# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JAY C. BANSALE

Program Involvement	Percentage	Numerical	Equivalent
(1)	Weight of	Rating	Numerical
	Involvement	(Rating x%)	Rating
	(2)	(3)	(2x3)
6. Instruction		1,0	A
c. Head/Dean (50%)		4.91x50%= 2.4 <del>6</del>	<u></u>
d. Students (50%)		4.75x50% = 2.38	که را
Total for Instruction	90%	4.849	4.36
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director			
(50%)			
Total for Research			
8. Extension			
c. Client/Dir. for Extension (0%)		13167	
d. Dept Head/Center Director		<del>4.89</del> x 100% =	
(100%)		3.67	22
Total for Extension	10%	4.89 3.67	0.49 (20
9. Administration			9
10. Production			
TOTAL	100%		4.850.
			Sort

EQUIVALENT NUMERICAL RATING: Add: Additional Points, if any: TOTAL NUMERICAL RATING:	=	4.85 00
ADJECTIVAL RATING:		Outstanding
Prepared by:	Reviewed	d by:
JAY E. BANSALE Name of Faculty	ROSARIO Departme	DP. ABELA ent Head
V Recommending A	pproval:	
	Cw.	

BAYRON S. BARREDO

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President

"Exhibit B"

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

I, JAY C. BANSALE, a faculty member of the <u>DEPARTMENT OF TEACHER EDUCATION</u> commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period JANUARY - JUNE 2024

BAYRON S. BARREDO
College Dean
Date: + A

Approved: ROSARIO P. ABELA Department Head Date: 7 - 4-24

DAY C. BENSELE
ASSISTANT PROF 1
MUNICIPAL PROF 1

REMARKS (Indicators in percentage should	би	iitsA			Actual Accomplishment	Target	Tasks Assigned	(Iq) srotsoibni eansmrotre (keessug	Description of MFO's/PAPs	MEO
be supported with numerical values in numerators and denominators)	Average	Timeliness	Eficiency	Quality						.ov
								The second state of the second	NOTACED EDUCATION	n Shabber as St. A
							,,,,,		FO 2. Graduate Student Ma	La la Granda de la Companya de la Co
							Aandles subjects/courses	AT. Actual Faculty's FTE	PI 4: Total FTE coordinated, implemented & monitored*	
							Acts as academic adviser to graduate students	SA. Number of students advised	PI 8: Number of graduate students advised *	
								on thesis/special		
							Advises and corrects research outline and thesis/SYdissertation fqrinuam			
	1 49						etbenco bns sesivbA bns enituo rbnsesen seris/GS/sisent fqrbsunsm	AS GAC Member		
					140		Entertains students seeking consulty	sesodind		
							Converts the existing instructional materials into flexible learning systems	contrewates developed and	materials developed *	
							Prepares Instructional module/laboratory guide/work or a combination thereof	SIBMS INOT AREA SUIL-IO		

BSED Social Studies	2.00	g	9	ç	<b>4</b> 7	L	Acts as academic adviserto students	. Number of students advised:	PI 8: Number of students advised: *	
						NONE	Checks lab reports and term papers submitted as required	A15. Number of lab reports and feded ferm papers checked and graded		
SOST 109, Pred 125, PRED 154	9.00	ç	9	Ç	<b>9</b> L	<b>*</b>	Prepares and checks quizzes for lec and lab	<b>A14</b> . Number of quizzes administered and checked		
SOST 109, Pred 125,	2.00	ç	g	S	9	9	Administers and checks long examination for subjects taught	A13. Number of long examinations administered and checked		
ASEAN Literacy Conference	£5.4	t	t	CJ.	L	L.	Attend mandated trainings	bebnetts zgrinings attended bebnets attender of belster of besteler		
							Facilitates students in their completion of the subject and submits completion forms with completion forms with the subject and su	A 11. Number of INC forms with grade submitted within prescribed period		
SOST 109, Pred 125,	2.00	G	g	Ç	9	2	Prepares gradesheet and submits on or before deadline	sheens ed grade sheets of Mumber of grade submitted within prescribed period		
PRED 154 SOST 109, Pred 125,	2.00	ç	9	S	28.8	81	Handles and feaches courses assigned	EA-Gtual Faculty's FTE	PI 5: Total FTE, coordinated, implemented and monitored *	
								secivies frameganal	MFO 3. Higher Education M	U IGV
								SAICES	S. HIGHER EDUCATION SEI	WEO:
							Designs experiential leaming activities and other outputs to implement new normal	8 A Other outputs implementing.	:stuqtuo lenoitibbA . <u>01 lq</u>	
							Creates virtual classroom using either Moddle or Google Classroom	moorsealo latitual classroom Simboli of virtual classed and operational		
							Submits the course ware duly reviewed by TRP for edition	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor		
							Prepares assessment tools such as long exam, quizzes, problems sets, etc.	sloof InemssessA		
							Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	Seonuosen gnimsel leannengqu2		100 mg

