SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **PRECIOUS C. DOMINGO**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.484	
b. Students (50%)		4.38 x 50% = 2.190	
TOTAL for Instruction	85%	4.67	**3.973**
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		4.86 x 5% = 0.243	
TOTAL for Research			0.243
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		4.83 x 5% = 0.242	
TOTAL for Extension			0.242
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.708**

EQUIVALENT NUMERICAL RATING: 4.708
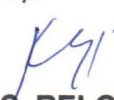Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.708**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

_____   _____
PRECIOUS C. DOMINGO   **JETT C. QUEBEC**
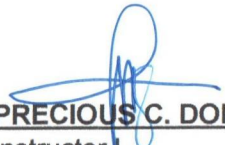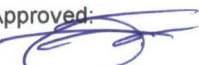Name of Faculty   Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PRECIOUS C. DOMINGO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2021.

Approved:

PRECIOUS C. DOMINGO
Instructor
Date: 07/13/2021

JETT C. QUEBEC
Department Head
Date: July 30, 2021

MA. THERESA P. LORETO
College Dean
Date: Aug. 10, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating					REMARKS (Indicators in percentage should be supported with numerical values in numerators and ...
							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		Handles subjects/courses assigned	N/A	N/A						N/A
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	N/A						N/A
		A3. Number of students advised on thesis/special problem/dissertation										
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A						N/A
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A						N/A
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	N/A						N/A
	PI 9: Number of instructional materials	A5. Number of on-line ready coursewares developed and		Converts the existing instructional materials into flexible learning systems	N/A	N/A						N/A
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						N/A
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A						N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A						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	N/A					N/A
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					N/A
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	N/A	N/A					N/A

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI 5: Total FTE, coordinated, implemented	A9. Actual Faculty's FTE		Handles and teaches courses assigned	21	21.55	5	5	5	5.00	Huma 11 (3 sections) Litr 14 (2 sections) Litr
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	7	5	5	5	5.00	Midterm gradesheet for Huma 11 (3 sections) Litr 14 (2 sections) Litr 117, NSTP
	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	3	5	5	5	5.00	Completion form of student 20-1-01880, 20-1-00252, 20-1-01979
	A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	4	1	5	5	5	5.00	Turnit-in university webinar
	A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	14	7	5	5	4.5	4.83	Huma11, Litr14, Litr117
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	20	10	5	5	5	5.00	Huma11, Litr14, Litr117
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	2	1	5	5	5	5.00	Litr 114
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	11	5	5	5	5.00	ABELS students
	A17 . Number of students advised on thesis/ field practice/special problem:			2		5	5	5	5.00	
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	2						No thesis advisee for the semester (2nd sem 2020-2021)
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	1	5	5	5	5.00	thesis proposal of Ricky Lou Razaga

	A18. *Number of students entertained for consultation purposes*		Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	Huma11, Litr14, Litr117
PI 9: Number of student organizations advised/	**A19**. *Number of Student organizations advised*		*Advises student organizations recognized by USOO*	none						None
	A20. *Number of Student organizations assisted on student*		*Assists student organizations in implementing student related activities*	2	1	4.5	5	5	4.83	NSTP- CWTS Team Perseverance
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	2	3	5	5	5	5.00	Huma11, Litr14, Litr117
	On-line ready courseware		*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	5	3	5	5	5	5.00	E-Learning classroom for Huma11, Litr14, Litr117
	Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	20	10	5	5	5	5.00	Materials for Huma11, Litr14, Litr117
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	8	5	5	5	5.00	Assessment tasks Huma11, Litr14, Litr117
	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	4	3	5	5	5	5.00	E-Learning materials for Huma11, Litr14, Litr117
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	7	3	5	5	5	5.00	E-Learning classroom for Huma11, Litr14, Litr117
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	1	5	5	5	5.00	Prelimenary Survey Visit ABELS and MSLT
	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	5	1	4.5	5	5	4.83	NSTP- Project implementation
					AVERAGE				4.97	
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research	**A27.** Number of research outputs in the		Conducts research for possible utilization by	none						None
PI 2. Number of research outputs completed within the	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	2	1	4.5	5	5	4.83	Students' Perception in Distance Learning

