

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

Name of Faculty Member:

ROSE P. CAPULLA

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%		0.00
3. Extension	2.5%		0.00
4. Production			
5. Administration/Other Services			
TOTAL			<b>4.750</b>

EQUIVALENT NUMERICAL RATING: 4.750

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.750

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

ROSE P. CAPULLA

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSE P. CAPULLA, a faculty member of the DEPARTMENT OF LIBERAL AND BEHAVIORAL SCIENCES 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 JANUARY TO JUNE 2020.

  
ROSE P. CAPULLA  
Assist. Prof III  
Date:

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	N/A	None					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	None					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	None					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	None					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	None					
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	None					
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		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	N/A						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	21 per semester	20.75	5	5	5	5.00	CPAR 112, Fili 12; ScSc 16
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5.00	Prepared gradesheet and submitted on or before deadline
		A 11 . 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	2	2	5	5	5	5.00	Facilitated students in their completion of the subject and submits completion forms with grade within prescribed period
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Webinar on Moodle
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	20	5	5	5	5.00	Administered and checked long examination for subjects taught
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	50	50	5	5	5	5.00	Prepared and checked quizzes for lec
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	6	5	5	5	5.00	Checked Term Papers in Filipino 12
	PI 8: Number of students advised: *	A16. Number of students advised:		N/A	NA					
		A17 . Number of students advised on thesis/ field practice/special problem:		N/A	NA					

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	NA					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	NA					
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	N/A	NA					
	<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	NONE					
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	5	5	5	5.00	The Life and Works of Jose Rizal
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	PPPoint presentation and reading assignments of and of Contemporary Philippine Arts from the Regions and Life and Works of Jose Rizal
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5	5.00	Long exams, quizzes for CPAR and Rizal
		<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	2	1	5	5	5	5.00	The Life and Works of Jose Rizal
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	7	1	5	5	5	5.00	Moodle
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:							5.00	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	Documents and materials



		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A				5.00	
		<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	2	2	5	5	5	5.00	Activities in the Learning Modules in relation to the pandemic; new normal
<b>UMFO 3 . RESEARCH SERVICES</b>									5.00	
	<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	1	1	5	5	5	5.00	1 research paper as part of my coursework in PhD studies (continued working on it)
	<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	1	1	5	5	5	5.00	Still completing a research project which is part of my coursework in DLSU
	<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	1	1	5	5	5	5.00	One research published in IJRSE Journal and the other one is still under review
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	One paper published International Journal of Research Studies in Education (IJRSE)
		<i>In refereed nat'l/regional journals</i>		0	0					
	<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 for a/conferences							Aborted due to the pandemic
		<i>In int'l fora/conferences</i>		1	0					Aborted due to the pandemic
		<i>In nat'l/regional fora/conferences</i>		1	0					Aborted due to the pandemic
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	NONE					Outstanding 5
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		1	NONE					Outstanding 5



		<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	1	1					Peer reviewer in IJRSE Journal
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		<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	1	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	1	1	5	5	5	5.00	Links with Babaylan Studies Center in the US an NGO
	<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	1	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	1	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	1	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	N/A	N/A					
	Research Mentoring	Research Mentor		NONE	NONE					
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		1	NONE					
	Convenor/Organizer	Convenor/Organizer		1	NONE					
	Consultancy	Consultant		1	NONE					

	Evaluator	Evaluator		1	NONE					
	<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	1	NONE					
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<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	1	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					
		<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		100% compliant					
		On program accreditations			N/A					
		On institutional accreditations			N/A					
<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					
	<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		NONE					
		<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>										



Adjectival Rating									
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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:** Ms. Capulla serves the department with enthusiasm. Further studies would enable her to contribute more to the department.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ  
 Supervisor  
 Date:                     

CANDELARIO L. CALIBO  
 Dean,                       
 Date:                     

BEATRIZ S. BELONIAS  
 Vice President for Instruction  
 Date: 11/27/20



## PERFORMANCE MONITORING FORM

Name of Employee: **Rose Pascual-Capulla**

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	Teaches two (2) courses subjects (CAR11 and Rizal)	Attendance sheets of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2020	July 2020	July 2020	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students' concerns through students consultation	Improved student performance	January 2018	July 2020	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares course syllabi updates	Approved course syllabi in SocSc16 and Filipino	January 2020	February 2020	February 2020	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	January 2020	July 2020	July 2020	Impressive	Outstanding	
5	Conduct research	Progress report	January 1, 2020	July 30, 2020		Impressive	Outstanding	On-going
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2020	January 20	April 2020	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assign by the Dean, and the university		January 2020	May 2020	May 2020	Impressive	Outstanding	
8	Paper presentations in various conferences	Certificate of appearance, certificate of attendance and certificate of recognition	January 2020	July 2020	July 2020	Impressive	Outstanding	Presented Paper in an International Conference
9	Conduct trainings	Certificate of recognition, written report	January 2020	July 2020	July 2020	Very Impressive	Outstanding	Follow CHED's requirement for the New GE Courses as prescribed

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROSE P. CAPULLA

Performance Rating: Very Satisfactory

Aim: To continue her graduate study this month of September and improve teaching effectiveness.

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

Date: January 2020

Target Date: December 2020

First Step:

- a) Encouraged her to pursue graduate study based on approved Staffing Pattern of DLABS in a reputable institution preferably abroad.
- b) Advised her to clearly inform students of his class policies which may be repeated in the next class session during the first week of semester e.g., arranged schedule, tardiness, absences etc.
- c) Advised her to simplify her discussions in order for the students with different levels of intellectual abilities to comprehend

Result:

She has informed to pursue a doctoral degree.

Date: September 2021

Target Date: End of second semester

Next Step:

She has to graduate from her doctoral degree.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
ROSER P. CAPULLA  
Name of Ratee/Faculty/Staff