

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2024

Name of Faculty Member:

ALAINA G. LARRAZABAL

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.50 x 50% = 2.250	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	95%	4.75	4.513
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%	4.67 x 5% = 0.234	0.234
TOTAL	100%		4.746

EQUIVALENT NUMERICAL RATING: 4.746

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.746

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ALAINA G. LARRAZABAL

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALAINA G. LARRAZABAL, a faculty member 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 july-december 2024

Alaina G. Larrazabal

Instructor I

Date: 01/16/25

Approved:

AL FRANJON M. VILLAROYA

Department Head

Date: JAN 16 2025

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A					
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18	37.95	5	5	5	5.00	
	PI 14: Percentage of courses offered	A 5. Percentage of courses offered with	Teaches subjects with approved	100%	100%	4	4	4	4.00	
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	N/A						
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	4	4	4	4.00	
	PI 18: Percentage of courses rated at least VC in the Teaching Performance	A 8. Percentage of courses rated atleast VC in the Teaching Performance		100%	100%	4	4	4	4.00	
	PI 19: Additional Outputs	A 9. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and							
	PI 19: Additional Outputs	A 10. Number of long examinations	Administers and checks long	4	8	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	6	5	5	5	5.00	
					AVERAGE				4.50	
UMFO 3 . RESEARCH SERVICES										

UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the DIMRC	A 53: Number of IMs reviewed by the DIMRC	Submits IMs for review	N/A							
PI 13: Number of course syllabi and TOS reviewed and approved	A 54: Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	2	4	4	4	4.00		
PI 21: Additional outputs	A 62: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	8	5	5	5	5.00		
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
PI 17: Additional Outputs	A 80: Number of meetings attended	Attends meetings (departmental/institutional)	2	12	5	5	5	5.00		
				AVERAGE				4.67		
Average Rating (Total Over-all rating divided by number of entries)				Comments & Recommendations for Development Purpose: Please focus on and finish your graduate studies.						
Additional Points:										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:

AL FRANJON M. VILLARROYA

Head, DPSS

Date: **JAN 16 2025**

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Date: **JAN 24 2025**

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: **JAN 30 2025**

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya


Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring The monitoring of faculty was done through classroom observations conducted during the 1 st semester, SY 2024-2025.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching Mr. Beljun P. Enaya	Mr. Enaya was called to explain his reaction to the TPES results in the 2nd semester Sy 2023-2024. Mr. Enaya said that he could not exactly point out the reason for an “S” remark on				The faculty concerned was informed of the TPES results of the 2 nd semester, SY 2023-2024 and was given advice and reminders.

	<p>his one 1 class. Accordingly, he said it is probably that the class who gave him the S remark found it hard to catch up with the discussion, since he gave equal expectations to all his classes.</p> <p><i>The Head advised Mr. Enaya to understand that VSU students are heterogenous.</i></p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


AL FRANJON M. VILLAROYA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

“Exhibit H”

TRACKING TOOL FOR MONITORING TARGETS

(July-December 2024)

[illegible]

		Abelardo, Gella Mae					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	July - December 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revise instructional materials (Syllabus and Table of Specifications)	All faculty members	August-December	✓	✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	December		✓		Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong			✓		Published in international and national/local peered journals
MFO5, Extension Services							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Glenn Pajares Mr. Beljun Enaya Dr. Guiraldo C. Fernandez	July-December 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. STEPS – A Student and Teacher Enhancement Project for the Seminars in Leyte
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	July-December	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to trainings	All Faculty & Staff	July-December	✓	✓		Faculty and staff actively participated in

	Performs other functions assigned by the head, dean and the university	Faculty and Staff	July-December 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alipar, Jr.	July-December 2024	✓	✓		
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	July-December 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	August 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	July-December 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	July-December 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 nd sem 24-25	Head & Department Personnel Committee	December 2024		✓		
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	July-December 2024	✓	✓		Actual accomplishments meets targets

	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
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Prepared by:


AL FRANJON M. VILLAROYA
Department Head

PERFORMANCE MONITORING FORM

Name of Employee: Alaina G. Larrazabal

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	Handles and teaches social science subjects (ScSc 14N Philippine Indigenous Communities; ScSc 12 Readings in Philippine History)	Virtual Classroom of the assigned class, grade sheet per courses taught, and good result of student performance evaluation	July 2024	December 2024	December 2024	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Improved student performance	July 2024	December 2024	December 2024	Impressive	Outstanding	
3	Prepare and accomplish Table of Specification for both midterm and final examinations	Approved Table of Specification and Examinations	July 2024	December 2024	December 2024	Impressive	Outstanding	
4	Prepare instructional materials for ScSc 14N and ScSc 12	Prepared PowerPoint presentations and visual aids for the whole semester	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Update virtual classroom using VSUEE/Moodle	Updated virtual classroom in ScSc 14N and ScSc12	July 2024	December 2024	December 2024	Impressive	Outstanding	
6	Perform other functions assigned by the department	Committee memberships	July 2024	December 2024	December 2024	Impressive	Outstanding	
7	Perform other functions assign by the University and other departments	Assigned as chairperson of the department's Sociocultural Committee; assigned as department chairperson of the finance committee; member of the College (CAS) Sociocultural Committee; Department Chair for GAD Services.	July 2024	December 2024	December 2024	Impressive	Outstanding	

Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:


AL FRANJON M. VILLARROYA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Alaina G. Larrazabal**

Performance Rating:

Aim: To finish graduate study in a reputable institution and improve teaching effectiveness.

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

Date: January 1, 2024

Target Date: December 31, 2024

First Step:

- a) Encouraged her to continue and finish her master's study in a reputable institution preferably in the Philippines by 2024.
- b) Advised her to start working on papers in line with the goals of the department to be published in reputable journals.

Result:

- a) She's enrolled in Master of Science in Development Sociology at the Visayas State University.
- b) She's now in her final term in her chosen master's program.
- c) She has received an outstanding rating in her TPES for the first semester A.Y. 2023-2024.
- d) She was able to defend her thesis proposal to her GAC members and adviser.
- e) She also passed her Comprehensive Examination.

Date: June 06, 2024

Target Date: End of second semester

Next Step:

- a) She is advised to finish her thesis on or before February 2025.

Outcome:


- a) She is now working on conducting her thesis paper.

Final Step/Recommendation: NA

Prepared by:


AL FRANJON M. VILLAROYA
Department Head

Conforme:


ALAINA G. LARRAZABAL
Employee/Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: LARRAZABAL, ALAINA G.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 14n	PHILIPPINE INDIGENOUS COMMUNITIES	LEC	5.00	Outstanding	100.0%
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

LARRAZABAL, ALAINA G.

Name and Signature of Faculty

Date: 1-7-25

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

