

RY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Babylyn C. Lambert**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.43	
b. Students (50%)		2.30	
TOTAL INSTRUCTION	70%	4.73	3.31
2. Research	15%	5.00	0.75
3. Extension	5%	4.00	0.20
4. Support Operations	5%	4.50	0.23
5. Gen. Adm. & Support Services	5%	4.50	0.23
TOTAL			4.71

EQUIVALENT NUMERAL RATINGS:

4.71

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING:

4.71

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

**BABYLYN C. LAMBERT**  
Name of Faculty

Reviewed by:

**ZYRA MAY H. CENTINO**  
Head, DoEcon

Recommending Approval:

**LILIAN B. NUNEZ**  
Dean, CME

Approved:

**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs



Visayas State University  
College of Management and Economics  
**DEPARTMENT OF ECONOMICS**  
Visca, Baybay City, Leyte



"Exhibit B"

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

I, Babylyn C. Lambert, a faculty member of the DEPARTMENT OF ECONOMICS 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 2024.

**BABYLYN C. LAMBERT**

Asst. Prof. III

Date: 1/10/25

Approved:

**ZYRA MAY H. CENTINO**

Department Head

Date: 1/10/25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Accomplishment (Jul.-Dec 2024)	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 1: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.25	1.32	5	5	5	5.00	
	PI 2: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		1	5	5	5	5.00	

		<u>A4 . Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty							
	<u>PI 3:</u> Number of instructional materials developed *	<u>A5 . Number of on-line ready coursewares developed and submitted for review</u>	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares 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.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	
	<u>PI 3 . Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 1:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	18.00	54.60	5	5	5	5.00	
		<u>A10 . Number of grade sheets submitted within prescribed period</u>	Prepares gradesheet and submits on or before deadline	3	14	5	5	5	5.00	
		<u>A 11 . Number of INC forms with grade submitted within prescribed period</u>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	2	8	5	5	5	5.00	

		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	1	3	5	5	5	5.00	
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	4	30	5	5	5	5.00	
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	5	38	5	5	5	5.00	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	4	10	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>	<i>Acts as academic adviser to students</i>	10	86	5	5	5	5.00	
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As Thesis/field practice/ special problem adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	10	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	20	210	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	0	3.5	3.5	3.5	3.50	

		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	20	5	5	5	5.00	
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
	<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 and/or evaluation (RQAT)	2	0	3.5	3.5	3.5	3.50	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU * (Coordinate LGU links for IM's delivery as implementing the new normal)	4	9	5	5	5	5.00	
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal * Number of learning guides, obelidzed syllabus, TOS and item analysis evaluated	3	4	5	5	5	5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	5	5	5	5.00	

	<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							
	<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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<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							

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 * (Active partnership with LGU-students IM's)	4	1	3.5	3.5	3.5	3.50	
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							
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	Implementes duly approved extension projects	1	0	3.5	3.5	3.5	3.50	
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	5	5	5	5.00	
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 (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							

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	zero % complaint	zero	4	4	4	4.00	
	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	100% compliant	4	4	4	4.00	
	On program accreditations								
	On institutional accreditations								
	A.46. Number of seminars/trainings/workshop attended outside the university								
	International								
	National								
	Regional								
	Institutional			2	5	5	5	5.00	
	A.47. Number of meetings attended	Department meeting	6	12	5	5	5	5.00	
	A.48 Number of meeting attended (APB, UAC, etc)								
UMFO 6. General Admin. & Support Services									
PI 2. Zero percent complaint from clients served	A 49. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	zero complaint	4	4	4	4.00	
PI 3: Additional Outputs	A 50. 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							
	A.51. Number of meetings presided								
	A.52. Number of staff evaluated/monitored								
	A.53. Number of committee membership		2	4	5	5	5	5.00	

4.5  
18

4.5  
9

		<b>A.54.</b> Number of meetings attended outside of the university								
		<b>A.55.</b> Other outputs								
	<b>Total Over-all Rating</b>								151.00	
	<b>Average Rating</b>								4.72	
	<b>Adjectival Rating</b>								O	

Evaluated & Rated by:

ZYRA MAY H. CENTINO

Department Head

Date: 1/10/25

Recommending Approval

LILIAN B. NUNEZ

Dean, CME

Date: 1/10/25

Comments & Recommendations for Development Purpose:

Should finish her doctoral program

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 1/14/25

PERFORMANCE MONITORING & COACHING JOURNAL  
July-December 2024


Name of Office : Department of Economics  
Head of Office : Prof. Zyra May H. Centino  
Number of Personnel : 8 Regular Faculty, 2 Admin Staff, 1 Part Time, 1 GTA, 4 Affiliate Faculty

Activity	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Faculty Meeting		Minutes of the meeting			Monthly meeting (regular & special)
Office & Class Attendance				Logbook, DTR's biometrics, personal check-up	DOE faculty & staff
Discussion of job-related accomplishments, problems and plans	Class observation: The department head conducted class observation of all the faculty member once in every semester	Participation of the faculty members was monitored in the different activities sponsored by the department		Attendance certificate  Committee meetings	All faculty members were informed of the class observation
Attendance to university/college virtual/google meet seminars and meetings			University memos/college memo/notice of meeting	Attendance certificate	July-Dec. 2024
Compliance of University Memos			University Memos	Compliance Report	
Leaves (SL, VL, CDO, etc.)				Application for leave form	
Grades				Submission of midterm & final gradesheets	Oct. & Dec. 2024 (e-copy.)
Coaching & Mentoring					
Discuss ways to improve classroom		Teaching performance			All faculty members were


management, teaching methods, IMs and syllabus preparation and evaluation reports of staff.		evaluation results especially the negative feedbacks from students were discussed with the concerned faculty			given copy of their TPES regarding the students evaluation (July-Dec. 2024)
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*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**ZYRA MAY H. CENTINO**  
 Head, DOE