							Designs experiential fearning	A 26. Other outputs implementing	
		_		-			Coordinates with potential firms	Agency/firm/Industry linkages	
			200				Prepares documents and /or	Program accreditation/evaluation	
								A 25. Number of Additional outputs accomplished:	PI 11. Additional outputs
				100			Creates virtual clasaroom using either Moddle or Google Clasaroom	A 24 : Number of virtual classroom created and operational	
			200.0				Submits the course ware duly reviewed by TRP for editing by MMDC editor	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	
SOST 109, Pred 125,	9.00	S	9	9	SI	2	Prepares assesament tools such as long exam, quizzes, problems sets, etc.	sloot tnemssessA	
SOST 109, Pred 125,	2.00	S	S	S	OL	5	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	Supplemental learning resources	
021 1808 'Z101 1808	۷9 <sup>.</sup> ۴	S	<b>b</b>	G	7	z	Prepares Instructional module/laboratory guide/workbook or a combination thereof	enewernoo ybeer eriii-nO	
SOF 1808	5.00	S	9	S	L	L	Prepares and submits for review by the Technical Review Panel	A 21 : Number of on-line course ware developed and submitted :	PI 10: Number of instructional materials developed *
Interact Society	<b>49.</b> 4	g	Þ	g	L	L	tabuts stsiseA ni snoitiszinegro finebuts gritnemelqmi	A <u>000</u> , Number of Student organizations essisted on student related activities	
Interact Society	90.3	S	9	5	L	L	Aevises student bezingooer snoitsainsgro OOSU yd	findeus of student of student besivbe snotherinegro	PI 9: Number of student organizations advised/
BSED Social Studies	9.00	S	S	S	90	30	Entertains students consulting on subject taught, thesis and grades	A18. Number of students entertained for consultation purposes	
						AN	Advises and corrects research outline and thesis/SP manuscript	nedmeM JAS 2A	
						AN	Advises, and corrects research outline and thesia/SP manuscript	nsrmisrlO OA2 sA	
BSED Pred 200 Students major in Social Studies	00'9	S	S	S	23	8		A1A . Number of students advised on thesis/ field practice/special prodoms:	

100 000 000	Т				r	NEO 4. EXTENSION SERVICE
				Designs research related activities and other outputs to implement new normal		
				Prepares and submits application for UM of fechnology generated out of research output		
				Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper		
					A 32. No. of research-related by awards (research conducted by	*studtuo lisnoitibbA . 8 1 4
				Prepares research proposals, aubmits and follows up its approval for immediate implementation	A31. Percentage of of research proposals prepared, submitted and approved	Pi 5. Percent of research proposals approved *
					seonereliconal fore/conferences	
					n int'l fora/conferences	
				Prepares, submits and presents research paper in scientific for alconferences	A 30 <u>. N</u> umber of research outputs presented in regional/national/ int'l forsionale in regional/ int'l	PI 4. Number of research outputs presented in regional/national/ int'l foral/conferences
					n refereed nat'l'regional journals	
					alamuoj l'ini beereter ni	
				Writes publishable materials out of research outputs and submits for publication	מודים ופרסלוויבים לסתונומו אותוונו מוב	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *
	5			Conducts and completes research oroject within the year	A 28. Number of research outputs sompleted within the year *	PI 2. Number of research outputs completed within the year *
				Conducts research for possible utilization by industry or other beneficiaries	AVM Number of research outputs in the last three (3) years utilized by the set three figures.*	PI 1. Number of research outputs in the last three (3)
		7				IFO 3. RESEARCH SERVICES

partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stake	As, SMEs, and other	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00	BAYBAY CITY DIVISION
	he length of training	Conducts trainings among beneficiaries of technologies for transfer	5	30	5	4	5	4.67	I CAN DO IT: MASTER TEACHERS' CAPABILITY BUILDING ON RESEARCH SKILLS
	et transpor of exteriores.	Implementes duly approved extension projects	1 .	1	5	5	5	5.00	I CAN DO IT: MASTER TEACHERS' CAPABILITY BUILDING ON RESEARCH SKILLS

