

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2022

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%)		5.00 x 50% = 2.500	
b. Students (50%)		4.17 x 50% = 2.085	
TOTAL for Instruction	90%	4.59	<b>4.131</b>
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%		<b>4.631</b>

EQUIVALENT NUMERICAL RATING: 4.631

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.631

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

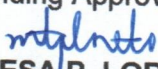
  
**MAY C. PASCUAL**

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 JANUARY-JUNE 2022

  
MAY C. PASCUAL

Assistant Professor I

Date: July 5, 2022

Approved:

  
JETT C. QUEBEC

Department Head

Date: July 6, 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	Efficiency	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					
	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 were reviewed by TRP & edited by MMDC editor	Submits the course were 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					
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	21.6	5	5	5	5.00	Taught 1 section in ScSc11n, 5 sections in ScSc 16 and 1 section
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	9	5	5	5	5.00	Gradesheets of previous semesters have been submitted. Current semester final grades of 5 subjects still finishing
		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	24	5	5	5	5.00	Completion forms of students with DEF grades who complied were immediately submitted upon request
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Webinar on Social Studies Education- Gearing up for Post Pandemic Education: Integrating Learning Resources and Action Research in Social Studies Curriculum on 1/10/2021
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	12	5	5	5	5.00	Administered online midterm exams to 6 sections and turnitin final term for 6 sections
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	23	5	5	5	5.00	13 Assessments in ScSc 11n and 10 Assessments in ScSc 16
		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	15	5	5	5	5.00	Consultation sessions were scheduled online at least once in 2 weeks with at
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	N/A					

	<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	1	5	5	5	5.00	Conducted a self-awareness/strengths based resiliency session with the BSN 4 Students prior to their psychiatric nursing exposure activity
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	1	NONE					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	30	5	5	5	5.00	PPT Presentations and Pre-Recorded Discussion of ScSc 11n and ScSc 16
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	17	5	5	5	5.00	ScSc 11n Assessment Tools and Long or Term Exams and ScSc 16 Long or Term Exams
	<b>A 23 :</b> 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	2	5	5	5	5.00	ScSc 11n and ScSc 16
	<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	6	5	5	5	5.00	ScSc 11n and ScSc 16 Virtual Classrooms (Groups) for each class of 6 Sections
<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or	1	5	5	5	5	5.00	Co-Chaired in the AACUP PSV of both ABELS and MSLT Area IV, Support to Students
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	2	5	5	5	5.00	Self-Awareness Experiential Learning Activity for Nursing Students/Assistance to a referred ABELS student as DBGF affected by the negative effects of the pandemic
				AVERAGE				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>									
<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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					



	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	0						
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or	<b>A 29.</b> 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>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	0						
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	0						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 33.</b> 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								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A						
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	0						
					<b>SUBT-TOTAL</b>					0.00	
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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						
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	N/A	N/A						

	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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							
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50%	N/A						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		N/A	N/A						
		<b>A 43.</b> 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						
					SUB-TOTAL				0.00		
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and	<b>A 44.</b> 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	zero non-conformity	zero non-conformity	5	5	5	5.00		
		<b>A 45.</b> 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						
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	no complaint	no complaint	5	5	5	5.00		
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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 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 & Guidance Coordinators' meeting 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: July 6, 2022

Recommending Approval

  
MA. THERESA P. LORETO

College Dean

Date: 8/4/2022

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

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

## PERFORMANCE MONITORING FORM

### January to July 2022

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 two (2) course subjects (ScSc11n and ScSc 16) assigned	Class roster of assigned classes, grade sheet per course taught, and good result of student performance evaluation	January 2022	February to June 2022	June 2022	Impressive	Outstanding	
2.	Prepare instructional materials/modules for courses taught	Online-ready courseware and supplemental learning resources	February 2022	February to June 2022	February to June 2022	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	February 2022	February to June 2022	Between February and June 2022	Impressive	Outstanding	
4.	Assist students' concerns through student consultations	Improved student performance	February 2022	February to June 2022	Between February and June 2022	Impressive	Outstanding	
5.	Prepare course syllabus updates	Approved course syllabus in ScSc11n	February 2022	March 2022	February 22, 2022	Impressive	Outstanding	
6.	Submission of midterm and final grades	Grades submitted to Registrar's Office on time	February 2022	July 1, 2022	July 15, 2022	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2022	January to December 2022	Between January and July 2022	Impressive	Outstanding	
8.	Perform other functions assigned by the Department head and university administrators	Active involvement in the ODS programs related to Department-based guidance facilitation;  Availability of documents from ODS and Graduate School for AACCUP for action taken to PSV compliance report and for Level I accreditation	January 2022  March & May 2022	January to December 2022; July to September 2022	Between January and July 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



**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.

Date: March 2022

Target Date: August 2022

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

Outcome: Based from inquiries, Silliman University came out as the most feasible University that offers Social-Industrial Psychology in the Visayas that will be accepting new enrollees for the doctorate degree for the new AY 2022-2023.

Date: March 24, 2022

Next Step: Recommend for study leave in August 2022

Date: June 2022

Outcome: Waiting for approval from the Scholarship office.

Prepared by:

  
**JETT C. QUEBEC**  
Department Head

Conforme:

  
MAY C. PASCUAL  
Name of Ratee/Faculty/Staff