SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2022

Name of Faculty Member: **DAISY P. ACORITAY**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.86 x 50% = 2.430	
b. Students (50%)		3.17 x 50% = 1.585	
TOTAL for Instruction	95%	4.02	3.814
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5.0%	4.67 x 0.05 = 0.234	0.234
TOTAL	100%		4.048

EQUIVALENT NUMERICAL RATING: 4.048
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.048**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

Daisy Payr-Aurtz

DAISY P. ACORITAY
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

mtplnoto

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DAISY P. ACORITAY, a faculty member of the DEPARTMENT OFLIBERAL ARTS AND BEHAVIROAL 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.

Approved:

DAISY P. ACORITAY
Assistant Professor 1
Date: July 6, 2022

JETT C. QUEBEC
Department Head
Date: July 8, 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 Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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	LTNG221: Language Testing	1	NONE					The was not offered for the second semester of SY 2021-2022
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students	2	1	5	5	5	5.00	I was assigned to guide Mr. Rafael Andrei Baes, one of the MSLT students.
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	NONE					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	NONE					
		A.4 Number of Student Applicatons to the MS/Magdev Programs Evaluated	Acts as Chair of the Dept. Graduate Admission Committee	1	1	5	5	5	5.00	Served as the Graduate Admission Committee Chair in DLABS for MSLT, MAgDev, and Med programs
		A5 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	2	5	5	5	5.00	I had Mr. Rafael Baes-MSLT and Ms. Lee Modina -Med
	PI 9: Number of instructional materials developed *	**A6** . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	NONE					

			Description	Target	Actual	Q	E	T	Ave	Remarks
		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	2	NONE					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	NONE					
		A 7 : 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	NONE					
		A 8 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	NONE					
	PI 10 . Additional outputs:	A 9. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	NONE					
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	Purposive Communication, Language Policies and Programs	18	20.95	5	4	4	4.33	I handled Purposive Communication (2), Language Policies and Programs(2), Foreign Language (2), and Language Research(1)
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	7	5	4	4	4.33	Purposive Communication (2), Language Policies and Programs(2), Foreign Language (2), and
		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	2	NONE					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	NONE					
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	7	5	5	5	5.00	Purposive Communication (2), Language Policies and Programs(2), Foreign Language (2), and Language Research(1)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	70	5	5	5	5.00	Purposive Communication (2), Language Policies and Programs(2), Foreign Language (2), and
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	10	5	5	5	5.00	These are ABELS students

PI	Activity	Description	Target	Accomplished	Q	E	T	Average	Remarks
	A17. Number of students advised on thesis/ field practice/special problem:		2	2	5	5	5	5.00	Nino Paolo Roto and Melfie Cabillo
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Joymille Sevilla and Princess Narciso;
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Jhosel Hanopol
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	141	5	5	5	5.00	Purposive Communication (2), Language Policies and Programs(2), Foreign Language (2), and Language Research(1)
PI 9: Number of student organizations advised/ assisted *	**A19**. Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	NONE					
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	NONE					
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	NONE					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	50	5	5	5	5.00	Purposive Communication, Foreign Language, Language Planning, Undergraduate Thesis
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	70	5	5	5	5.00	Purposive Communication, Foreign Language, and LanguagebPlanning
	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							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	8	5	5	5	5.00	Purposive Communication, Foreign Language, and Language Planning
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	2	5	5	5	4	4.67	Relevant documents for AREA II in preparation for the AACCUP
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	NONE					

	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	7	5	5	4	4.67	Google Classrooms for 7 classes
				SUB-TOTAL				4.86	

UMFO 3 . RESEARCH SERVICES

PI 1. Number of research outputs in the last three (2)	A27. Number of research outputs in the last three (2) years utilized by the industry or other beneficiaries	Conducts research for possible utilization by industry or other beneficiaries	N/A	N/A					
PI 2. Number of research	A 28. Number of research outputs	Conducts and completes research oroject within the	1	N/A					
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal	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	1	N/A					
	In refereed int'l journals								
	In refereed nat'l/regional journals								
PI 4. Number of research outputs presented in scientific fora/conferences	A 30. Number of research outputs presented in regional/national/int'l	Prepares, submits and presents research paper in scientific fora/conferences	1	N/A					
	In int'l fora/conferences		1						
	In nat'l/regional fora/conferences		1						
PI 5. Percent of research	A 31. Percentage of of research	Prepares research proposals, submits and follows	1	N/A					
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or		1	N/A					
	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	1	N/A					
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1						
				SUB TOTAL				0.00	

