SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

Name of	Faculty	Member
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ANNIE A. PARMIS

	Program Involvement (1)	(1) Weight of Involvement				
	(1)	(2)		(3)		Rating (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%				4.816

EQUIVAL	ENT	UMERICAL	RATING:
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4.816

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.816

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Name of Faculty

ANNIE A. PARMIS

MARIA VANE SA 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:

MARIA VANESSA E. GABUNADA

Department Head

MARIA THERESA P. LORETO

College Dean

Date: JAN 2 3 2024

FTE/sem

4.0

2.5

8.0

MFO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/	Tasks Assigned	Target	Actual			Rating	gi	REMARKS (Indicators in
No.			Activities / Projects			Accomplishm ent	Quality	Quality Eficiency Timelines		Average	percentage should be supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION SERV	ICES									
OVPI	MFO 2. Graduate Student M	lanagement Services									1.089/A principle 1.000
	P14: 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	74	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	74	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	
	P1 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	

•	<u>A 11</u> . 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	
	A12 . Number of trainings/conferences/seminars attended related to instruction	Trainings/con ferences/sem inars attended	Attend trainings/conferences/seminars	1	1	5	5	5	5.00	
(-	Number of quizzes, seatwork/oral performances	quizzes/seat work/oral performances	Administers and checks quizzes/seatwork/oralperformances	60	65	5	5	5	5.00	
PI 9: Number of instructional materials developed *	A5 . Number of programs prepared	program prep	Conducts programs	1	2	5	5	5	5.00	
	Published Study Guide	wrote and publishedS tudy Guide	Ebooks	1	1	5	5	4	4.67	
	Prepared awards and other paraphernalia for students	prepared awards and other parapherna lia to students	awarded students for the job well done	50	55	5	5	5	5.00	
	Assessment tools	prepared awards and other parapherna lia 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/Messager/ Live Calls	4	75	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	
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	N/A					
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE 5.4		Handles and teaches courses assigned							
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	

4.

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41 41	•	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	3	5	5	5	5	5.00	
		A12. Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	7	1	5	5	4	4.67	
		A13. Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	3	8	5	5	5	5.00	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec	60	65	5	5	5	5.00	
		A15. Number of Culminating Activities		Oral Presentations	2	3	5	5	5	5.00	
MEO	2. HIGHER EDUCATION SE										
	UMFO 3. Higher Education I										
	PI 5: Total FTE, coordinated, implemented and monitored	A9. Actual Faculty's FTE		Handles and teaches courses assigned: ELDs 127, ELDs 122, ELSt 200	18	15.9	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	3	5	5	4	4.67	
		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	8	5	5	5	5.00	
		A12. Number of conferences/ trainings attended related to instruction	Trainings/Co nferences'Se minars attended	Attends conferences and trainings	7	7	5	5	4	4.67	
		A13. 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	
		A14. Number of quizzes/seatwork/oral activities administered and checked	prepared quiizzes and oral activities	(oral and written)	10	75	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A					
	PI 8: Number of students advised: *	A16. Number of students advised:	acts as a registrar/a dviser	Acts as academic adviser and registrar to students	5	20	5	5	5	5.00	
		A17. 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/correc tion	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
		As SRC Member	Advising/correc tion	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	100	110	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	none	1	5	5	5	5.00	VSU Tabing Theater Advis
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none						

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	110: Number of structional materials	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
de	eveloped *	0050	11 1 1 005 0 0 11 1 i	2	3	E	E	- E	5.00	
		OBE Coures Syllabi	Updates OBE Course Syllabi	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	
		A 23 : 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	N/A					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					
		A25: Number of study guides published	Published study guide	7	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	
PI	11. Additional outputs	A 25. 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	7	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						
_		A 26. Other outputs implementing the	Published Study Guides (Ebooks)	N/A	N/A					
		new normal due to covid 19				_				
		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	
IFO 3	. RESEARCH SERVICES			N/A		-				
ou yea	1. Number of research atputs in the last three (3) ars utilized by the industry 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	N/A						
ou	2. Number of research tputs completed within the ar *	<u>A 28</u> . Number of research outputs completed within the year *	Conducts and completes research project within the year	N/A						
PI ou int	3. Percentage of research atputs published in ternationally-referred or	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	N/A						
		In refereed int'l journals		N/A		+				

