SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **HILDA A. PEDRERA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head (50%) from IPCR	0.50	4.26	2.13
b. Student (50%) from Teaching Performance Eval'n. By-	0.50	5.00	2.50
Total for Instruction	100%	4.63	4.63
2. Administration and Support Services	0%	0.00	0.00
TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	4.63

EQUIVALENT NUMERICAL RATING: 4.63

Add: Additional Points, if any: -

TOTAL NUMERICAL RATING: **4.63**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

HILDA A. PEDRERA   **SHALOM GRACE C. SUGANO**
Name of Faculty   Department Head

                                                  Recommending Approval:

                                                  BAYRON S. BARREDO
                                                  Dean/Director

                                                  Approved:

                                                  BEATRIZ S. BELONIAS
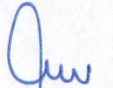   Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HILDA A. PEDRERA, a faculty member of the <u>VSU INTEGRATED HIGH SCHOOL</u> commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>JULY - DECEMBER 2022.</u>

Approved:

HILDA A. PEDRERA
Instructor
Date:

SHALOM GRACE C. SUGANO
Department Head
Date:

BAYRON S. BARREDO
College Dean
Date:

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							
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to 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							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		A4. Number of students entertained for consultation purposes	Entertains 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							
		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 Moddle or Google Classroom							
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							

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	28.865	5	5	5	5.00	Filipino I - Petunia, Filipino I - Dahlia, Filipino I - Lily, Filipino III - Diamond, & Filipino III - Emerald

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	5	4	4	4	4.00	Filipino I - Petunia, Filipino I - Dahlia, Filipino I - Lily, Filipino III - Diamond, & Filipino III - Emerald
		A 11. 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	1	2	4	4	4	4.00	Filipino 001 and CPAR 11
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	4	4	4	4.00	4th SEPI Multidisciplinary National Hybrid Conference & Extension Training-Workshop: Developing VSU Extension Proposal
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	4	4	4	4.00	Filipino I and Filipino III
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	10	4	4	4	4.00	Filipino I and Filipino III
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	30	48	4	4	4	4.00	48 Grade 9 - Diamond
		A17. Number of students advised on thesis/ field practice/special problem:		0	0					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	195	5	4	4	4.33	48 Grade 9 - Diamond, 48 Grade 9 - Emerald, 33 Grade 7 - Petunia, 33 Grade 7 - Dahlia, & 33 Grade 7 - Lily,

PI	Activity	Description							
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1		5	4	4	4.33	Supreme Students Government
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1		5	4	4	4.33	Supreme Students Government
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2		4	4	4	4.00	Filipino I and Filipino III
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2		4	4	4	4.00	Filipino I and Filipino III
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	15		4	4	4	4.00	Filipino I and Filipino III
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	20		4	4	4	4.00	Filipino I and Filipino III
	A 23 : 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		4	4	4	4.00	Filipino I and Filipino III
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2		4	4	4	4.00	Filipino I and Filipino III
PI 11. Additional outputs	A 25. 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								

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal						
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	1	3	5	5	5	5.00	Research papers published in Social Science Diliman Journal, HASAAN Journal, & Science and Humanities Journal
	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	1	1	5	5	5	5.00	Research paper submitted to Social Scriences and Development Review
	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							
		In refereed int'l journals							
		In refereed nat'l/regional journals							
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		In int'l fora/conferences							
		In nat'l/regional fora/conferences							
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or								

		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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35.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								
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								
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	Activity	Description							
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	1	5	5	5	5.00	VFES Buwan ng Wika 2022
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							

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 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					
		On program accreditations								
		On institutional accreditations								

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					
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							
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							Comments & Recommendation for Development Purpose: *Be willing to accept responsibilities. Be more engage in research & extension.*
Total Over-all Rating									81.00	
Average Rating									4.26	
Adjectival Rating								Very Satisfactory		

Evaluated & Rated by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval

BAYRON S. BARREDO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Hilda A. Pedrera
Performance Rating: Outstanding

Aim: To produce instructional materials on subjects handled ready to be used for flexible learning.

Proposed Interventions to Improve Performance:

Date: August 2022   Target Date: December 2022

First Step:
    1. Develop at least one learning guide for each subject ready to be used in the new normal.
    2. Attend seminars and workshops on writing learning guides.

Result:
    1. Attended seminars and workshops held in the university.
    2. Developed learning guides for flexible learning.

Date: January 2023   Target Date: December 2023

Next Step: 1. Perform responsibilities as a faculty.

    2. Attend seminars and trainings related to the field of specialization for professional and self enhancement.

Outcome: 1. Achieved goals and objectives in instruction.
          2. Published research outputs in reputable journals.

Final Step/Recommendation:

    1. Be more engaged in doing research and extension.

Prepared by:

SHALOM GRACE C. SUGANO, Ph.D.
Unit Head

Conforme:

HILDA A. PEDRERA
Name of Ratee Faculty/Staff