

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2022

Name of Faculty Member:

**ANGELIE E. GENOTIVA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		4.17 x 50% = 2.085	
TOTAL for Instruction	80%	4.58	3.660
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Research			0.500
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.660

EQUIVALENT NUMERICAL RATING: 4.660

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.660

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

*Angeline E. Genotiva*

**ANGELIE E. GENOTIVA**

Name of Faculty

Reviewed by:

*Jett C. Quebec*

**JETT C. QUEBEC**

Department Head

Recommending Approval:

*Ma. Theresa P. Loreto*

**MA. THERESA P. LORETO**

Dean, CAS

Approved by:

*Beatriz S. Belonias*

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANGELIE E. GENOTIVA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2022

  
ANGELIE E. GENOTIVA

Instructor I

Date: July 5, 2022

Approved:

  
JETT C. QUEBEC

Department Head

Date: July 6, 2022

  
MA. THERESA P. LORETO

College Dean

Date: 8/4/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish ment	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	N/A						NA
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	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	N/A						



	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
	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	N/A						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	<b>PI 10</b> . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	N/A						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>									
<b>OVPI UMFO 3. Higher Education Management Services</b>									
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	24.45	5	5	5	5.00
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	4	4.67
		<b>A 11.</b> 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	2	10	5	5	5	5.00
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	25	5	5	5	5.00
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	60	5	5	5	5.00
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE				

	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised: Acts as academic adviser to students	N/A						
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	N/A						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A					
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	5	5	5	5.00 Online Consultations (E-mail/messenger)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00 VSU Debate Society
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00 VSU Debate Society
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course were developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	None				
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	NONE				
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5.00 Prepared Power point, reading assignments, video presentation for ScSc 13n students
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15	5	5	5	5.00 Prepared learning tasks and module assessments for ScSc 13n students
		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1	0				None
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	6	6	5	5	5	5.00 Created virtual classrooms for 6 classes



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:	Reviews syllabus as member of the department's Technical Review Panel	1	2	5	5	5	5.00	Reviewed syllabus for Philo 11n and SCSC 11n
			Reviews TOS as member of the department's Technical Review Panel	1	2	5	5	5	5.00	Reviewed TOS for Philo 11n and SCSC 11n
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	5	5	5	5	5.00	Prepared documents for AACUP Accreditation. Specifically assigned for Areas IX and X
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	NONE					NONE
		<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	1	1	5	5	5	5.00	Prepared online ready courseware
					<b>SUBTOTAL</b>				<b>4.98</b>	
<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	2	5	5	5	5.00	1. "Social Impact and the Role of the Local Government in a Ridge to Reef Conservation Project in Pilar, Camotes Cebu" and 2. "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime".
	<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 oroject within the year	1	1	5	5	5	5.00	Partially done with the study entitled "Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime"
	<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	1	1	5	5	5	5.00	Co-authored a paper published at the online Journal of Humanitarian Affairs, Manchester University Press

		<i>In refereed int'l journals</i>		1	1						Co-authored a paper published at the online Journal of Humanitarian Affairs, Manchester University Press
		<i>In refereed nat'l/regional journals</i>		1	0						none
	<b>PI 4.</b> Number of research	<b>A 30.</b> Number of research outputs	Prepares, submits and presents research	1	0						none
		<i>In int'l fora/conferences</i>		1	0						none
		<i>In nat'l/regional fora/conferences</i>		1	0						none
	<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	1	1						"Ethno-Linguistic Study of Minamanwa, Its Challenges and Changes Overtime"
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		NONE	NONE						
		<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	NONE	NONE						
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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	NONE	NONE						
					SUBTOTAL					<b>5.00</b>	
<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	1	5	5	5		5.00	Linked with DEPED Southern Leyte Division and Mamanwa Tribe in Pinamudlan Southern Leyte
	<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							



	<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	Implementes duly approved extension projects	N/A	1	5	5	5	5.00	Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices
	<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 relevance	Provides quality and relevant training courses and advisory services	N/A						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	N/A						None
	Research Mentoring	Research Mentor		NONE						None
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						None
	Resource Persons	Resource Persons		NONE						None
	Convenor/Organizer	Convenor/Organizer		NONE						None
	Consultancy	Consultant		NONE						None
	Evaluator	Evaluator		NONE						None
	<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 implementation	NONE	100%					Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		NONE						
		<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	NONE						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation	<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	zero non-conformity	5	5	5	5.00	

		<b>A 45.</b> 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	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
		On institutional accreditations		N/A						
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<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	no complaint	Zero % non-complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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	NONE						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE						
		A.49 DLABS Health Coordinator	Monitors the health status of faculty and staff of the department in relation to covid-19	none	50 faculty & staff	5	5	5	5.00	
		A.50 Dormitory Adviser - Everlasting Form	Supervises dormitory activities	none	2 job requests for maintenance	5	5	5	5.00	
					AVERAGE				5.00	
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									



Average Rating (Total Over-all rating divided by number of entries)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

**Comments & Recommendations for Development Purpose:** Ms. Genotiva is a determined and focused faculty of DLABS. She accomplishes task given to her on time. A doctorate degree is a welcome development.

Evaluated & Rated by:

  
**JETT C. QUEBEC**

Department Head

Date: July 6, 2022

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: 8/4/2022

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: \_\_\_\_\_

# Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: ANGELIE E. GENOTIVA

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 GE courses ScSc13n	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	January 2022	June 2022	June 2022	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2022	June 2022	June 2022	Impressive	Outstanding	
3	Class preparation	Will prepare online ready course wares, learning guides, virtual classrooms, quizzes, and activities	January 2022	June 2022	June 2022	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2022	June 2022	July 2022	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2022	June 2022	June 2022	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2022	June 2022	June 2022	Impressive	Outstanding	

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Angelie E. Genotiva**

Performance Rating: **Very Satisfactory**

Aim: To engage in research and extension projects and improve teaching strategies

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

Date: January 2022

Target Date: One year from today

First Step:

- a) Required her to be involved on research or extension projects which the Department has started to work on.
- b) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:

She is currently connected to one research project and one extension project approved by the university.

She has employed several teaching strategies that simplified her discussions relative to the different levels of intellectual abilities of her students

Date: JUNE 2022

Target Date: One year from today

Next Step:

She was advised to write her research manuscripts into publishable research articles and submit them to reputable peer referred journals.

Outcome: She has submitted for review two manuscripts to a CHED recognized journal

Final Step/Recommendation: NA

Prepared by:

  
JETT C. QUEBEC  
Department Head

Conforme:

  
ANGELIE E. GENOTIVA  
Ratee/Faculty