	PI	A		Task Description						Rating	Remarks
	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	2	3	4.5	5	5	4.83	(1) Triumps and Struggles in Teaching the English Language (2) Frequent Errors in Consonant Sound Production of Elementary Education Teachers
		In refereed int'l journals				3	4.5	5	5	4.83	(1) Triumps and Struggles in Teaching the English Language (2) Frequent Errors in Consonant Sound Production of Elementary Education Teachers at
		In refereed nat'l/regional journals									
	PI 4. Number of research outputs presented in regional/national/ int'l	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	2						
		In int'l fora/conferences			1	2	4.5	5	5	4.83	- Students' Perception in Distance Learning - Triumps and Struggles in Teaching the English
		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	none						None
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none	1	5	5	5	5.00	Research Publication Awardee (International Refereed Journals) LNU 5th Dayaw Awards 2021
		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	N/A						N/A
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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	N/A						N/A
						AVERAGE				4.86	
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs,	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs,		Identifies and links with probable partners for extension activities and maintains this active partnership	N/A						N/A
	PI 2. Number of trainees weighted by the length of	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	A 38. Number of extension programs/projects implemented		Implementes duly approved extension projects	N/A						N/A
	PI 4. Percentage of beneficiaries who rated the training course/s and	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or		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							

Research Mentoring	Research Mentor			none						none
Peer reviewers/Panelists	Peer reviewers/Panelists			none						none
Resource Persons	Resource Persons			none	1	4.5	5	5	4.83	Writeshop in Development of
Convenor/Organizer	Convenor/Organizer			none						none
Consultancy	Consultant			none						none
Evaluator	Evaluator			none						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	none						none
PI 11. Additional outputs *	A 42. No. of extension-related awards									
	A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A						N/A
					AVERAGE				4.83	

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	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	Zero % non-conformity	5	5	5	5.00	Zero % non-conformity
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	Zero % non-conformity	5	5	5	5.00	Zero % non-conformity
	On program accreditations			2	1	5	5	5	5.00	Preliminary Survey Visit ABELS and MSLT Program/ RQUAT for MSLT program
	On institutional accreditations									

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	Zero % complaint	Zero % complaint	5	5	5	5.00	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	N/A						N/A

		A 48.Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal	N/A						N/A
						AVERAGE				5.00	
	Total Over-all Rating										
	Average 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. Domingo is the epitome of hardwork and dedication. Her contribution to the department is worth praise and recognition. Finishing her doctorate degree would surely benefit the department.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 30, 2021

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: Aug. 10, 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8|13|21

Exhibit 1

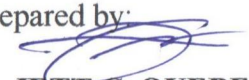# PERFORMANCE MONITORING FORM

Name of Employee: **PRECIOUS C. DOMINGO**

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 courses: • Literatures of the Worlds • Contemporary, Popular and Emergent Literatures • Introduction to Humanities • NSTP/CWTS	Conducted classes (synchronous and Asynchronous), computed grades per course, and achieve an outstanding result in students' performance evaluation	March 2021	June 2021	March to June 2021	Very Impressive	Outstanding	
2	Assist students' concerns through students consultation	Aid in students' concerns on the subject (Litr14, Litr114, Huma11 , NSTP)	March 2021	June 2021	March to June 2021	Very Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, videos, and virtual classroom	January 2021	March 2021	March 2021	Very Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Litr14, Litr114, Huma11 , NSTP)	March 2021	June 2021	March to June 2021	Very Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	January 2021	February 2021	January-April 2021	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	January 2021	June 2021	January-June 2021	Very Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2021	June 2021	January-June 2021	Very Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JETT C. QUEBEC
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **PRECIOUS C. DOMINGO**
Performance Rating:

Aim:
- To develop flexible classroom management and teaching strategies appropriate to the new normal
- To progress professionally by completing the content course in Doctor of Arts in Language Teaching
- To connect internationally through presentations and participation in seminars and conferences in national and international

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

Date: JANUARY 2021   Target Date: JUNE 2021

-Review teaching effectiveness and evaluate teaching aids and instructional materials
-Take the comprehensive examination
-Submit research study to a peer-reviewed, Scopus indexed journals

Outcome:
- Updated and revised the existing online teaching materials.
- Maximed the use of online classroom and available learing websites
- Review for the comprehensive exam while waiting for the exam date
- Produced 2 research publication and presented in 2 international conferences

Date: JULY 2021   Target Date: DECEMBER 2021

Next Step:
-Review teaching effectiveness and evaluate online teaching aids and instructional materials
- Engage students in conducting research
-Take the comprehensive examination once the schedule is available
-Create research proposal with other faculty, and submit articles in a SCOPPUS indexed journal

Outcome: NA

Final Step/Recommendation: NA

Prepared by;

JETT C. QUEBEC
Department Head

Conforme:

PRECIOUS C. DOMINGO