

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2024

Name of Faculty Member:

ANGELIE E. GENOTIVA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	75%	5.00	<b>3.750</b>
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Research			0.500
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	
TOTAL for Extension			0.500
4. Production			
5. Administration/Other Services	5%	4.88 x 5% = 0.244	0.244
TOTAL	100%		<b>4.994</b>

EQUIVALENT NUMERICAL RATING: 4.994

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.994

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

ANGELIE E. GENOTIVA

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Angelie E. Genotiva, a faculty member of the DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES commit to the deliver and agree to be rated on the the follow in accordance with the indicated measures for the period January-June 2024.

ANGELIE E. GENOTIVA

Assistant Prof. I

Date: July 16, 2024

Approved:

AL FRANJON M. VILLAROYA

Head, Department of Philosophy and Social Sciences

Date: 7/17/24

MFO No.	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)
						Qualit y	Eficie ncy	Timeli ness	Avera ge	
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	36.6	5	5	5	5.00	Handles ScSc 13n and SoST 114 courses (6 classes)
	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	100%	100%	5	5	5	5.00	ScSc 13n and SOST 114
	PI 15: Number of Instructional Materials	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	1	1	5	5	5	5.00	ScSc 13n
	PI 16: Percentage of courses offered with final grades submitted within the	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.00	ScSc 13n and SOST 114



	<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students	<b>A 8.</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		100%	100%	5	5	5	5.00	ScSc 13n and SOST 114
	<b>PI 19:</b> Additional Outputs	<b>A 9.</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	5	5	5	5	5	5.00	ScSc13n
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	5	5.00	ScSc13n and SOST 114
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec	20	30	5	5	5	5.00	ScSc13n and SOST 114
		<b>A 12.</b> Number of term papers checked and graded	Checks term papers submitted as required	6	60	5	5	5	5.00	ScSc13n and SOST 114
		<b>A 13.</b> Number of Student organizations advised	Advises student organizations recognized by DSO	1	1	5	5	5	5.00	VSU DebSoc
		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU DebSoc
		<b>A15.</b> Number of additional outputs accomolished	Reviews syllabus as member of department's technical review panel	2	10	5	5	5	5.00	ScSc 11n, ScSc13n, Philo 11n, ScSc16n
			Reviews TOS as member of department's technical review	4	10	5	5	5	5.00	ScSc 11n, ScSc13n, Philo 11n, ScSc16n
					SUB TOTAL				5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 15.</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	Ethnolinguistic Study of Mamanwa and Minamanwa Language



	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 16:</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1						on-going
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 33:</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	n/a					Re-scheduled the training to August 2024
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34:</b> Number of extension programs and projects		1	1	5	5	5	5.00	Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 35:</b> 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	25.00%	n/a					Re-scheduled the training to August 2024
					SUB TOTAL				5.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50:</b> 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	1st Eastern Visayas Youth for the Futures Forum and 15th EVDC Asian Parliamentaru
		<i>Regional/Institutional</i>			2	5	5	5	5.00	1st Eastern Visayas Youth for the Futures Forum and 15th EVDC Asian Parliamentaru
	<b>OVPI MFO 4. Curricular Program Management Services</b>									
	<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53:</b> Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	5	5	5	5.00	ScSc13n



	<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	1	5	5	5	5.00	ScSc13n
	<b>PI 16:</b> Number of student	<b>A 57.</b> Number of students advised on								
		<i>As SRC Chairman</i>	Advises and corrects research	1	0	4	4	4	4.00	
		<i>As SRC Member</i>	Advises and corrects research	2	2	5	5	5	5.00	
	<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	1	none	4	4	4	4.00	
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	30	5	5	5	5.00	ScSc13n and SOST 114 students
		<b>A 63.</b> Number of on-line course ware developed and submitted :	Prepares on-line course ware	1	1	5	5	5	5.00	ScSc13n
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	ScSc13n
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	20	5	5	5	5.00	ScSc13n and SOST 114 courses
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	30	5	5	5	5.00	ScSc13n and SOST 114 courses
		<b>A 64.</b> Number of virtual classroom created/operational		1	1	5	5	5	5.00	ScSc13n
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee secretary	1	2	5	5	5	5.00	Extension secretary

