

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUSAN M. ENAGE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head (50%) from IPCR	100.00	3.97	3.97
b. Student (50%) from Teaching Performance Eval'n. By-	0.00	0.00	0.00
Total for Instruction	100%	1.99	3.97
2. Administration and Support Services	0%	0.00	0.00
TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	3.97

EQUIVALENT NUMERICAL RATING:

3.97

Add: Additional Points, if any:

-


TOTAL NUMERICAL RATING:

3.97

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:


SUSAN M. ENAGE
Name of Faculty

Reviewed by:


SHALOM GRACE C. SUGANO
Department Head

Recommending Approval:



AREL A. VILLOCINO
Dean/Director

Approved:



BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SUSAN M. ENAGE, a faculty member of the VSU INTEGRATED HIGH SCHOOL 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 JANUARY-JUNE 2020.


SUSAN M. ENAGE
 Instructor
 Date:

Approved: 
SHALOM GRACE C. SUGANO
 Department Head
 Date:


ALELI A. VILLOCINO
 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	12	57.75	4	5	4	4.33	Filipino 7 & Filipino 9, Grade 12 Stem B

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5.00	Filipino 7 & Filipino 9, Grade 12 Stem B
		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	0	3	3	3	3.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Google Classroom Online Training; Enhancing Resilience in the Workplace; Understanding Flexible Learning"
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	4	5	4	4.33	English IV; Reading and Writing Skills
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	2	4	5	4	4.33	Filipino 7 Fil., Gram., Comp. & Lit
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0	3	3	3	3.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	46		5	4	4	4.33	Filipino 7 Fil., Gram., Comp. & Lit
		A17. Number of students advised on thesis/ field practice/special problem:		0	0	3	3	3	3.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	0	3	3	3	3.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	0	3	3	3	3.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	163	5	5	5	5.00	Grade 10- Neptune Adviser; Grade 12 Coordinator

	PI 9: Number of student organizations advised/assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	0	0	3	3	3	3.00	
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	1	5	4	4	4.33	
	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	1	4	4	4	4.00	Filipino 7 Fil.,Gram.,Comp.& Lit
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	Filipino 7 Fil.,Gram.,Comp. & Lit
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	4	4	4.33	Filipino 7 Fil.,Gram.,Comp. & Lit
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	4	5	4	4.33	Filipino 7 Fil.,Gram.,Comp. & Lit
		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	1	4	4	4	4.00	Filipino 7 Fil.,Gram.,Comp. & Lit
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4.00	Filipino 7 Fil.,Gram.,Comp. & Lit
	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							

[illegible]

		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	Implements 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 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									
	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 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 performing 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						
	Total Over-all Rating							79.31	
	Average Rating							3.97	
	Adjectival Rating							Very Satisfactory	

Comments & Recommendation for Development
Purpose:
She is a seasoned faculty.
Her enthusiasm despite she is retiree is commendable.
She is a very dedicated teacher.

Evaluated & Rated by:

SHALOM GRACE C. SUGANO

Department Head

Date:

Recommending Approval

ALELI A. VILLOCINO

Dean, College of Education

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 12/10/20

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: SUSAN M. ENAGE

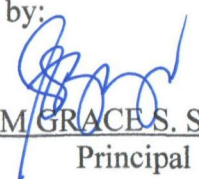
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach Fili 7 and Fili 3	Deliver quality learning to students in the Junior and Senior High School program	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
2	Revised syllabi in Fili 7	OBE syllabus that addresses the needs of learners	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
3	Develop teaching aid in Fil 7 and 9	A more comprehensive power point presentation	January 2020	June 2020	June 2020	Impressive	Very Satisfactory	
4	Develop teaching aide and handouts	Collect projects, assignments, check, develop rubrics to assess students in	January 2020	June 2020	June 2020	Very Impressive	Outstanding	

		designing and creating innovative activities for the students special needs						
5	Practice Teachers mentored and evaluated	Assisted, mentored and evaluated two(1) Filipino Major students	January2020	June 2020	June 2020	Very Impressive	Outstanding	
6	Field study students assisted	Assisted eight (6) field study students from the College of Education	January2020	June 2020	June 2020	Very Impressive	Outstanding	
7	Special Assignment from the Principal	-Chairman Disciplinary Committee	January2020	June 2020	June 2020	Very Impressive	Outstanding	

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

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

Prepared by:


SHALOM GRACE S. SUGANO, Ph.D.
Principal