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		1	0	00	00	0	
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						

PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. 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					
FO 5. SUPPORT TO OF	PERATIONS						
OVPI MFO 4. Program and	Institutional Accreditation Service	S		+			
requirements thru the	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 non-conformity				
	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% compliant	(1)	1 6		
	On program accreditations						
	On institutional accreditations						
FO 6. General Admin. 8	& Support Services						
DI 2. Zoro porport complaint	A 46 Customerly friendly frontline	Provides customer friendly frontline services to clients	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 performfing functions resulting to best practice		Comments and Recommendations for Development Purpose: Congretulations! Contin to be efficient in performing your task			
		Designs administration/management related activities and other outputs to implement new normal		pa	ryo	effici erming	
Total Over-all Rating						83.33	40
Average Rating						4.90 (o	316-4

ROSARIO P. ABELA
Department Head
Date: 1-4-24

Recommending Approval

BAYRON S. BARREDO Dean, CE

Date:

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: August 16, 2024



INSTRUCTION AND EVALUATION OFFICE VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte

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Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

#### TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: BANSALE, JAY C. Department: Dept. of Teacher Education College: College of Teacher Education

	Course No. &	Lab/		RATING	% Evaluation
	Descriptive Title	Lec	Num.	Adjec.	Rating
SoSt 120	PRODUCTION OF SOCIAL STUDIES INSTRUCTIONAL MATERIALS	LEC	4.00	Very Satisfactory	80.0%
SoSt 102	TEACHING APPROACHES IN SECONDARY SOCIAL STUDIES	LEC	5.00	Outstanding	100.0%
SoSt 110	PLACES AND LANDSCAPE IN A CHANGING WORLD	LEC	4.00	Very Satisfactory	80.0%
SoSt 101	FOUNDATION OF SOCIAL STUDIES	LEC	5.00	Outstanding	100.0%
SoSt 101	FOUNDATION OF SOCIAL STUDIES	LEC	5.00	Outstanding	100.0%
NSTP 11c	CIVIC WELFARE TRAINING SERVICE (CWTS)	LEC	5.00	Outstanding	100.0%
UCSP	UNDERSTANDING CULTURE, SOCIETY AND POLITICS	LEC	5.00	Outstanding	100.0%
UCSP	UNDERSTANDING CULTURE, SOCIETY AND POLITICS	LEC	5.00	Outstanding	100.0%
	Avera	ge Rating	4.75	Outstanding	95.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

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: May 08, 2024

Attested by:

MA. RACHEL KIM L AURE

Director, Instruction and Evaluation

Date: May 08, 2024

Received by:

BANSALE, JAY C. Name and Signature of Faculty

Date: 5-21-204

Distribution of copies: ODIE, College, Department, Faculty

## PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q
/	2 <sup>nd</sup>	A
	3 <sup>rd</sup>	R T
	4th	E R

Name of Office: Department of Teacher Education

Head of Office: Rosario P. Abela

Number of Personnel: 32

		MECHANISI	VI		Remarks
Activity Monitoring	M	eeting	Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		On the making of the OBE course syllabus     On the Implementation of the New Curricula     On the implementation of Synchronous and asynchronous classes		Notice of Meetings/Routing Slip	Conducted during regula monthly meetings
Coaching	<ul> <li>On the making of Test         Questionnaire and Table of Specifications</li> <li>On the contents of the new courses offered</li> <li>On the faculty with satisfactory rating on</li> </ul>			Notice attached to evaluation form/Routing Slip	Conducted individually

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ROSARIO P. ABELA

Immediate Supervisor

Noted by:

BAYRON S. BARREDO

Next Higher Supervisor

# TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/					ASK STATUS		
Performance Indicator	TASK	ASSIGNED TO	DURA- TION	Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	REMARKS
MFO 1 Advanced Edu OVPAA MFO1. Gradu		Management S	Services				
PI 1. Percentage of graduate school faculty engaged in research work applied in a. Pursuing advanced research degree	Monitor the number of faculty pursuing research degree program for 2024	Dept. Head & Faculty	Jan Dec. 2024		On- going		Custodio, April Jae and Garingalao, Krizia
program b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Monitor the number of faculty pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	Jan Dec. 2024		On- going		VSU-IHS
OVPAA MFO2. Gradu	ate Student Managen	nent Services					
PI 4. Total FTE coordinated, implemented & monitored	Coordinate, implement and monitor the FTE for 2 <sup>nd</sup> Semester, 2023-2024, Summer, 2024 & 1 <sup>st</sup> Semester, 2024- 2025	Dept. Head & Faculty	Jan Dec. 2024		On- going		
PI 8. Number of graduate students advised	Advise graduate students	Dept. Head & Faculty	Jan Dec. 2024		On- going		
PI 9. Number of Instructional materials developed	Develop instructional materials	Dept. Head & Faculty	Jan Dec. 2024		On- going		
PI 10. Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	Dept. Head & Faculty	Jan Dec. 2024		On- going		
MFO 2. Higher Educa	tion Services	T	1.		10	Т	A !' !
PI 1: Total FTE Monitored	Monitor FTE for 2 <sup>nd</sup> sem 2023-2024, Summer 2023-2024 and 1 <sup>st</sup> sem 2024- 2025	Dept. Head & Faculty	Jan Dec. 2024		On- going		Accomplished more than 100% of the target
PI 4: Number of graduates in mandated programs	Monitor graduating BEEd, BECEd and BSEd (major in	Dept. Head & Faculty	Jan Dec. 2024		On- going		242 graduates for school

graduated within the prescribed period	Science, Soc Stud, Engl, Math & Filipino) students					year 2023- 2024
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan Dec. 2024		On- going	Accomplishe d beyond target
PI 9: Number of student organizations	Advise/assist CE student	Dept. Head & Faculty	Jan Dec.		On- going	Accomplished beyond
advised/ assisted PI 10: Number of instructional materials developed/revised	organization Prepare online courseware, materials and tools	Dept. Head & Faculty	2024 Jan Dec. 2024		On- going	target Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan Dec. 2024	Compl eted		Accomplished beyond target (95%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BEEd, BECEd, BSEd graduate tracer study	Dept. Head & Faculty	Jan Dec. 2024		On- going	Only 90 out of 267 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT and COPC requirements for the BEEd, BECEd and BSEd program	Dept. Head & Faculty	Jan Dec. 2024		Com plete d	With certificate of compliance from CHED
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACCUP Level I	Dept. Head & Faculty	Jan Dec. 2024		On- going	Subjected to AACCUP Level II in BSEd and BECEd
PI 20: Number of programs applying for COPC	Comply in the application for COPC to all program	Dept. Head & Faculty	Jan Dec. 2024		On- going	COPC compliance for all program
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan Dec. 2024	Compl		All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan Dec. 2024	Compl		All courses hat an approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan Dec. 2024		Com plete d	All faculty were able to submit grades on time
PI 25: Percentage of IFWs submitted to OVPAA on time	Submit IFW to OVPAA on time	Dept. Head & Faculty	Jan Dec. 2024		Com plete d	All faculty were able to submit IFW
MFO 3. Research Ser	vices					
PI 2: Number of research outputs presented in regional/ national/ int'l fora/	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan Dec. 2024		On- going	To be accomplished