<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73:</b> 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	100%	100%	5	5	5	5.00	
<b>PI 17:</b> Additional Outputs	<b>A 80:</b> Number of meetings attended	Attends meetings (departmental/institutional)	5	5	5	5	5	5.00	
				SUB TOTAL				4.88	

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

**Comments & Recommendations for Development**  
**Purpose:** As a young scholar and faculty member, Ms. Genotiva is an effective educator, and her dedication to teaching is commendable. It is recommended that she pursues further studies for her Ph.D

Evaluated & Rated by:

AL FRANJON M. VILLAROYA

Department Head

Date: July 18, 2024

Recommending Approval

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: 7/18/2024

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: GENOTIVA, ANGELIE E.

Department: Dept. of Philosophy and Social Sciences

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 11n	UNDERSTANDING THE SELF	LEC	5.00	Outstanding	100.0%
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
ScSc 13n	THE CONTEMPORARY WORLD	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

GENOTIVA, ANGELIE E.

Name and Signature of Faculty

Date:

Distribution of copies: ODIE, College, Department, Faculty

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Philosophy & Social Sciences

Head of Office: Al Franjon M. Villaroya

Number of Personnel: 27 (15 regular faculty & staff; 11 part-time faculty; 1 job order admin staff)


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  The monitoring of faculty was done through classroom observations conducted during the 2 <sup>nd</sup> semester, SY 2023-2024.		The Department Head together with a DPC member conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored through biometrics and logbook. They reminded to use appropriate teaching strategies and classroom management to improve performance in instruction.
<b>Coaching</b>  <b>Rose C. Capulla</b>	Ms. Capulla was called to explain her reaction to the TPES results in the 1st semester Sy 2023-2024.  Ms. Capulla mentioned that the TPES result was mainly because of the				The faculty concerned was informed of the TPES results of the 1 <sup>st</sup> semester, SY 2023-2024 and was given advice and reminders.




	<p>challenges that she encountered recently and did not mention those because some are too personal.</p> <p><i>The Head advised Ms. Rose Capulla to introspect on her challenges, looking at it as a motivation to give extra effort in instruction. Additionally, there is a recognized need to enhance classroom policies and management, to have better TPES results.</i></p>				
--	--	--	--	--	--

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
AL FRANCON M. VILLAROYA  
 Immediate Supervisor

Noted by:

  
GLENN G. PAJARES  
 Next Higher Supervisor

**"Exhibit H"**

**TRACKING TOOL FOR MONITORING TARGETS**

**(January-June 2024)**

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				Jan- March 2024	April- June 2024		
<b>MFO 2. Higher Education Services</b>							
PI 1. Number of FTE coordinated and implemented	Teaches GE and AB Philo courses/subjects	Ms. Mary Ann G. Cobico Dr. Rose Capulla Dr. Jerry D. Imbong Mr. Al Franjon M. Villaroya Ms. Bethlehem A. Ponce Ms. Angelie Genotiva Mr. Errol Fernandez Dr. Guiraldo C. Fernandez, Jr. Mr. Dean Ruffel Flandez Mr. Aldrin Palermo Mr. John Martin Diao Ms. Ianvie Norean Miaga Ms. Alaina Larrazabal Dr. Glenn Pajares Dr. Max Teody Quimilat	January- June 2024	/	/		Actual accomplishments exceeded the targets
		<u>Part-timers</u> Boja, Kizzy Mae Cañez, Xaviery Ric Lina, Kim Brian Rodriguez, Gerry Taripe, Elroner Torrente, Rhonah Rose Tripoli, Amor May Bargamento, Enrico Abelardo, Gella Mae Amigo, Jim Rhodel	February- May 2024	✓	✓		



