

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January - June 2024

Name of Faculty Member:

MARY GRACE P. ENAYA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.93 x 95% = 4.687	
b. Students (50%)			
TOTAL for Instruction	95%	4.69	4.687
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%	5.00 x 5% = 0.250	0.250
5. Administration/Other Services			
TOTAL	100%		4.94

EQUIVALENT NUMERICAL RATING: 4.94

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.94**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

**MARY GRACE P. ENAYA**

Name of Faculty

Reviewed by:

**MARIA VANESSA E. GABUNADA**

Department Head

Recommending Approval:


GLENN G. PAJARES

Dean, CAS

Approved by:

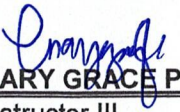

ROTACIO S. GRAVOSO


Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY GRACE P. ENAYA**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE** commit to the deliver and agree to be rated on the the following accomplishments in accordance with the indicated measures for the period January-June 2024.


MARY GRACE P. ENAYA
 Instructor III
 Date: July 9, 2024

Approved:

MARIA VANESSA E. GABUNADA
 Head, DALL
 Date: 19 JUL 2024


GLENN G. PAJARES
 College Dean
 Date:

	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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	NA	NA					
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students	NA	NA					
	PI 10 . Additional outputs:	A3 . Number of students advised on thesis/special problem/dissertation		NA	NA					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					

		Number of instructional materials developed		NA	NA					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 16: 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	NA						
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	18 per semester	5	5	4	4.67	
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	10	10	5	5	5	5.00	
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	1	1	5	5	5	5.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	1	1	5	5	5	5.00	
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1	5	5	5	5.00	
	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	6	6	5	5	4	4.67	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		6	6	5	5	5	5.00	

	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 submits completion forms with grade within prescribed period	4	4					
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	10	5	5	5	5.00	
		A 13. Number of Student organizations advised	Advises student organizations recognized by DSO	10	10					
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NA	NA					
					Total:				4.93	
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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	NA	NA					
	PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	NA	NA					
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences	NA	NA					
		a. International								
		b. National		NA	NA					

	PI 15: Additional outputs*	A 29. No. of research-related awards (research conducted by faculty or student w/ faculty)		NA						
		A 30. 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	NA						
		A 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	A 32. 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	NA	NA					
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	NA	NA					
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		NA	NA					
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	NA	NA					
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	NA	NA					
		a. Peer reviewer of journal/book		NA	NA					

		<i>b. Review of research and extension proposal</i>		NA	NA					
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		NA	NA					
		<i>d. accreditor</i>		NA	NA					
		<i>e. consultancy</i>		NA	NA					
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	NA	NA					
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	NA	NA					
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	NA	NA					
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	NA	NA					
		<i>a. International</i>		NA	NA					
		<i>b. National</i>		NA	NA					
		<i>c. Regional or Institutional Conferences</i>		NA	NA					
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	NA	NA					
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	PI 12: Number of IEC materials developed	A 43. Number of IEC materials developed	Develop IEC materials							
	PI 13: Number of IEC materials distributed	A 44. Number of IEC materials distributed		zero non-conformity						

	PI 14: Number of extension articles derived from approved extension projects in the university submitted	A 45. Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university	100% compliant						
	PI 15: Number of extension articles derived from approved extension projects in the university published	A 46. Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication							
	PI 16: Amount of research money obtained from external sources	A 47. Amount of extension money obtained from external sources	Requests for extension money from external sources							
	PI 17: Amount of research money obtained from internal sources	A 48. Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
	PI 18: Additional outputs *	A 49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		Zero % complaint						
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	PI 17: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	2	5	5	5	5.00	
		<i>International</i>								
		<i>National</i>		1	2	5	5	5	5.00	1. RELO - DALL Teachers Training Workshop on Teaching English to Young Learners 2. 2nd Mount Pangasugan Workshop
		<i>Regional/Institutional</i>								
OVPI MFO 3. Registration Services										

