

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2022

Name of Faculty Member:

**ANNIE A. PARMIS**

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%)		4.33 x 50% = 2.165	
TOTAL for Instruction	80%	4.67	3.732
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	0.750
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.732

EQUIVALENT NUMERICAL RATING: 4.732

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.732

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:



**ANNIE A. PARMIS**

Name of Faculty

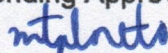
Reviewed by:



**JETT C. QUEBEC**

Department Head

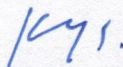
Recommending Approval:



**MA. THERESA P. LORETO**

Dean, CAS

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2022

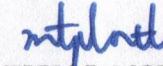


**ANNIE A. PARMIS**  
Associate Professor 1  
Date: January 12, 2023

Approved:

**JETT C. QUEBEC**

Department Head  
Date: January 13, 2023



**MA. THERESA P. LORETO**

College Dean

Date: **JAN 13 2023**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating					REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeline	SS	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	1	2.05	5	5	5	5.00	LTNG 207, LTNG 299, LTNG 300, LTNG 218	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	10	18	5	5	5	5.00	MS-LT and M-Ed Students	
		A3 . Number of students advised on thesis/special problem										
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation	8	12	5	5	5	5.00	MS-LT, M-Ed Students	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation	3	8	5	5	5	5.00	MS-LT, M-Ed Students	
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	45	50	5	5	5	5.00	MS-LT, M-Ed Students	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	4	5	5	5	5.00	LTNG 207, LTNG 299, LTNG 300, LTNG 218	



		<b>A11</b> . Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with	1	3	5	5	5	5.00	MS-LT and M-Ed Students
		<b>A12</b> . Number of trainings/webinars attended related to instruction	Trainings attended	Attend mandated trainings	5	none					
		<b>A13</b> . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	10	5	5	5		LTNG 207, LTNG 299, LTNG 300, LTNG 218
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	N/A	N/A					MS-LT and M-Ed Students
		Published Study Guides		Ebook	0	1	5	5	5	5.00	Teaching Speech Communication
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	LTNG 207, LTNG 299 , LTNG 218
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems	100	200	5	5	5	5.00	Learning Task/Articles and Assessment
		<b>A 6</b> : Number of Periodic Exams		Prepares Midterm and Final Exam	2	4	5	5	5	5.00	LTNG 207, LTNG 299 , LTNG 218
		<b>A 7</b> : Number of virtual classroom created and operational		Google Meet/E-mail/Messenger/ Live Calls	1	2	5	5	5	5.00	LTNG 207, LTNG 299 , LTNG 218
	<b>PI 10</b> . Additional outputs:	<b>A 8</b> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	5	8	5	5	5	5.00	LTNG 207, LTNG 299 , LTNG 218
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9</b> . Actual Faculty's FTE 5.4		Handles and teaches courses assigned	18	8.2	5	5	5	5.00	ELSt 199, ELDs 122 , and ELSt 200
		<b>A10</b> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	12	5	5	5	5.00	ELSt 199, ELDs 122 , and ELSt 200
		<b>A11</b> . Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with	2	5	5	5	5		ELSt 199, ELDs 122 , and ELSt 200



