

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

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member:

**ANNIE A. PARMIS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.94 x 50% = 2.470	
b. Students (50%)		4.60 x 50% = 2.300	
TOTAL for Instruction	80%	4.77	3.816
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	0.750
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		<b>4.816</b>

EQUIVALENT NUMERICAL RATING: 4.816

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.816

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

  
**ANNIE A. PARMIS**

Name of Faculty

Reviewed by:

  
**MARIA VANESSA E. GABUNADA**

Department Head

Recommending Approval:

  
**MA. THERESA P. LORETO**

Dean, CAS

Approved by:


  
**BEATRIZ S. BELONIAS**


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE, 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 JULY-DECEMBER 2023

  
ANNIE A. PARMIS  
Associate Professor 4  
Date: 04 JAN 2024

Approved:   
MARIA VANESSA E. GABUNADA  
Department Head  
Date: 17 0 JAN 2024

  
MARIA THERESA P. LORETO  
College Dean  
Date: JAN 23 2024

FTE/sem

4.0  
2.5  
8.0

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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,LTNG,225, LTNG 300	1	3.33	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	11	14	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	9	14	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	4	5	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	46	47	5	5	5	5.00	
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned							
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	4	7	5	5	4	4.67	



		<b>A 11 .</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	2	3	5	5	5	5.00	
		<b>A12 .</b> Number of trainings/conferences/seminars attended related to instruction	Trainings/conferences/seminars attended	Attend trainings/conferences/seminars	1	1	5	5	5	5.00	
		<b>Number of quizzes, seatwork/oral performances</b>	quizzes/seatwork/oral performances	Administers and checks quizzes/seatwork/oral performances	60	65	5	5	5	5.00	
	<b>PI 9: Number of instructional materials developed *</b>	<b>A5 .</b> Number of programs prepared	program prep	Conducts programs	1	2	5	5	5	5.00	
		Published Study Guide	wrote and published Study Guide	Ebooks	1	1	5	5	4	4.67	
		Prepared awards and other paraphernalia for students	prepared awards and other paraphernalia to students	awarded students for the job well done	50	55	5	5	5	5.00	
		Assessment tools	prepared awards and other paraphernalia to students	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	100	105	5	5	5	5.00	
		A 6 : Number of Periodic Exams	Midterm and Final Exams	Prepares Midterm and Final Exam	5	8	5	5	5	5.00	
		A 7 : Number of virtual classroom created and operational	Online classes	Google Meet/E-mail/Messenger/ Live Calls	4	15	5	5	5	5.00	
		A.8 Number of Table of Specifications prepared and submitted		Table of Specifications (midterm and finals)	4	8	5	5	5	5.00	
	<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	N/A	N/A					
	<b>PI 5: Total FTE, coordinated, implemented and monitored *</b>	<b>A9 .</b> Actual Faculty's FTE 5.4		Handles and teaches courses assigned							
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	



		<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	3	5	5	5	5	5.00	
		<b>A12.</b> Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	1	5	5	4	4.67	
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	3	8	5	5	5	5.00	
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec	60	65	5	5	5	5.00	
		<b>A15.</b> Number of Culminating Activities		Oral Presentations	2	3	5	5	5	5.00	
<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: ELDs 127, ELDs 122, ELSt 200	18	15.9	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	3	5	5	4	4.67	
		<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	2	8	5	5	5	5.00	
		<b>A12.</b> Number of conferences/ trainings attended related to instruction	Trainings/Conferences/Seminars attended	Attends conferences and trainings	1	1	5	5	4	4.67	
		<b>A13.</b> Number of periodic (Midterm and Final) examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	2	4	5	5	5	5.00	
		<b>A14.</b> Number of quizzes/seatwork/oral activities administered and checked	prepared quizzes and oral activities	(oral and written)	10	15	5	5	4	4.67	
		<b>A15.</b> Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A					
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	acts as a registrar/adviser	Acts as academic adviser and registrar to students	5	20	5	5	5	5.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Acted as the adviser	Checks manuscripts	3	4	5	5	5	5.00	
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
		<b>A18.</b> Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	100	110	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	none	1	5	5	5	5.00	VSU Tabing Theater Adviser
		<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 were developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		OBE Coures Syllabi	Updates OBE Course Syllabi	3	3	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	15	5	5	5	5.00	
		<b>A 23:</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	N/A	N/A					
		<b>A 24:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					
		<b>A25:</b> Number of study guides published	Published study guide	1	1	5	5	4	4.67	
		A.26: Number of Table of Specifications prepared and submitted	Table of Specifications (midterm and finals)	2	4	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:	Prepared programs (Culminating Activities)	1	2	5	5	5	5.00	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	3	5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Published Study Guides (Ebooks)	N/A	N/A					
		External Professional Awards	Submitted accomplishments for external awards	1	5	5	5	5	5.00	
		Alumni Homecoming Guest Speaker	Attended the MARAC Alumni Homecoming	1	1	5	5	4	4.67	
									4.94	
<b>UMFO 3 . RESEARCH SERVICES</b>				N/A						
	<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	N/A						
	<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	N/A						
	<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	N/A						
		In refereed int'l journals		N/A						