UMFO 4. EXTENSION SERVICES

PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	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	N/A						
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	N/A	N/A					
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	N/A	N/A					

PI	A	Description							
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	N/A	N/A					
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	N/A	N/A					
Research Mentoring	Research Mentor		NONE	N/A					
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	N/A					
Resource Persons	Resource Persons		NONE	N/A					
Convenor/Organizer	Convenor/Organizer		NONE	N/A					
Consultancy	Consultant		NONE	N/A					
Evaluator	Evaluator		NONE						
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	1	N/A					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	N/A					
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1						
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	N/A					
				SUBTOTAL				0.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI	A	Description							
PI 8. Compliance to all requirements thru the established/adequate implementation,	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	zero non-conformity	4	5	5	4.67	
	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					
	On program accreditations		N/A						
	On institutional accreditations		N/A						

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performfing functions resulting to best practice	NONE	NONE					
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
				AVERAGE				4.67	
Total Over-all Rating									
Average Rating									
Adjectival Rating									

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. Acoritay is mindful of her delivarables which is expected of her as a faculty member of DLABS. Finishing her doctorate degree would be a welcome development for the department.

Evaluated & Rated by:

JETT QUEBEC
Department Head
Date: Jjuly 8, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 8/9/2022

Approved by

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Daisy P. Acoritay**

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	Teaches Purposive Communication, Language Planning and Program, and Foreign Language	Delivered lessons on Purposive Communication among First Year students, Foreign Language and, Language Planning and Program for ABELS	January 2022	June 2021	December 2021	Impressive	Outstanding	
2	Prepares Learning Guide for Purposive Communication, relevant instructional materials and assessment for the Purposive Communication, Language Planning and Program, and Foreign Language	She gives the students sound lessons, appropriate instructional materials, and effective assessment procedures. She conducts relevant classroom activities to help students improve their communication skills, analytical skills, and research abilities.	January 2022	June 2022	June 2022	Impressive	Very Satisfactory	
3	Class preparation	Prepare relevant language learning materials, quizzes, and activities	January 2022	June 2022	June 2022	Impressive	Very Satisfactory	
4	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	January 2022	June 2022	June 2022	Impressive	Very Satisfactory	
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

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q
✓	2nd	U A
	3rd	R T
	4th	E R

(QUARTER)

Name of Office: <u>Dept. of Liberal Arts and Behavioral Sciences</u>

Head of Office: <u>Jett C. Quebec</u>

Number of Personnel: 54 (including part-time teachers)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the second semester, SY 2021-2022.		The Department Head together with the two sections heads conducted the virtual classroom observations and evaluation and conducted meetings relative thereto.			Faculty and staff attendance are monitored (logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching **1. Daisy P. Acoritay**	The faculty concerned was given a chance to voice out her reaction to the TPES results of the 2nd semester SY 2020-2021. She informed the head that she is aware of the reason behind the result and that specific adjustments will be made to			The faculty was called regarding the TPES results of the 2nd semester SY 2020-2021.	The faculty concerned was informed of the TPES results of the 2nd semester SY 2020-2021 and was given advice and reminders by the Department Head.

	address the issues.				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

JETT C. QUEBEC
Immediate Supervisor

Noted by:

MA. THERESA P. LORETO
Next Higher Supervisor

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAISY P. ACORITAY, M.E.
Performance Rating:

Aim: Improve student evaluation ratings in all classes, and attend research conferences in language studies and education in either national or international fields. Also, she has to pursue finish her doctorate.

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

Date: January 2022   Target Date: One year from the date of a one-on-one meeting with students and involved in the international, national, and local language studies and education research conferences to present research papers qualified for publication.

First Step:
Review the lessons in Purposive Communication, Language pedagogy, Language Policies, and foreign language classes and adapt them to the needs of the students.

Result:

The faculty was able to offer teaching and learning support to students. In addition to the safety measures to avoid COVID-19, the teacher also offered the requisite steps to adopt leniency towards the academic requirements of students.

Date: June 2022   Target Date: End- of first semester

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit copies of e-class records that reflect the academic response Provide copies or links of the appropriate journals in all her classes.

Outcome:

There was adoption made appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Due to the pandemic, the faculty and students were unable to meet in the classroom for face-to-face conversation, so, both the students and the faculty have to meet on the available video conference applications to interact.

Final Step/Recommendation:

        The Faculty will continue to study at the CNU Graduate School and submit related research papers in language studies for publication.

Prepared by:

JETT C. QUEBEC, Ph.D.
Unit Head

Conforme:

DAISY P. ACORITAY
Employee