		<b>A12 . Number of conferences/ trainings attended related to instruction</b>	Trainings attended	Attends conferences and trainings							
		<b>A13 . Number of long examinations administered and checked</b>	exam prep	Administers and checks periodic examination for subjects taught	2	6	5	5	5	5.00	ELSt 199, ELDs 122 , and ELSt 200
		<b>A14 . Number of quizzes administered and checked</b>		(oral and written)	10	20					ELSt 199, ELDs 122 , and ELSt 200
		<b>A15 . Number of lab reports and term papers checked and graded</b>		Checks lab reports and term papers submitted as required	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 8: Number of students advised: *</b>	<b>A16. Number of students advised:</b>		<i>Acts as academic adviser to students</i>	5	20	5	5	5	5.00	ELSt 199, ELDs 122 (2 sections), , and ELSt 200
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>									
		<i>As SRC Chairman</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	<i>ELSt 200</i>
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	<i>ELSt 200</i>
		<b>A18 . Number of students entertained for consultation purposes</b>		Entertains students consulting on subject taught, thesis and grades	20	200	5	5	5	5.00	ELSt 199, ELDs 122 and ELSt 200
	<b>PI 9: Number of student organizations advised/</b>	<b>A19 . Number of Student organizations advised</b>		<i>Advises student organizations recognized by USOO</i>	none	none					<i>none</i>
		<b>A20 . Number of Student organizations assisted on student related activities</b>		<i>Assists student organizations in implementing student related activities</i>	none	none					<i>none</i>
	<b>PI 10: Number of instructional materials developed *</b>	<b>A 21 : Number of on-line course ware developed and submitted :</b>		Prepares and submits for review by the Technical Review Panel							
		<i>Published Study Guides</i>		<i>Ebook</i>	0	1	5	5	5	5.00	Translation Studies
		<i>OBE Coures Syllabi</i>		<i>Updates OBE Course Syllabi</i>	3	7	5	5	5	5.00	ELSt 199, ELDs 122 and ELSt 200
		Supplemental learning resources		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	20	5	5	5	5.00	ELSt 199, ELDs 122 and ELSt 200
		<i>Assessment tools</i>		Prepares assessment tools such as long exam, quizzes, problems	5	20	5	5	5	5.00	ELSt 199, ELDs 122 and ELSt 200
		<b>A 23 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b>		Submits the course ware duly reviewed by TRP for editing by MMDC editor	N/A	N/A	N/A	N/A	N/A	N/A	N/A



		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Agency/firm/Industry linkages		Coordinates with potential firms	N/A	N/A	N/A	N/A	N/A	N/A	N/A
						SUB-TOTAL				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>					N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other		Conducts research for possible utilization by industry or other beneficiaries	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In refereed int'l journals</i>			N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In refereed nat'l/regional</i>			N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scienfic for a/conferences	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	N/A	N/A	N/A	N/A	N/A	N/A	N/A



	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of course-related awards (research conducted by faculty or student w/ faculty)		Presented paper abroad	N/A	N/A					N/A
		<b>A 33.</b> Number of journal articles/ published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	N/A	N/A					N/A
		<b>A 34.</b> 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					N/A
		<b>A 35.</b> 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					N/A
						SUB-TOTAL				NONE	
<b>UMFO 4. EXTENSION SERVICES</b>											
	<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					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					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	<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		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		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					



	<i>Resource Persons</i>	<i>Resource Persons</i>			N/A	N/A					
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>			N/A	N/A					
	<i>Consultancy</i>	<i>Consultant</i>			N/A	N/A					
	<i>Evaluator</i>	<i>Evaluator</i>			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	N/A	N/A					
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *			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					
		<b>A 44.</b> Hosted Nostalgia DYDC Program		prepares scripts and invites guest	15	20	5	5	5	5.00	Nostalgia Episodes
						SUB-TOTAL				5.00	

## UMFO 5. SUPPORT TO OPERATIONS

### OVPI MFO 4. Program and Institutional Accreditation Services

	<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	<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		zero % non-conformity
		<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	5	5	5		100% compliant
		On program accreditations	Pilot Plant Manager							
		On institutional accreditations	SSF Rootcrop facility							

## UMFO 6. General Admin. & Support Services (GASS)

	<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	5	5	5		Zero % complaint
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	<b>PI 3: Additional Outputs</b>	<b>A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *</b>		Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48. Other outputs implementing the new normal due to covid 19</b>		Designs administration/management related activities and other outputs to implement new normal							
						SUB-TOTAL				5.00	

Average Rating (Total Over-all rating)		
Additional Points:		
Approved Additional points (with		
FINAL RATING		
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**  
Dr. Parmis is one of the most hardworking faculty of DLABS. Her experience in the academe provides additional help to the department. More collaborations with co-faculty is a welcome development.


