

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

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. Faculty	30%	5.00	1.50
b. Students	70%	4.67	3.27
TOTAL for Instruction	90%		4.29
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	0.00	0.00
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.542

EQUIVALENT NUMERICAL RATING: 4.542  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.542

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:  
*Daisy P. Acoritay*  
DAISY P. ACORITAY  
Name of Faculty

Reviewed by:  
*[Signature]*  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Recommending Approval:  
*[Signature]*  
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:  
*[Signature]*  
BEATRIZ S. BELONIAS  
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, DAISY P. ACORITAY, 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 2019.

*Daisy P. Acoritay*  
DAISY P. ACORITAY

Ratee

Approved: GUINALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1	Higher Education	Full Time Equivalent	Teaching	Assigned in Purposive Comm, Art App, and Reading and Writing subjects	18.00	17.40	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised	Revising	OBE format Syllabus	1	1	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	4	4	5	5	5	5	Instructor III of Department of Liberal Arts and Behavioral Sciences
				SUB-TOTAL							
MFO4	Support to Students/ Production	Number of quizzes prepared and checked	Quizzes	Production of quizzes and oral practical tests in digital, spoken, and written communication	10	20	5	5	5	5.00	5 sections (1 section for Purposive Comm, Art Appreciation; 2 sections for Reading and Writing in the Senior High School)
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	8	8	5	5	5	5.00	5 sections (1 section for Purposive Comm, Art Appreciation; 2 sections for Reading and Writing in the Senior High School)
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	10	24	5	5	5	5.00	5 sections (1 section for Purposive Comm, Art Appreciation; 2 sections for Reading and Writing in the Senior High School)
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	8	8	5	5	5	5.00	5 sections (1 section for Purposive Comm, Art Appreciation; 2 sections for Reading and Writing in the Senior High School)



		Number of Thesis Advisee for thesis advisorship	Consultation and Member of the defense Panel	Works as one of the critics during the Final Theses defense of the ABEnglish graduating students	1	4	5	5	5	5.00	Four from the graduating ABEL students delivered their defense on their language studies before the members of the panel.
				SUB-TOTAL							
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university, and other offices		Participant	1	2	5	5	5	5.00	1st DLABS Lecture Series: Reflections for Research Writing
				Participant							94th VSU Anniversary
		Number of committees served		Lecturers Committee	1	1	5	5	5	5.00	2nd Training-Workshop for the Teaching of the Introduction to Philosophy of the Human Person
		Number of meetings attended		Attendee	5	11	5	5	5	5.00	Consultative meeting with CAS faculty and staff, Jan. 9, 2019
											Departmental meeting, Jan. 9, 2019
											VSUFA (with Pres. Tulin) meeting, Feb. 7, 2019
											Departmental meeting, Feb. 12, 2019
											Departmental meeting, Mar. 15, 2019
											UGAT Int'l Conf. Meeting, Apr. 8,
		SUB-TOTAL									
Total Over-all Rating											

Average Rating (Total Over-all rating divided by number of		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		5.00
<b>ADJECTIVAL RATING</b>		Outstanding

Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

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

Recommending Approval:

**CANDELARIO L. CALIBO**

College Dean

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

### Comments & Recommendations for Development

**Purpose:** Ms. Acoritay serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement.

Approved:

**BEATRIZ S. BELONIAS**

Vice-President for Instruction

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, Art Appreciation, as well as, Reading and Writing Classes	Deliver lessons and appropriate evaluation procedures for the learners. In addition, she prepares appropriate instructional materials for the improvement of the learners' skills in communication and arts.	January 2019	June 2019	June 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Addresses students' concerns in relation to their academic performance.	January 2019	June 2019	June 2019	Impressive	Outstanding	
3	Class preparation	Prepare relevant language learning materials, quizzes, and activities	January 2019	June 2019	June 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Provides copy on academic performance to the students, while midterm and final grades will be submitted to the registrar's office	January 2019	June 2019	June 2019	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2019	June 2019	June 2019	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Performs thesis advisorship and critic panel member for theses defense.	January 2019	June 2019	June 2019	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Department Head



**EMPLOYEE DEVELOPMENT PLAN**

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

Aim: To improve student evaluation ratings, attend research conferences in language studies and education either national or international field.

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

Date: January 2019	Target Date: One year from date of one-on-one meeting with students and involve in the international, national and local language studies and education research conferences to present research papers qualified for publication.
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First Step:  
Review the lessons in language education and linguistics and the tailor them according to the needs of the students.

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Result:  
Promise to improve her style of teaching by being more considerate and slowing down in her presentation of lessons, taking into consideration the slow learners. As a faculty, she is encouraged to attend research conferences.

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Date: June 2019	Target Date: End- of first semester
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Next Step:  
To review her teaching effectiveness by evaluating the student teaching instruments in all her classes especially her weak points and strengths.

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Outcome: NA

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Final Step/Recommendation: NA

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Prepared by:  
  
GUIRALDO C. FERNANDEZ, JR. Ph.D.  
\_\_\_\_\_  
Unit Head

Conforme:  
  
DAISY P. ACORITAY  
Faculty /Employee