	In refereed nat'l/regional journals			N/A			
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	N/A			
	In int'l fora/conferences						
	In nat'l/regional fora/conferences	-					
PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	1	Prepares research proposals, submits and follows up its approval for immediate implementation	N/A			
PI 6. Additional outputs*	A 32. No. of course-related awards (research conducted by faculty or student w/ faculty)		Presented paper abroad	N/A			
	A 33. Number of journal articles/ published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	N/A			
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A			
	A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	N/A			
4. EXTENSION SERVICES							
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	N/A			
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	N/A			
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented		Implementes duly approved extension projects	N/A			

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	*)										
PI 4. Percentage beneficiaries who the training cours advisory services satisfactory or hi terms of quality a relevance	o rated se/s and s as igher in	A 39. 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	N/A						
PI 5. Number of technical/expert		A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	N/A						
Research Me	entoring	Research Mentor			N/A		T				
Peer reviewers/Paneli	sts	Peer reviewers/Panelists			N/A						
Resource Pe		Resource Persons			N/A						
Convenor/O		Convenor/Organizer	1		N/A						
Consultancy	/	Consultant			N/A						
Evaluator		Evaluator	 		N/A						
PI 8. Percent of e		A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	N/A						
PI 11. Additional	outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			N/A						
		A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A						
		A 44. Hosted Nostalgia DYDC Program		prepares scripts and invites guest	8	10	5	5	5	5.00	
										5.00	
MEO 5 SUPPOR	RT TO O	PERATIONS									
OVPI MFO 4. Pro	ogram and	Institutional Accreditation Service	es								
PI 8. 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*	o all the pate ne QMS of s of the	A 44. Compliance to all requirements of theQMS 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		-conformity					
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	compliant	5	5	5	5.00	
		On program accreditations	Pilot Plant Manager								

es.										
	On institutional accreditations	SSF Rootcrop facility incharge								
The state of the s									5.00	
IFO 6. General Admin.	& Support Services (GAS)	S)								
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint						
Pl 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/introduces improvements in performfing functions resulting to best practice							
	A 48.Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating										
Average Rating										
Adjectival Rating										
Average Rating (Total Over- all rating divided by number of entries)					Comments & Recommendations for Development Purpose:					
Additional Points:					Geniar 1	-	1	- A -	40	

Evaluated & Rated by:

MARIA VANESSA E, GABUNADA

College Dean/Immediate Supervisor

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences
Date: JAN 2 3 2024

dept. She has contributed a lot of her time and service. She is advised to rulohily in wis and scopus independ journeus.

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Date: 40 14,000

PERFORMANCE MONITOR NG 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 207, 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	C utstandin g	
2.	Serve as a thesis adviser panel member and teacher for the courses ELSt 200 and LTNG 300.	Regular checking of the manuscripts ar d consultation	July 2023	December 2023	December 2023	Impressive	C utstandin	
3.	Prepare Instructional Marerials	Developed and utilized IMs in class	July 2023	December 2023	December 2023	Impressive	Cutstandin	
4.	Allot time for student cor sultation	Spent 5 hours or beyond a week for consultation	July 2023	December 2023	December 2023	Impressive	Cutstandin	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	July 2023	December 2023	December 2023	Impressive	Cutstanding	
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	Cutstanding	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	July 2023	December 2023	December 2023	Impressive	Cutstanding	7
8.	Accomplish course syllati, TOS, and monthly DTRs.	Approved cours e syllabi , TOS, and DTRs	July 2023	December 2023	July- December 2023	Impressive	Cutstanding	
9.	Serve as a host of the No stalgia program (DYDC)	Airtime appearances	July 2023	December 2023	December 2023	Impressive	Cutstanding	
10.	Prepare Oral Programs at d Performance	Oral Stage Procuctions	July 2023	December 2023	November 2023	Impressive	Cutstanding	hammen in the second se
11.	Edit Manuscripts	Edited graduate and undergraduate :heses	July 2021	December 2023	December 2023	Impressive	Cutstanding	
12.	Prepare Midterm and Final Grades	Grades Submitted to the Registrar	July 2021	December 2023	December 2023	Impressive	Cutstanding	

^{*} Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by

MARIA VANESSA É. Gabunada

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annie A. Parmis

Performance Rating:

Aims:

1. Participation in professional organizations

Attending iocai, regionai, nationai, 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

Target Date: End of second semester SY: 2023-

2024

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