

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Michelle Aubrey D. Cabase**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)		No TPES result yet	
<b>TOTAL INSTRUCTION</b>	60%	2.68	2.68
2. Research	15%	4.50	0.68
3. Extension			
4. Support Operations	15%	4.17	0.63
5. Gen. Adm. & Support Services	10%	4.50	0.45
<b>TOTAL</b>			4.43

EQUIVALENT NUMERAL RATINGS:

4.43

Add: Additional Points, if ny:

TOTAL NUMERICAL RATING:

4.43

ADJECTIVAL RATING:

**Very satisfactory**

Prepared by:

*macabasedh*  
**MICHELLE AUBREY D. CABASE**

Name of Faculty

Reviewed by:

*[Signature]*  
**ZYRA MAY H. CENTINO**

Department Head

Recommending Approval:

*[Signature]*  
**MOISES NEIL V. SERIÑO**

Dean, CME

Approved:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs



Visayas State University  
College of Management and Economics  
DEPARTMENT OF ECONOMICS  
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Michelle Aubrey D. Cabase, a faculty member of the DEPARTMENT OF ECONOMICS commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August 16-Dec. 31, 2023.

*macabased*  
MICHELLE AUBREY D. CABASE

Instructor I

Date: 1/4/24

Approved:

*[Signature]*  
ZYRA MAY H. CENTINO

Department Head

Date: 1/4/24

*[Signature]*  
MOISES NEIL V. SERIÑO

College Dean

Date: 1/2/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target			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 1: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	2		5	5	5	5.00	
	PI 2: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students								
		A3 . Number of students advised on thesis/dissertation			3		5	5	5	5.00	
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript								

		<u>A4 . Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty								
	<u>PI 3:</u> Number of instructional materials developed *	<u>A5 . Number of on-line ready coursewares developed and submitted for review</u>	Converts the existing instructional materials into flexible learning systems								
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		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								
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
	<u>PI 3 . Additional outputs:</u>	<u>A 8 . Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal								
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<u>PI 1:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	20	17.47		3.5	3.5	3.5	3.50	
		<u>A10 . Number of grade sheets submitted within prescribed period</u>	Prepares gradesheet and submits on or before deadline	2	3		4	4	4	4.00	
		<u>A 11 . Number of INC forms with grade submitted within prescribed period</u>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period								



		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2		4	4	4	4.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3		4	4	4	4.00	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	20		5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	8		5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	18	18		4	4	4	4.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:									
		As Thesis/field practice/ special problem adviser	Advises, and corrects research outline and thesis/SP manuscript	2	3		4.5	4.5	4.5	4.50	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3		4.5	4.5	4.5	4.50	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	10		5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO								
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student								
	<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								

		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets								
		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor								
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3		5	5	5	5.00	
	<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 evaluation (RQAT)								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU * (Coordinate LGU links for IM's delivery as								
		<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 * Number of learning guides, obelized syllabus, TOS and item								
<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								

	<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								
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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								
		<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 scientific fora/conferences								
		<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 research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by									
		<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								
		<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								









		<b>A.53.</b> Number of committee membership										
		<b>A.54.</b> Number of meetings attended outside of the university										
		<b>A.55.</b> Other outputs implementing the new normal due to covid 19										
	<b>Total Over-all Rating</b>										76.00	
	<b>Average Rating</b>										4.47	
	<b>Adjectival Rating</b>										VS	

Comments & Recommendations for Development Purpose:

Get involve in research and extension.

Evaluated & Rated by:

**ZYRA MAY H. CENTINO**  
Department Head  
Date: 1/4/24

Recommending Approval

**MOISES NEIL V. SERIÑO**  
Dean, CME  
Date: 1/4/24

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date: 1/4/24  
27

# **PERFORMANCE MONITORING FORM**

Name of Employee: **Michelle Aubrey D. Cabase**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date of Completion	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and return to students one week after, submit grades within the prescribed period, make herself available for students during consultation hours, revises course syllabus	Very satisfactory	August 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
2	Prepares instructional module/learning materials for face to face classes.	Very Satisfactory	August 2023	Aug.. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
3	Attends meetings and performs functions as chairman/member of different committee of the department	Very Satisfactory	August 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done
4	Performs other functions	Very Satisfactory	August 2023	Dec. 2023	Dec. 2023	Impressive	Very Satisfactory	Done

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

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

Prepared by:

  
**ZYRA MAY H. CENTINO**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Michelle Aubrey D. Cabase  
Performance Rating : Very Satisfactory

Aim: To improve teaching capability of faculty member.

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

Date: August 2023

Target Date: September 2023

First Step:

Required Ms. Cabase to prepare and update course syllabi and course content relevant to the current trends and needs of the graduate and undergraduate courses assigned for the 1<sup>st</sup> semester, A.Y. 2023-2024.

Result:

Updated graduate and undergraduate course syllabi and other teaching materials.

Date: October 2023

Target Date: December 2023

Next Step:

Improved further the Instructional Materials developed.

Outcome:


Final Step/Recommendation:

Ms. Cabase has prepared and updated instructional materials developed.

Prepared by:

  
ZYRA MAY H. CENTINO  
Unit Head

Conforme:

  
MICHELLE AUBREY D. CABASE  
Ratee