number of meetings and activities conducted under the Social Science Section	Head, DLABS and conduct meetings and relevant activities for the department	10	22	5	5	5	5	Conduct Meetings with the DLABS faculty and staff and other committees
	Number of syllabi and TOS reviewed	DIMRC Member (Reviews Syllabi and TOS of the social science subjects (as member of the Dep't. Instructional Materials Review Committee)	18	54	5	5	5	5	Revised TOS and OBE Syllabus
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE						

Average Rating (Total	
Additional Points:	
Approved Additional	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:
 Dr. MVE Gabunada should continue writing proposals for possible funding, the results might be publishable.

Evaluated & Rated by:

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 11 2023

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: MARIA VANESSA E. GABUNADA

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	Prepares OBE Syllabi and updates Learning Guides and Instructional Materials for ELDs 129, ELPr 131, and ENGL 232.	OBE Syllabus and updated Learning Guides and IMs in ELDs 129, ELPr 131, and ENGL 232.	January 2023	February 2023	February 2023	Impressive	Outstanding	
2	Screens applicants for 2 nd Sem SY 2022-2023	Hired applicants for 2 nd Sem SY 2022-2023	January 2023	February 2023	February 2023	Impressive	Impressive	
3	Prepares and revises DLABS splitting proposal	Approved proposal for DLABS Splitting	March 2023	June 2023	June 2023	Impressive	Outstanding	
4	Prepares TOS for ELDs 129, ELPr 131, and ENGL 232 Midterm Exam	Approved TOS in ELDs 129, ELPr 131, and ENGL 232 Midterm Exam	April 2023	April 2023	April 2023	Impressive	Outstanding	
5	Submits Grade sheets for ELDs 129, ELPr 131, and ENGL 232 Midterm Exam	Signed Grade sheets for ELDs 129, ELPr 131, and ENGL 232 Midterm Exam	April 2023	April 2023	April 2023	Impressive	Outstanding	
6	Prepares proposal for MSLT change of name to MAELS	Submitted proposal for MSLT change of name to MAELS	May 2023	June 2023	June 2023	Impressive	Outstanding	
7	Conducts Class Observation for DLABS faculty	Conducted Class Observation for DLABS faculty	May 2023	May 2023	May 2023	Impressive	Outstanding	
8	Proofread Graduate and Undergraduate thesis	Approved Graduate and Undergraduate Thesis Manuscript	June 2023	June 2023	July 2023	Impressive	Outstanding	
9	Prepares TOS for sheets for ELDs 129, ELPr 131, and ENGL 232 Final Exam	Approved TOS for ELDs 129, ELPr 131, and ENGL 232 Final Exam	June 2023	June 2023	June 2023	Impressive	Outstanding	
10	Submits Grade sheets for ELDs 129, ELPr 131, ENGL 232, LTNG 290, and ELST 200 Final Grade	Approved gradesheets in for ELDs 129, ELPr 131, ENGL 232, LTNG 290, and ELST 200 Final Grade	July 2023	July 2023	July 2023	Impressive	Outstanding	

11	Approves DLABS online submission of grade sheets	Approved DLABS online gradesheets in CUMULUS	July 2023	July 2023	July 2023	Impressive	Outstanding	
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* Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


MA. THERESA P. LORETO
 Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee:  Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To publish in an ISI/SCOPUS/CHED IJP Journals; Write Learning Guides, and Manage administrative position

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

Date: January 2022

Target Date: One year from today

First Step:

- a) Encouraged her to revise journal articles for publication
- b) Advised her to write research proposal in English Language/Literature
- c) Advised her to submit research proposal to the University Research Office.
- d) Guided her in managing the Department of Liberal Arts and Behavioral Sciences

Result:

She has published an article in UST-UNITAS, an internationally journal for literature and cultural studies.

She also published her article in Philippine Studies, a Scopus-indexed journal.

She has submitted and got an approved research funded by the university.

Appointed her as Department Head of the Department of Liberal Arts and Behavioral Sciences

Date: January 2023

Target Date: End of 1st semester


Next Step:

She has submitted extension program to the university's research and extension office.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


Ma. Theresa P. Loreto
College Dean