		Manacpo, Nicole Ivy					
PI 4. Student Advising and Consultation Services Coordinated	Assists students through academic advising to college students	Mr. Al Franjon Villaroya Dr. Glenn Pajares Mr. John Martin Diao Dr. Guiraldo Fernandez, Jr. Dt. Jerry Imbong	January-May 2024	✓	✓		The faculty provided interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Syllabus and Table of Specifications)	All faculty members	January-May 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	May 2024		✓		Due for submission at the end of semester
<b>MFO3. Research Services</b>							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Dr. Jerry D. Imbong Dr. Guiraldo C. Fernandez, Jr.			✓		Published in international and national/local peer-reviewed journals
<b>MFO5. Extension Services</b>							
PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Errol Fernandez Mr. Al Franjon Villaroya Mr. John Martin Diao Dr. Bethlehem Ponce Ms. Angelie Genotiva Mr. Dean Ruffel Flandez Dr. Rose Capulla Dr. Guiraldo C. Fernandez	January-June 2024	✓	✓		1. Capacity Building of Intro to Philosophy of the Human Person 2. Saving Minamanwa: An Initiative to Preserve Minamanwa and the Mamanwa Indigenous Knowledge System and Practices 3. Digital Storytelling for Primary Level (Project Digital World)
<b>MFO 5. Support to Operations</b>	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January-June 2024	✓	✓		Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to trainings	Dr. Jerry Imbong Ms. Ianvie Nozuan Miaga Mr. John Martin Diao Mr. Beljun Enaya	January-June 2024	✓	✓		Faculty and staff actively participated in



	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January-June 2024	✓	✓		Performed other functions duly assigned to the faculty and staff
<b>MFO 6. General Administration and Support Services (GASS)</b>							
PI 1. Number of rooms, and surroundings maintained/cleaned	Supervises in the maintenance of building facilities; cleans dept classrooms and surroundings	Mr. Aldrin Palermo Mr. Cirilo Alijar, Jr.	January-June 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 DPSS faculty".	Dr. Al Franjon Villaroya DPC Members	January-June 2024	✓	✓		
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Dr. Al Franjon M. Villaroya	January-May 2024	✓	✓		
	Conducts regular meeting with DLABS staff/faculty at least six (6) times a year	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 5. Number of hours spent on performance tracking	Assigns the faculty members faculty workload and/or work assignments	Dr. Al Franjon M. Villaroya	January 2024	✓			
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Dr. Al Franjon M. Villaroya	January-June 2024	✓	✓		
PI 8. Zero percent complaint from client served	Zero complaints from clients served	All Faculty and Staff	January-June 2024	✓	✓		no valid complaints
PI 9. Number of applicants screened and recommended	Screens and recommends applicants for 2 <sup>nd</sup> sem 2023-2024	Head & Department Personnel Committee	January 2024	✓			
<b>P9 Additional Outputs</b>							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave	Administrative Staff	January-June 2024	✓	✓		Actual accomplishments meets targets



	application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.						
--	--	--	--	--	--	--	--

Prepared by:

  
**AL FRANJON M. VILLAROYA**  
 Department Head

# Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **ANGELIE E. GENOTIVA**

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	Teach the courses ScSc13 n and Sost 114	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
3	Class preparation	Will prepare online ready course wares, learning guides, virtual classrooms, quizzes, and activities	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar on time	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	
6	Perform other functions assigned by the department head	Certificate of the trainings and workshops	JANUARY 2024	JUNE 2024	JUNE 2024	Impressive	Outstanding	

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

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

Prepared by:

**AL FRANJON M. VILLAROYA**  
Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Angelie E. Genotiva**

Performance Rating: **Very Satisfactory**

Aim: To engage in research and extension projects and improve teaching strategies

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

Date: January 2024

Target Date: One year from today

First Step:

- a) Required her to be involved on research or extension projects which the Department has started to work on.
- b) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend

Result:

She is currently connected to one extension project approved by the university.  
She has employed several teaching strategies that simplified her discussions relative to the different levels of intellectual abilities of her students

Date: January 2024

Target Date: One year from today

Next Step:

She was advised to write her research manuscripts into publishable research articles and submit them to reputable peer referred journals.

Outcome: She has submitted for review one manuscript to a Scopus journal

Final Step/Recommendation: NA

Date: January 2024  
today

Target Date: One year from


Next Step: Advised her to pursue and enroll graduate studies, specifically her PhD

Outcome: She has applied and been accepted to take up PhD in Political Science at the University of the Philippines, Diliman

Confirme :

  
ANGELIE E. GENOTIVA

Prepared by:

  
AL FRANJON M. VILLAROYA  
Department Head