	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	NA	NA						
	PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	NA	NA						
	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	NA	NA						
	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	NA	NA						
	PI 14: Number of OJT MOAs prepared	A 55. Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program	NA	NA						
	PI 15: Number of student interns deployed and monitored	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator	NA	NA						
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:		NA	NA						
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	NA	NA						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	NA	NA						
	PI 17: Number of exchange students supervised	A 58. Number of exchange students supervised	Acts as exchange student program coordinator/facilitator								

	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	NA	NA					
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	NA	NA					
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	NA	NA					
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	
		A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 64. Number of virtual classroom created/operational								
				Total:					5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										

PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	NA	NA					
PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	NA	NA					
PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	NA	NA					
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	NA	NA					
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	NA	NA					
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	NA	NA					
PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	NA	NA					
PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	NA	NA					
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	NA	NA					
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	NA	NA					
PI 11: Percentage of action plans implemented and monitored as scheduled	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	NA	NA					
PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	NA	NA					

	PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	NA	NA						
	PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		NA	NA						
	PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		NA	NA						
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	NA	NA						
		A 81. 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	NA	NA						
	Total Over-all Rating										
	Average Rating										
	Adjectival Rating										

	Average Rating (Total)	
	Additional Points:	
	Approved Additional	
	FINAL RATING	
	ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Ms. Enaya performs well in teaching and other department committee-related tasks. Finishing her Ph.D. would be a great development in her profession.

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Head, DALL

Date: 19 JUL 2024

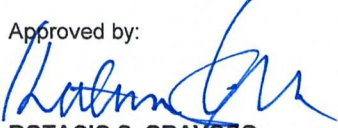
Recommending Approval:


GLENN G. PAJARES

Dean, CAS

Date:

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Arts, Languages, and Literature

Head of Office: Maria Vanesaa E. Gabunada

Number of Personnel: 24 (17 regular faculty; Part-time; admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the first semester, SY 2023-2024.		The Department Head conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored (biometrics and logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching <u>1. Daisy P. Acoritay</u>	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that her classes are too crowded and too hot (high heat index) as well			The faculty was called regarding the TPES results of the 1 st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1 st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	<p>as conflict of class schedules. She also informed the Head that she got busy with the completion of her dissertation. Ms. Acoritay assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
<p>2. Jade Barachiel Bantasan</p>	<p>The faculty concerned was informed of her TPES concerns again. He was given a chance to explain his reaction to the TPES results. He informed the Head that he was also surprised of the TPES result as he only followed the syllabus and the learning guide to all his classes. He further explained that maybe it was due to the crowded class size and the unholy class schedule as well conflict of class schedules. Mr. Bantasan</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>

	<p>assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
3. Kay T. Juanillo	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that it was her first time to handle Humn 13n. She said that there were too many topics in the syllabus and learning guide and admitted that she was not familiar with some of the topics. Ms. Juanillo assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
4. Paula Nadrea M. Paquibulan	<p>The faculty concerned was informed of her</p>			<p>The faculty was called regarding</p>	<p>The faculty concerned was informed of the</p>

	<p>TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that she was also surprised of the TPES result as she only followed the syllabus and the learning guide to all his classes. Ms. Paquibulan assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>the TPES results of the 1st semester SY 2023-2024.</p>	<p>TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
<p>5. Gernah May Y. Santianes</p>	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to explain her reaction to the TPES results. She informed the Head that she somewhat expected it due to her class schedule conflict. She found it hard to navigate blended class schedule that would only meet once a week due to class conflict.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>


	<p>Ms. Santianes assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARIA VANESSA E. GABUNADA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				April- June 2023	July- Septem- ber 2023	Octob- er- Decem- ber 2023	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE, ABEL, Foreign Languages, affiliated courses/subjects	Prof. Michael Carlo Villas Ms. Paula Nadrea M. Paquibulan Ms. Gernah May Santianes Enaya Prof. Rhodora Bande Dr. Annie Parmis Dr. Cherry Rola Prof. Sheena Mae Lubrio Prof. Daisy Acoritay Ms. Kay Juanillo Ms. Corazon Padilla Mr. Jade Barachiel Bantasan Ms. J-Annie Ebit <u>Part-timers</u> Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie Sorono, Ramon Ryan Pitogo, Heziel	January-July 2024		✓	✓	Actual accomplishments exceeded the targets
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided

and Consultation Services Coordinated	thesis and academic advising to college and masteral students	Paquibulan Ms. Gernah May Santianes Ms. Precious Domingo Prof. Rhodora Bande Dr. Cherry Rola Ms. Sheena Mae Lubrio Ms. Daisy Acoritay Dr. Annie Parmis Prof. Michael Carlo Villas Ms. Kay Juanillo Mr. Jade Barachiel Bantasan Ms. Corazon Padilla Ms. J-Annie Ebit	July 2024		✓	✓	interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revise instructional materials (Table of Specifications)	All faculty members	January - July 2024		✓		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	January - July 2024			✓	Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		✓	✓	Published in international and national/local peer-reviewed journals
PL3. Number of Research Approved and Conducted	Serves as project and component leaders	Ms. Ma. Vanessa E. Gabunada Ms. Daisy Acoritay Prof. Michael Carlo Villas Ms. Kay Juanillo Dr. Precious C. Domingo	January - July 2024	✓	✓	✓	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuano in selected Towns on Leyte Island. Sugat: Stories and Science for Sustainability
MFO5, Extension Services							

PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Michael Carlo Villas	January - July 2024	✓	✓	✓	Sugat: Stories and Science for Sustainability
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January - July 2024		✓	✓	Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		✓	✓	Faculty and staff actively participated in webinars
	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January - July 2024		✓	✓	Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms maintained	Supervises in the maintenance		January - July 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 DALL faculty".	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
	Conducts regular meeting with DALL staff/faculty at least six (6) times a year	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 5. Number of hours	Assigns the faculty	Ms. Ma. Vanessa E.	January -		✓	✓	

spent on performance tracking	members faculty workload and/or work assignments	Gabunada	July 2024				
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 8. Zero percent complaint from client served	Zero complaints from clients served	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	no valid complaints
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 application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.	Ms. Ma. Isalie A. Abcede Mr. Jefrey Tumulak	January - July 2024		✓	✓	Actual accomplishments meets targets

Prepared by:


MARIA VANESSA E. GABUNADA
 Department Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Mary Grace P. Enaya

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	Be the alternative dDRC	Answer calls, list things needed for the department, and be the department's clerk if the dDRC is absent or in need of help	February 2024	June 2024	June 2024	Impressive	Outstanding	
2	Be the new tree planting coordinator	Coordinate with the overall tree planting coordinator in CAFS, and sign and make certificates	February 2024	June 2024	June 2024	Impressive	Outstanding	
3	Be part of the socio-cultural committee	Help in planning and executing activities in the department	February 2024	June 2024	June 2024	Impressive	Outstanding	
4	Be part of the IT and website committee	Help in planning and executing IT and website activities	February 2024	June 2024	June 2024	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	February 2024	June 2024	June 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college, and the university	Attendance sheet; will present certificates if possible	February 2024	June 2024	June 2024	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Write communication letters for the department/department head, draft/polish AB Literature proposal, and draft/polish MSLT to MAELS proposal	February 2024	June 2024	June 2024	Impressive	Outstanding	

8	Attend meetings and participate in the discussion	Will attend meetings on time	February 2024	June 2024	June 2024	Impressive	Outstanding	
9	Be part of the DALL Facebook page handlers	Post accomplishments and announcements of the department	February 2024	June 2024	June 2024	Impressive	Outstanding	

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

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

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY GRACE P. ENAYA

Performance Rating: OUTSTANDING

Aim: To be the alternative dDRC of the department, to be the new tree planting coordinator, and to do the assigned committees in the department

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

Date: January 2024 Target Date: June 2024

Step/s:

- a) Reminded Ms. Enaya to handle her assigned tasks (as alternative dDRC, tree planting coordinator, socio-cultural member, IT and website member) after her maternity leave
- b) Reminded Ms. Enaya to submit documents upon her return (reinstatement letter, hospital records)

RESULT:

- a) Ms. Enaya has done her tasks well
- b) Ms. Enaya has submitted needed documents

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

Conforme:

MARY GRACE P. ENAYA

Name of Ratee/Faculty/Staff