SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Michelle Aubrey D. Cabase

Program Involvement	Percentage	Numerical Rating	Equivalent
	Weight of	(Rating x %)	Numerical
	Involvement		Rating
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)		No TPES result yet	*
TOTAL INSTRUCTION	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
TOTAL			4.43

EQUIVALENT NUMERAL RATINGS:

4.43

Add: Additional Points, if ny:

4.43

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Very satisfactory

Prepared by:

Reviewed by:

macabased
MICHELLE AUBREY D. CABASE

Name of Faculty

ZYRA MAY H, CENTINO a

Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO

Dean, CME

Approved:

BEATRIZ S BELONIAS

Vice President for Academic Affairs





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



"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Michelle Aubrey D. Cabase, a faculty member of the <u>DEPARTMENT OF ECONOMICS</u> 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 34

Approved:

ZYRA MAY H. CENTING

Department Head

1424

MOISES NEIL V. SERIÑO

College Dean

ate: 2224

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned				-	Rating	V	REMARKS (Indicators in percentage should be supported with numerical
				Target		Quality	Efficiency	Timeliness	Average	values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION	ON SERVICES								
OVPI N	IFO 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	
4	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							

A4. Number of students Entertains students seeking entertained for consultation consultation with faculty purposes PI 3: Number of A5 . Number of on-line ready Converts the existing instructional materials coursewares developed and instructional materials into developed * submitted for review flexible learning systems Prepares Instructional module/laboratory On-line ready courseware guide/workbook or a combination thereof Prepares Power Point presentation, video clips, Supplemental learning movie clips, reading resources assignments depending on Prepares assessment tools Assessment tools such as long exam, quizzes, problems sets, etc. A 6: Number of on-line course Submits the course ware ware reviewed by TRP & edited duly reviewed by TRP for by MMDC editor editing by MMDC editor Creates virtual classroom A 7: Number of virtual classroom using either Moddle or created and operational Google Classroom Designs experiential A 8. Other outputs implementing learning activities and other PI 3 . Additional outputs: the new normal due to covid 19 outputs to implement new normal **UMFO 2. HIGHER EDUCATION SERVICES** OVPI UMFO 3. Higher Education Management Services A9. Actual Faculty's FTE Handles and teaches 20 17.47 3.5 3.5 3.5 3.50 PI 1: Total FTE, courses assigned coordinated, implemented and monitored * A10. Number of grade sheets Prepares gradesheet and 2 3 4 4 4 4.00 submitted within prescribed submits on or before deadline A 11. Number of INC forms with Facilitates students in their grade submitted within completion of the subject and submits completion forms with prescribed period grade within prescribed period

	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	4	4	4	4.00	
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	4	4	4	4.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	20	5	5	5	5.00	
	A15. 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	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	18	18	4	4	4	4.00	
	A17. 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	
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	10	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
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	-						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof						8	

112 4)

Prepares Power Point presentation, video clips, Supplemental learning resource movie clips, reading assignments depending on course taught Prepares assessment Assessment tools tools such as long exam, quizzes problems sets A 23: Number of on-line course Submits the course ware duly reviewed by TRP for ware reviewed by TRP & edited editing by MMDC editor by MMDC editor A 24: Number of virtual Creates virtual classroom 3 5 5 5.00 using either Moddle or classroom created and Google Classroom operational 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 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 A 26. Other outputs Designs experiential implementing the new normal learning activities and other due to covid 19 outputs to implement new normal * Number of learning guides, obelidzed syllabus TOS and item **UMFO 3. RESEARCH SERVICES** PI 1. Number of research A27. Number of research outputs in Conducts research for outputs in the last three (3) the last three (3) years utilized by the possible utilization by industry or other industry or by other beneficiaries * years utilized by the industry beneficiaries or by other beneficiaries *

PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year					
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	3				
	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					
	In int'l fora/conferences						
	In nat'l/regional fora/conferences						
proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and follows up its approval for immediate implementation					
	A 32. No. of research-related awards (research conducted by						
	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				-	
	implementing the new normal	Designs research related activities and other outputs to implement new normal					

