

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SHALOM GRACE C. SUGANO

Program Involvement (1)	Percentage Weight of	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.72x50%= 2.36	
b. Students (50%)		5x50% = 2.5	
TOTAL for Instruction	100%	4.86	4.86
2. Research	0%		0
3. Extension	0%		0
4. Administration	0%		0
5. Production			0
TOTAL			4.86

EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:

SHALOM GRACE C. SUGANO
Name of Faculty

Reviewed by:

ROSARIO P. ABELA
Department Head

Recommending Approval:

ALELI A. VILLOCINO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, SHALOM GRACE C. SUGANO of VSU Laboratory High School commits the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2018 to December 30, 2018.

SHALOM GRACE C. SUGANO
Ratee

Approved: ROSARIO P. ABELA
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services: Education Services as Laboratory High School of the College of Education	FTE			74.5					
	• TL	Teaching	12.75	29.19	5	4	4	4.33	Science IIIA - General Chemistry, Research 1, General Chemistry II (Senior High)
	Number of Instructional Materials Developed/Revised and Utilized:								
	❖ Revised syllabi within the year		1	2	5	4	5	4.67	Science IIIA - General Chemistry, Research 1
	❖ Teaching Aid (PowerPoint/visual aids/etc)		1	10	4	5	5	4.67	Science IIIA - General Chemistry, Research 1, General Chemistry II
	Student Advising and Consultation Services:								
	❖ Number of organizations advised		1	2	4	4	4	4	Junior Organization, Grade 9 Garnet Adviser
	❖ Number of student-related activities assisted		5	12	4	5	4	4.67	Honor's Program, Math and Science Culmination Program, Intramurals, Local Science Fair, Acquaintance Party 2018, Christmas Party, English Month, Buwan ng Wika, Division Festival of Talents, Regional Science and Technology Fair , City Meet, Cluster Meet
Average Rating					4.40	4.40	4.40	4.47	
	Instructional Services								
	❖ No. of Student Teachers Assisted		0	2	5	4	5	4.67	
	❖ No. of Field Study Students Assisted		0	0					
	Other services								
	❖ Other services provided to VSU activities and other agencies		0	0					
STO									
Personal development and welfare support	Trainings / Seminars / Conferences Attended:								

	❖ Approved or Conducted by DepED, CHED		0	1	5	5	5	5	In-depth Training on Qualitative and Quantitative Data Analysis
	Other services								
	Average Rating				5	4.5	5	4.835	
Administrative functions & other special assignments	Special Assignments from Office of the Principal		0	4	4	4	4	4	Research Coordinator, VSULHS Treasurer, School Canteen Treasurer, Farm Manager
Average Rating					4	4	4	4	
Total Over-all Rating					4.46	4.30	4.47	4.44	

Average Rating (Total Over-all rating)		4.44
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.44
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose: *she can be relied upon to accomplish tasks assigned to her. Needs to engage more in research.*

Evaluated and Rated by:

Rosario P. Abela
ROSARIO P. ABELA, Ed.D.
 Dept./Unit Head

Date: _____

Recommending Approval:

Alejo A. Villocino
ALEJO A. VILLOCINO, Ed.D.
 Dean/Director

Date: _____

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS, Ph.D.
 Vice President

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: **SHALOM GRACE C. SUGANO**

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 Science 9A (Chemistry) to Grade 9 students	Deliver quality learning on basic concepts in chemistry to students in the secondary level	July 2018	May 2019	May 2019	Very Impressive	Outstanding	
2	Teach Research 1 to Grade 9 students	Deliver quality learning on basic concepts in research in the secondary level	July 2018	May 2019	May 2019	Very Impressive	Outstanding	
3	Teach General Chemistry I to Grade 12 students	Deliver quality learning on basic concepts in general chemistry in the secondary level	July 2018	May 2019	July 2018	Very Impressive	Outstanding	
4	Revise course outline in Science 9A, Research 1	Course outline contains updated topics	July 2018	July 2018	July 2018	Very Impressive	Outstanding	
5	Revise course syllabus in Science 9A, Research 1	OBE syllabus that addresses the needs of learners	July 2018			Very Impressive	Outstanding	
6	Revise laboratory manual for Science 9A (Chemistry)	Use updated laboratory experiments	July 2018	July 2018	July 2018	Very Impressive	Outstanding	
7	Develop powerpoint presentation in Science 9A, Research 1, General Chemistry I	A more comprehensive powerpoint presentation	July 2018	July 2018	July 2018	Very Impressive	Outstanding	

8	Submit reports and other requirements	Sign CSR, submit grade sheets	July 2018 to December 2018			Very Impressive	Outstanding	
9	Assist in school-related activities	Assist in checking attendance/monitoring of students in activities like Conference with Parents, Acquaintance Party, Buwan ng Wika, Intramurals (Students & Faculty), English Month, Math & Science Month, Science Fair & Research Congress, World Teacher's Day, Career Guidance Day, Division & Regional Science Fair	July 2018 to December 2018			Very Impressive	Outstanding	
10	Attend Seminars, International Conferences and Trainings	In-depth Training Workshop on Data Analysis	July 2018 to December 2018			Very Impressive	Outstanding	
11	Supervise BSED student teachers	Mentor and supervise the student teachers in handling and managing the class	August 2018	November 2018	November 2018	Very Impressive	Outstanding	
12	School Treasurer (Canteen, Farm)	Financial management and oversight	August 2018	May 2019	May 2019	Very Impressive	Outstanding	

* 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

Name of Employee: Dr. Shalom Grace C. Sugano

Performance Rating: Outstanding

Aim: To write a research proposal and submit to OVPRE for funding.

Proposed Interventions to Improve Performance:

Date: June 2018

Target Date: July – December 2018

First Step:

Attend seminar on Research Proposal writing.

Result:

Write a research proposal for endorsement to OVPRE.

Date: _____

Target Date: _____

Next Step:

Decrease teaching load in order to engage in research and produce new IM's.

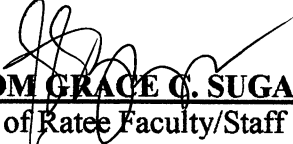
Outcome: A better schedule that will allow time for research and instruction.

Final Step/Recommendation:

Prepared by:


ROSARIO P. ABELA, Ed.D.
Unit Head

Conforme:


SHALOM GRACE C. SUGANO, Ph.D.
Name of Ratee Faculty/Staff