PERFORMANCE MONITORING FORM

Name of Employee: ANNIE A. PARMIS

Task No.	Task Description	Expected Output	Date Assigned July – December 2023	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teach the following undergraduate and graduate courses: ELDs 127, ELDs 122, LTNG 107, and LTNG 225.	Regular attendance in the assigned classes, grade sheet per courses taught, and good results of student performance evaluation	July 2023	December 2023	December 2023	Impressive	Outstanding	
2.	Serve as a thesis adviser, panel member and teacher for the courses ELSt 200 and LTNG 100.	Regular checking of the manuscripts and consultation	July 2023	December 2023	December 2023	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	July 2023	December 2023	December 2023	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 5 hours or beyond a week for consultation	July 2023	December 2023	December 2023	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	July 2023	December 2023	December 2023	Impressive	Outstanding	
6.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exams, Final Defense (Theses)	July 2023	December 2023	December 2023	Impressive	Outstanding	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	July 2023	December 2023	December 2023	Impressive	Outstanding	
8.	Accomplish course syllabi, TOS, and monthly DTRs.	Approved course syllabi, TOS, and DTRs	July 2023	December 2023	July-December 2023	Impressive	Outstanding	
9.	Serve as a host of the No Nostalgia program (DYDC)	Airtime appearances	July 2023	December 2023	December 2023	Impressive	Outstanding	
10.	Prepare Oral Programs and Performance	Oral Stage Productions	July 2023	December 2023	November 2023	Impressive	Outstanding	
11.	Edit Manuscripts	Edited graduate and undergraduate theses	July 2021	December 2023	December 2023	Impressive	Outstanding	
12.	Prepare Midterm and Final Grades	Grades Submitted to the Registrar	July 2021	December 2023	December 2023	Impressive	Outstanding	

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

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

Prepared by

  
**MARIA VANESSA E. Gabunada**  
 Unit Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Annie A. Parmis

Performance Rating:

Aims:

**1. Participation in professional organizations**

Attending local, regional, national, and international conferences or webinars

Serving as Panel reactor

Coordinating events

Serving as an academic/thesis adviser or a panel member

**2. Conducting instruction, research, production, and extension activities**

**3. Improve job performance**

Keeping up with new teaching approaches, methodologies, and strategies in the new normal amidst pandemic

Learning about updates in the field of English language teaching

Improving existing talents and skills

**4. Increased duties and responsibilities**

Taking on new challenges in the current work, project or plan

**5. Expanding coverage**

Writing Learning Guides, syllabi, and other instructional materials

Publishing books and research articles

Reviewing the works of others for publication

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

Date: December 2024

Target Date: One year from today

First Step:

- a) She was encouraged to keep up with the good work and find time for some improvements and higher possibilities

Result:

She will have hopefully become more productive and more efficient in her teaching and other tasks and assignments.

Date: December 2024  
2024

Target Date: End of second semester SY: 2023-

Next Step:

She was advised to conduct a research and participate in conferences and trainings as presenter/resource speaker, as well as to publish books and research articles.



Outcome: NA

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA  
Department Head

Conforme:



ANNIE A. PARMIS  
Faculty/Ratee