Noted by:

  
**LILIAN B. NUNEZ**  
 Dean, CME

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				JUL	AUG	SEPT	OCT	NOV	DEC	
MFO 1. Advanced & Higher Education Services	Teaching	ALL FACULTY	JULY-DEC. 2024							
PI 1. Instruction	Instructional Materials Developed/Revised & Utilized	ALL FACULTY	JULY-DEC. 2024			Revises Course Outline, Course Syllabi, TOS, Powerpoint presentations				BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148, NCON141, BCON 145, AGECE 144, ECON 129E, ECON, BCON 146, AGECE 199-A, ECON 133, AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214
	Spent Hours For Students Consultations (virtual)	ALL FACULTY	JULY-DEC. 2024							As Academic Advisers, GAC Chairman and Members & other Committees involving student consultations
		ZYRA MAY H.	JULY – DEC.							Head, Academic Advisers

		<i>CENTINO</i>	2024							
	Gives Assignments, Quizzes, Exams, Etc.	<i>All Faculty</i>	JULY –DEC. 2024	Gives quizzes and long exams as agreed in the class			Give midterm exam		Gives final exams	Midterm and Final Exams were given as scheduled by the university
	Submits Grade Sheets	<i>All Faculty</i>	JULY-DEC. 2024				Midterm Grades		Final Grades	BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON, BCON 146, AGECE 199-A, ECON 133,AGECE 231, AGECE 213, AGECE 221, AGECE 241, APEC 252, ECON 214
	Prepares power point lecture materials	<i>All Faculty</i>	JULY-DEC. 2024							BCON 143, NCON 145, AGSC 12, SOST 111, ECON 153, BCON141, ECON 115A, ECON 134A, ECON 101A, MGMT 21, NCON143, ECON198, BCON147, NCON 147, NCON 146, AGECE 115, ECON 131, ECON103, ECON148,NCON141, BCON 145, AGECE 144, ECON 129E, ECON,




[illegible]

	ons.									
	Delivers, processes and facilitates documents	COSUGANOB/ ANELITO C. PERNITO	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Continuing Process, payroll for SA, job request etc.
	Prepares letters, transmittal, acknowledgment letters and other communications.	COSUGANOB	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Request Letters, Financial Reports, Vouchers, Purchase Requests/PPMP
	Records and releases documents.	COSUGANOB/ ANELITO C. PERNITO	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming and outgoing communications
	Files documents.	COSUGANOB	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Incoming Communications Students Files, docs from other offices.
	Photocopies documents and other communications.	COSUGANOB/ ANELITO C. PERNITO	JULY-DEC. 2024	Daily	Daily	Daily	Daily	Daily	Daily	Memos, Letters and Appointments

	Clean offices and surroundings	ANELITO C. PERNITO	July-Dec. 2024	Daily	Daily	Daily	Daily	Daily	Daily	
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Prepared by:

  
**ZYRA MAY H. CENTINO**  
 Unit Head

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Babylyn C.Lambert

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall 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 return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	July 2024	Dec. 2024	Dec. 2024	Impressive	Very Satisfactory	Done
2	Prepares instructional module/learning materials for face to face classes.	Very Satisfactory	July 2024	Aug.. 2024	Dec. 2024	Impressive	Very Satisfactory	Done
3	Attends meetings and performs functions as chairman/member of different committee of the department	Very Satisfactory	July 2024	Dec. 2024	Dec. 2024	Impressive	Very Satisfactory	Done
4	Performs other functions	Very Satisfactory	July 2024	Dec. 2024	Dec. 2024	Impressive	Very Satisfactory	Done

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

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

Prepared by:

  
 ZYRA MAY H. CENTINO  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Babylyn C. Lambert  
Performance Rating : Outstanding

Aim: To improve teaching capability of faculty member.

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

Date: July 2024

Target Date: September 2024

First Step:

Required Ms. Lambert to prepare and update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned for the 1<sup>st</sup> semester, A.Y. 2024-2025

Result:

Updated graduate course syllabi and other teaching materials.

Date: October 2024

Target Date: December 2024

Next Step:

Improved further the Instructional Materials developed.

Final Step/Recommendation:

Ms. Lambert has prepared and updated instructional materials.

Prepared by:

  
**ZYRA MAY H. CENTINO**  
Unit Head

Conforme:

  
**BABYLYN C. LAMBERT**  
Ratee



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

**Second Semester AY 2023-2024**

Name of faculty: LAMBERT, BABYLYN C.

Department: Dept. of Economics

College: College of Management and Economics

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Econ 100	INTRODUCTORY ECONOMICS	LEC	4.00	Very Satisfactory	80.0%
Econ 100	INTRODUCTORY ECONOMICS	LEC	5.00	Outstanding	100.0%
Econ 101	MICROECONOMICS	LEC	5.00	Outstanding	100.0%
Econ 100	INTRODUCTORY ECONOMICS	LEC	4.00	Very Satisfactory	80.0%
APEC251	ADVANCED MICROECONOMICS	LEC	5.00	Outstanding	100.0%
Average Rating			4.60	Outstanding	92.00%

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

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: 11-08-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-12-2024

Received by:

LAMBERT, BABYLYN C.

Name and Signature of Faculty

Date: 11/26/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