conferences PI 4: Number of	Submit research	Dept. Head	Jan		On-	To be
research proposals	proposal with	& Faculty	Dec.		going	accomplishe
submitted/endorsed for funding	funding		2024			d
MFO 4. Extension Se	rvices					
PI 2: Number of	Conduct extension	Dept. Head	Jan		On-	To be
training conducted	activities	& Faculty	Dec. 2024		going	accomplishe d
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan Dec. 2024		On- going	To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan Dec. 2024		On- going	To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan Dec. 2024		On- going	To be accomplished
MFO 5. Support to O	perations					Valence in the
PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan Dec. 2024		On- going	The effectivity of study leave of Custodio & Garingalao is on August to be monitored
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan Dec. 2024		On- going	Ms. Custodio and Garingalao
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan Dec. 2024		On- going	21 faculty were recommend ed and approved fo training
PI 8: Number of faculty recruited/ hired based on needed competencies and aligned with ISO standards	Hire regular and part-time instructors	Dept. Head & Faculty	Jan Dec. 2024		On- going	Hired 13 part-time instructors for 2 <sup>nd</sup> semester, 2023-2024 for DTE & IHS
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan Dec. 2024		On- going	All faculty were rated at least VS
PI 1: Number of degree programs which passed accreditation/evaluati on at least level 1	AACCUP accredited for all programs	Dept. Head & Faculty	Jan Dec. 2024	Compl eted		Accredited in AACCUP for all programs
PI 4: Number of activities organized/	Attend activities in relation to program	Dept. Head & Faculty	Jan Dec.	Compl eted		Attended the AACCUP

attended/ assisted/ participated/ facilitated	accreditation		2024			program accreditation workshop
PI 5: 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	Comply 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	Dept. Head & Faculty	Jan Dec. 2024		On- going	No NC and some OFI were still open
MFO 6. General Admi	n & Support					
Services PI 1. Zero percent complaint from clients served PI 2: Submission of	Zero percent complaint from clients served	Dept. Head & Faculty	Jan Dec. 2024	Commit	On- going	No complaint received
College/ Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan Dec. 2024	Compl		Submitted under general fund and STF
PI 3. Number of coaching sessions among faculty & staff	Conduct coaching among faculty and staff	Dept. Head & Faculty	Jan Dec. 2024		On- going	
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan Dec. 2024		On- going	Conducted planning and monitoring during meetings
PI 5. Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan Dec. 2024		On- going	Conducted 3 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DTE office	Dept. Head & Faculty	Jan Dec. 2024		On- going	DTE is supervised by designated head
PI 9: Number of routinary documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan Dec. 2024		On- going	937 documents acted, accomplishe d beyond the target
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan Dec. 2024		On- going	To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan Dec. 2024		On- going	Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR	Submit DTR every month	Dept. Head & Faculty	Jan Dec. 2024		On- going	Submitted DTR more or less 60%

every month					of the faculty members on time
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan Dec. 2024	On- going	Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan Dec. 2024	On- going	Department head submits monthly accomplish ment (100%)

Prepared by:

ROSARIO P. ABELA Unit Head

### PERFORMANCE MONITORING FORM

Name of Employee: **JAY C. BANSALE** 

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 undergraduate courses	18 FTE	1st week of January 2024	Before the end of semester	June 2024	Very Impressive	Outstanding	28.8 FTE
2	Advise and serve student- related activities and organization	Advise and serve 1 organization	1st week of January 2024	Before the end of semester	June 2024	Impressive	Very Satisfactory	Advised and served Interact Society
3	Develop on-line courseware	Develop 1 courseware	1st week of January 2024	Before the end of semester	June 2024	Impressive	Very Satisfactory	Developed 2 online courseware, 10 supplemental learning resources and 15 assessment tools
4	Conduct Extension Activity	Conduct 1 Extension Activity	1st week of January 2024	Before the end of semester	June 2024	Very Impressive	Outstanding	Conducted 1 Extension Activity

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ROSARIO P. ABELA

Unit Head

## **EMPLOYEE DEVELOPMENT PLAN**

Perfo	rmance Rating: 4.90 6.74 9r-1	
Aim:	Increase involvement in research and extension activities Produce instructional materials on courses handled Present and Publish Research	
Propo	osed Interventions to Improve Performance:	
Date:	June 2024 Target Date: July to December 2024	
First S	Step: Attend Seminars, Trainings, and workshops	
	Develop at least one Instructional Material	
Result	t:	

Date: June 2024 Target Date: July to December 2024

Name of Employee: <u>JAY C. BANSALE</u>

Conduct Research

Outcome: Approved Research Proposals

Final Step/Recommendation:

Publish Research Output

Conduct Research, Trainings and Extension Activities

Submit Research Proposals for Funding

Prepared by:

ROSARIO P. ABELA

Unit Head

Conforme:

Next Step:

Name of Ratee Faculty/Staff