

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

Name of Faculty Member:

**MARIA VANESSA E. GABUNADA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	95%		<b>4.75</b>
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production			
5. Administration/Other Services			
TOTAL			<b>5.000</b>

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:


**MARIA VANESSA E. GABUNADA**

Name of Faculty

Reviewed by:


**GUIRALDO C. FERNANDEZ, JR.**

Department Head

Recommending Approval:


**CANDELARIO L. CALIBO**

Dean, CAS

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Instruction


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA VANESSA E. GABUNADA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY-JUNE, 2020.

  
**MARIA VANESSA E. GABUNADA**  
 Asst. Prof 1  
 Date: May 6, 2020

Approved:  
  
**GUIRALDO C. FERNANDEZ, JR.**  
 Department Head  
 Date:

  
**CANDELARIO L. CALIBO**  
 College Dean  
 Date: \_\_\_\_\_

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 (LTNG 207, ENGL 232)	4	4.33	5	5	5	5.00	Handled subjects/courses assigned (LTNG 207, ENGL 232)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	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						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	Advised and corrected research outline and thesis/SP/dissertation manuscript



		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	4	5	5	5	5.00	Entertained students seeking consultation with faculty
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	4	5	5	5	5.00	Prepared 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	30	40	5	5	5	5.00	Prepared 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.	10	40	5	5	5	5.00	Prepared 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	3	4	5	5	5	5.00	Submitted 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	3	6	5	5	5	5.00	Created virtual classroom using either Moddle or Google Classroom
	<b>PI 10</b> . Additional outputs:	<b>A 8.</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	Designed 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>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	19.33	5	5	5	5.00	Handled and taught courses assigned
		<b>A10</b> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	Prepared gradesheet and submitted on or before deadline



		<b>A11</b> . 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	1	1	5	5	5	5.00	Facilitated students in their completion of the subject and submitted completion forms with grade within prescribed period
		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Attend mandated trainings on Google Classroom and Moodle
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	12	5	5	5	5.00	Administered and checked long examination for subjects taught
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lecture	20	47	5	5	5	5.00	Prepared and checked quizzes for lecture
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	None						
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	1	1	5	5	5	5.00	Acted as academic adviser to students
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:		0						
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	Advised, and corrected research outline and thesis/SP manuscript
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	None						
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	Entertained students consulting on subject taught, thesis and grades
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	None						
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	None						



	<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	3	4	5	5	5	5.00	Prepared and submitted for review by the Technical Review Panel
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	3	4	5	5	5	5.00	Prepared Instructional module/laboratory guide/workbook or a combination thereof
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	30	30	5	5	5	5.00	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	40	5	5	5	5.00	Prepared assessment tools such as long exam, quizzes, problems sets, etc.
		<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	3	4	5	5	5	5.00	Submitted 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	3	6	5	5	5	5.00	Created virtual classroom using either Moddle or Google Classroom
	<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	1	6	5	5	5	5.00	Prepared documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	None						
		<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	4	5	5	5	5.00	Designed experiential learning activities and other outputs to implement new normal
<b>UMFO 3 . RESEARCH SERVICES</b>										



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	1	0					
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 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	1	1	5	5	5	5.00	Wrote publishable materials out of research outputs and submitted for publication
	In refereed int'l journals		1	0					
	In refereed nat'l/regional journals		1	1	5	5	5	5.00	Waiting for blind review result
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 fora/conferences	1	0					
	In int'l fora/conferences		1	0					
	In nat'l/regional fora/conferences		1	0					
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	None	0					
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		None						
	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	None						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	None						



		<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	None						
<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	None						
	<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	None						
	<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	None						
	<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	None						
	<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	1						
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		1	1	5	5	5	5.00	Language editor of Science and Humanities Journal



	<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	None						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		None						
		<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	None						
<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 improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<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 faculty member	zero non-conformity	zero non-conformity					
		<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	0% compli	100% compliant					
		On program accreditations								
		On institutional accreditations								
<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	Zero % complaint	Zero % complaint					
	<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							



		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

**Comments & Recommendations for Development Purpose:** Dr. Gabunada's commitment to DLABS and its development is beyond measure. She is highly intellectual and academic which is most beneficial to the advancement of the department.

Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

Date:

Recommending Approval

**CANDELARIO L. CALIBO**

Dean, \_\_\_\_\_

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 11/27/2020



# PERFORMANCE MONITORING FORM

Name of Employee: MARIA VANESSA E. GABUNADA

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.	Prepares course syllabi	Approved course syllabi in ELSt 102, 104, 112Engl 125, LTNG 207, ENGL 232	January 2020	January 2020	January 2020	Impressive	Outstanding	
2.	Speaker of 4 <sup>th</sup> DLABS Lecture Series	Certificate of Appreciation	March 2020	March 2020	March 2020	Impressive	Outstanding	
3.	Prepares Courseware of the assigned subjects as response to COVID-19 pandemic	Coursewares in ELSt 112, ENGL 232	April-May 2020	June 2020	June 2020	Impressive	Outstanding	
4.	Attends Online and Offline Comprehensive exam of Masters Students	Comprehensive Exam Form/Report	April 2020	April 2020	April 2020	Impressive	Outstanding	
5.	Facilitates submission of documents for graduating students	Transmittal and Approval Sheet	June 2020	June 2020	June 2020	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To publish in a ISI/SCOPUS/CHED IJP Journals; Conduct Research; Write Learning Guides, and Initiate Extension Programs

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

Date: January 2020

Target Date: One year from today

First Step:

- a) Encouraged her to polish journal articles for publication
- b) Reminded her to finish writing Learning Guides in ELSt 112 and Engl 232
- c) Advised her to write research proposal in English Language/Literature
- d) Encouraged her to join extension programs

Result:

She has received letter of acceptance for publication in UNITAS journal.  
Finished 1<sup>st</sup> volume of Learning Guide in ELSt 112 and Engl 232

Date: January 2020

Target Date: End of 1st semester

Next Step:

She is in the process of writing research proposal.

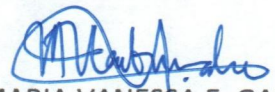
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
MARIA VANESSA E. GABUNADA  
Faculty/Ratee