irc	4. EXTENSION SERVI										
	PI 1. Number of active partnerships with LGUs,	A 36. Number of active partnerships with LGUs,	Identifies and links with probable partners for								
	industries, NGOs, NGAs,	industries, NGOs, NGAs, SMEs,	extension activities and							1	
	SMEs, and other	and other stakeholders facilitated	maintains this active				1 1				
	stakeholders as a result		partnership			1					
		and maintained	* (Activie partnership with								
	of extension activities		LGU-students IM's)								
	PI 2. Number of trainees	A 37. Number of trainees	Conducts trainings among								
	weighted by the length of	weighted by the length of training	beneficiaries of			1					
	training		technologies for transfer					-			
		A 38. Number of extension	Implementes duly					_			
	programs organized and	programs/projects implemented	approved extension								
	supported consistent with		projects								
	the SUC's mandated and										
	priority programs				1			- 1			
	Pl 4. Percentage of	A 39. Percentage of beneficiaries	Provides quality and			+		-			
	beneficiaries who rated	who rated the training course/s	relevant training courses							B F. 5- 1	
-	the training course/s and	and advisory services as	and advisory services								
	advisory services as	satisfactory or higher in terms of				1 1					
	satisfactory or higher in	quality and relevance									
	terms of quality and	,,									
	relevance										
	PI 5. Number of	A 40 . Number of	Provides the technical and	 -	_			_			
- 1			expert services requested								
-			by beneficiaries								
_	Research Mentoring	Research Mentor						_			
	Peer	Peer reviewers/Panelists				+		-			
	reviewers/Panelists		1 -								
1	Resource Persons	Resource Persons			-		_	_			
	Convenor/Organizer	Convenor/Organizer			_		_	_			
	Consultancy	Consultant				 ++	_	-			
1	Evaluator	Evaluator			_			-+	-		
	DI 9 Descent of outer-!	A 44 Daniel of the control of	Prepares extension project				_	-	-		
	PI 8. Percent of extension	A 41. Percent of extension	proposals, submits and								
1	proposals approved *		follow up its approval for				1				
1	PI 11. Additional outputs *	A 42. No. of extension-related	mmediate implementation		_	 -		-			
1		awards (extn. conducted by									
		faculty or student & faculty) *									

, 50 5

48

		Ta 42 Oth	Designs subspecies related		T					1	T	
		A 43. Other outputs	Designs extension related									
		implementing the new normal	activities and other outputs		18							
11000	O C OUDDOOT TO	due to covid 19	to implement new normal					-	-	-		
UMF	5. SUPPORT TO	DPERATIONS								-		
-	OVPI MFO 4. Program a	nd Institutional Accreditation Ser	vices				4.5	1.5	4.5	4.50		
		A 44. Compliance to all requirements		zero %	zero complaint		4.5	4.5	4.5	4.50		
1		of theQMS core processes of the	core processes of the	complaint								
1	established/adequate	university under ISO 9001:2015*	university are complied with in the performance of									
	implementation,		his/her functions as faculty									
	maintenance and		member									
	improvement of the QMS of		THE HIDE									
	the core processes of the											
	College/department under											
	ISO 9001:2015*											
		A 45. Compliance to all requirements	Prepares required	100%	100% compliant		4	4	4	4.00		
		of the program and institutional	documents and complies	compliant								
		accreditations:	all requirements as									
		accieditations.	prescribed in the									
		171.4	accorditation tools									
		On program accreditations										
		On institutional accreditations										
		A.46. Number of seminars/										
		trainings/workshop attended										
		outside the university International										
		National										
-		Regional										
		Institutional										
		A.47. Number of meetings atten	Department meeting	4	5		4.5	4.5	4.5	4.50		
		A.48 Number of meeting										
		attended (APB, UAC, etc)										
UMFO	6. General Admin.	. & Support Services										
		A 49. Customerly friendly frontline	Provides customer friendly	zero %	zero complaint	zero	4.5	4.5	4.5	4.50		
	complaint from clients	services	frontline services to clients	complaint		complaint						
	served											
	DI 2. Additional Outputs										4 .	50
		A 50. Number of /new initiatives	Initiates/introduces									
		introduced resulting to best	improvements in									
			performfing functions									
		by other depts/agencies *	resulting to best practice									
			0									
		A.51. Number of meetings										
-		presided A.52. Number of staff										
		evaluated/monitored										
		Tevaluated/IIIOIIItOTed									**************************************	

**

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

Comments & Recommendations for Development Purpose:

Get involve in research and extension.

Evaluated & Rated by:

ZYRA MAY H. CENTINO

MOISES NEIL V. SERIÑO
Dean, CME
Date: 1 7 2 4

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 14 + 2 4

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	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	of Output** 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 1st 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. CENTING

Conforme:

MICHELLE AUBREY D. CABASE

Ratee