Evaluated & Rated by:

  
**JETT C. QUEBEC**

Department Head

Date: January 13, 2023

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: **JAN 13 2023**

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



# PERFORMANCE MONITORING FORM

Name of Employee: ANNIE A. PARMIS

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 the following undergraduate and graduate courses: ELDs 122, ELSt 199, ELSt 200, LTNG 207, LTNG 218, and LTNG 300.	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2022	December 2022	January 2023	Very Impressive	Outstanding	
2.	Serve as a thesis adviser and teacher for courses ELSt 200 and LTNG 300.	Regular checking of the manuscripts and consultation	July 2022	December 2022	January 2023	Very Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	July 2022	December 2022	December 2022	Very Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	July 2022	December 2022	January 2023	Very Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	July 2022	December 2022	December 2022	Very Impressive	Outstanding	
6.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exams/ Thesis Defense	July 2022	December 2022	December 2022	Very Impressive	Outstanding	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	July 2022	December 2022	December 2022	Very Impressive	Outstanding	
8.	Serve as APB representative to evaluate an applicant	Observe and give comments and	November 2022	November 2022	November 2022	Very Impressive	Outstanding	



	(Geodetic Engineering)	suggestions; fill-out a paper-report						
9.	Accomplish course syllabi, TOS, and monthly DTRs.	Approved course syllabi, TOS, and DTRs	July 2022	December 2022	December 2022	Very Impressive	Outstanding	
10.	Serve as Adviser of graduate and undergraduate manuscripts	Monitored advisees; attend proposal and thesis defense	July 2022	December 2022	January 2023	Very Impressive	Outstanding	
11.	Serve as a host of the Nostalgia program (DYDC)	Airtime appearances	July 2022	December 2022	December 2022	Impressive	Very Satisfactory	
12.	Write and publish e-books	Published 2 Study Guides (Teaching Speech Communication; and Translation Studies)	July 2022	December 2022	October 2022	Very Impressive	Outstanding	
13.	Edit Manuscripts	Edited graduate and undergraduate theses	July 2022	December 2022	January 2023	Very Impressive	Outstanding	
14.	Serve as Chair/Member of Student Research Committee (SRC) for undergraduate thesis	Attendance to proposal/thesis defense	July 2022	December 2022	January 2023	Very Impressive	Outstanding	
15.	Submit Midterm and Final Grades	Grades submitted to the Office of the Registrar	July 2022	December 2022	February 2023	Very Impressive	Outstanding	

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

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

Prepared by:



JETT C. QUEBEC  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annie A. Parnis

Performance Rating:

Aims:

1. Participation in professional organizations
  - Attending local, regional, national, and international conferences or webinars
  - Serving as Panel reactor
  - Coordinating events
  - Serving as an academic/thesis adviser or a panel member
2. Conducting instruction, research, production, and extension activities
3. Improve job performance
  - Keeping up with new teaching approaches, methodologies, and strategies in the new normal amidst pandemic
  - Learning about updates in the field of English language teaching
  - Improving existing talents and skills
4. Increased duties and responsibilities
  - Taking on new challenges in the current work, project or plan
5. Expanding coverage
  - Writing Learning Guides, syllabi, and other instructional materials
  - Publishing books and research articles
  - Reviewing the works of others for publication
  - Travel abroad to expand and share knowledge and expertise

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

Date: December 2023Target Date: One year from today

First Step:

- a) She was encouraged to keep up with the good work and find time for some improvements and higher possibilities

Result:

She will have hopefully become more productive and more efficient in her teaching and other tasks and assignments.

Date: December 2022Target Date: End of First Semester SY: 2021-2022

Next Step:

She was advised to conduct a research and participate in conferences and trainings as presenter/resource speaker, as well as to publish books and research articles.

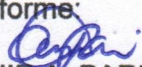
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
JETT C. QUEBEC  
Department Head

Conforme:

  
ANNIE A. PARNIS  
Faculty/Ratee