

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: November-December 2021

Name of Faculty Member: J-ANNIE G. EBIT

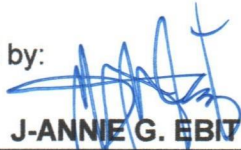
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.67 x 100% = 4.670	
b. Students (50%)			
TOTAL for Instruction	95%	4.67	4.437
2. Research			
a. Client/Director for Research			
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%	4.890 x 5% = 0.245	0.245
TOTAL	100%		4.681

EQUIVALENT NUMERICAL RATING: 4.681

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.681

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
J-ANNIE G. EBIT
Name of Faculty

Reviewed by: 
JETT C. QUEBEC
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, J-ANNIE GONZALES-EBIT, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period NOVEMBER-DECEMBER 2021

J-ANNIE GONZALES-EBIT

Instructor III

Date: 12/13/2021

Approved:

JETT C. QUEBEC

Department Head

Date: January 24, 2022

MA. THERESA P. LORETO

College Dean

Date: 2/9/2022

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	Efficiency	Timelines	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							
	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										
		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						
	<u>PI 10</u> . 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						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	NA						No assigned teaching load ; reinstated from study leave on November 1, 2021
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	NA					
		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	NA					
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	0	5	5	5	4	4.67
										Writing the Forest Workshop as fellow in Play/Drama, ELTI Webinar Series: Forest and Landscape Restoration in Practice, PNPSI Symposium, Booklatan sa Maguindanao Book Writing Workshop, DLABS 1ST INTERNATIONAL WEBINAR ON GLOBALIZATION: INTERDEPENDENCY OF ASIA PACIFIC NATIONS VIS-A-VIS SOUTH CHINA SEA POLITICAL TENSION AND COVID-19 MANAGEMENT

		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	20	5	5	4	4.67	CoPC DOCUMENTS FOR MSLT: BOARD RESOLUTIONS, SAMPLE ADMISSION FORMS FOR MSLT, SAMPLE REPORT OF RESULT OF COMPRE EXAM FOR MSLT, SAMPLE PUBLICATIONS, SELF-ASSESSMENT EVALUATION, MSLT CURRICULUM GUIDE, QSTAR RATING CERTIFICATE, UPDATED LICENSE OF ONE OF THE LIBRARIANS.
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	NA						
						AVERAGE				4.67	
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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	none						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	NA						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	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	NA						
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	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	NA						
		In int'l fora/conferences			NA						
		In nat'l/regional fora/conferences			NA						

	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						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none						
		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						
		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						
		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						
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	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						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented		Implementes duly approved extension projects	N/A						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	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						

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	
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 performing functions resulting to best practice	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						
			Attends departmental meetings	0	3	5	5	5	5.00	Department Virtual meetings
					AVERAGE				4.89	
Total Over-all Rating										
Average Rating										
Adjectival Rating										

Average Rating (Total Over-all rating divided by number of entries)		0.00
Additional Points:		
Approved Additional points (with copy of		
FINAL RATING		0.00
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development
Purpose: Ms Ebit exemplifies professionalism, a true asset of DLABS. She is easy to work with and a believer also of teamwork. A Doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: January 24, 2022

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: **2/9/2022**

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: **2/15/22**

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **J-ANNIE G. EBIT**

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	<ul style="list-style-type: none"> Participate in all activities conducted by the department, college and the university (meetings and online webinar, training-workshops) 	<ul style="list-style-type: none"> Attendance sheet; Present certificates if possible 	November 2021	November-December 2021	November-December 2021	Impressive	Outstanding	
2	<ul style="list-style-type: none"> Consolidate lacking documents for the CoPC application for MSLT 	<ul style="list-style-type: none"> Submit report with attached documents 	November 2021	November-December 2021	November-December 2021	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: J-ANNIE G. EBIT

Performance Rating: _____

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials

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) Encouraged her to finish her dissertation writing
- b) Encouraged her to attend seminars on research methodologies
- c) Advised her to write and produce modules

Result:

She is currently finishing her dissertation writing and preparing for her Pre-Final Oral Defense

Date: January 2022

Target Date: End of 1st semester

Next Step:

She will be advised to finalize and successfully defend her dissertation and eventually finished her doctoral degree.

Outcome: NA

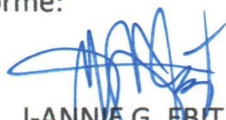
Final Step/Recommendation: NA

Prepared by:



JETT C. QUEBEC
Department Head

Conforme:



J-ANNIE G. EBIT
Faculty/Ratee