

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

Rating Period: July-December 2021

Name of Faculty Member: MAY C. PASCUAL


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	90%	4.58	4.118
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	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.618

EQUIVALENT NUMERICAL RATING: 4.618


Add: Additional Points, if any:

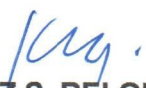
TOTAL NUMERICAL RATING: 4.618

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
MAY C. PASCUAL
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, MAY C. PASCUAL, 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 JULY-DECEMBER 2021.


MAY C. PASCUAL
 Assistant Professor I
 Date: 01/05/2022

Approved:

JETT C. QUEBEC
 Department Head
 Date: January 5, 2022


MA. THERESA P. LORETO
 College Dean
 Date: 2/9/2022

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
						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	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					
		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	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	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	N/A					

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	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					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	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					
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	Handles and teaches courses assigned	18 per semester	37.65	5	5	5	5.00	Taught 8 Sections in ScSc 11n (1 section was added after midterm) and 1 section
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	14	5	5	5	5.00	Gradesheets of previous semester have been submitted. Current semester still on going
		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	NONE	4	5	5	5	5.00	Completion forms of students with INC who complied were immediately submitted upon request, reminder email were sent to
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Understanding Corpus Linguistics, Globalization: Interdependence of Asia Pacific Nations, "and
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	15	5	5	5	5.00	Administered online midterm exams to 7 sections and turnitin final term for 8 sections
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	13	5	5	5	5.00	13 Assessments in ScSc 11n
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	N/A					

	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A	N/A					
		A17. Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	26	5	5	5	5.00	Most consultations were done via e-mail and after synchronous classes
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	N/A					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	1	5	5	5	5.00	Gave talk on Netiquette and Mental Health during ABELS Orientation, 1st Semester
	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	1	1	5	5	4	4.67	ScSc 11n
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	ScSc 11n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	26	5	5	5	5.00	13 pre-recorded videos, 13 powerpoint presentations of ScSc 11n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15	5	5	5	5.00	13 Assessments and 2 long exams (midterm and finals) in ScSc 11n
		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	1	1	5	5	5	5.00	ScSc 11n
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	8	5	5	5	5.00	ScSc 11n Virtual Classrooms (Groups) for each class of 8 Sections
	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	1	1	5	5	5	5.00	ISO-related document submission
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	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	1	1	5	5	5	5.00	Online Kumustahan with College of Nursing students through the ODS
					AVERAGE				4.98	
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	N/A					
	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	1	0					
	PI 3. Percentage of research outputs published in internationally-referred	A 29. Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and submits for	1	0					
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 scientific for a/conferences	1	0					
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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							

		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	0						
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	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 programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	N/A	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	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							
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE							
	Resource Persons	Resource Persons		NONE							
	Convenor/Organizer	Convenor/Organizer		NONE							
	Consultancy	Consultant		NONE							
	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	50%	N/A						

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		N/A	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	N/A	N/A					
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate	A 44. Compliance to all requirements of the QMS core processes of the university	Ensures that all the QMS core processes of the university are complied with in the	zero non-conformity	zero non-conformity	5	5	5	5.00	
		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	N/A					
		On institutional accreditations		N/A	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	no complaint	no 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	NONE	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	NONE	N/A					
		A.48 Number of Department Personnel Committee meetings attended	Serves as member of the Department Personnel Committee	2	5	5	5	5	5.00	
					AVERAGE				5.00	
	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. Pascual is responsible and committed faculty of DLABS. Her presence provides a steady source of guidance. A doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date:


Recommending Approval


MA. THERESA P. LORETO

College Dean

Date: 2/9/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

PERFORMANCE MONITORING FORM
August to December 2021


Name of Employee: **May C. Pascual**

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.	Handle and teach one (1) course subjects (ScSc11n) assigned	Class roster of assigned classes, grade sheet per course taught, and good result of student performance evaluation	August 2021	August to December 2021	December 2021	Impressive	Outstanding	
2.	Prepare instructional materials/modules for courses taught	Online-ready courseware and supplemental learning resources	August 2021	August to December 2021	August to December 2021	Impressive	Outstanding	
3.	Prepare learning tasks, assessments, long exams and term paper instructions for subjects taught	Properly assessed student learning and competencies achieved by majority of students	August 2021	August to December 2021	Between August and December 2021	Impressive	Outstanding	
4.	Assist students' concerns through student consultations	Improved student performance	August 2021	August to December 2021	August to December 2021	Impressive	Outstanding	
5.	Prepare course syllabus updates	Approved course syllabus in ScSc11n	August 2021	September 2021	September 27, 2021	Impressive	Outstanding	
6.	Submission of midterm and final grades	Grades submitted to Registrar's Office on time	October 2021	November 2021 & January 2022		Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	Between August and December 2021	January to December 2021	Between August and December 2021	Impressive	Outstanding	
8.	Perform other functions assigned by the Department head and university administrators	DBGF Program for DLABS (ABELS), Active involvement in the ODS programs related to Department-based guidance facilitation	August 2021	January to December 2021	Between January and 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: MAY C. PASCUAL

Performance Rating:

Aim: To support the University's aim to have at least 60% of its faculty to acquire a doctorate degree.

I. Recommended to pursue a graduate program aligned with Psychology.

First Step: Inquire from universities for Ph.D. offerings in the field of psychology.


Next Step: Reapply for study leave.

Target Date: August 2022

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


MAY C. PASCUAL
Name of Ratee/Faculty/Staff