SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: _	SHEERWINA MAE GONZAGA BALOTITE .
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Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.81 x50%=2.408	
b. Students (50%)		5 x 50% = 2.50	
TOTAL for Instruction	75%	4.908	3.68
2. Research	10%	0	0
3. Extension	0%	0	0
4. Administration	15%	5	0.75
5. Production	0%	0	0
TOTAL			4.43

EQ	UIVA	LENT	NUM	ERICAL
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RATING:

4.43

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.43

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

Reviewed by:

SHEERWINA MAE GONZAGA BALOTITE

Name of Faculty

Department Head

Recommending Approval:

ALELI A. VILLOCING

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>SHEERWINA MAE GONZAGA-BALOTITE</u>, of the <u>VSU Laboratory High School</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JULY</u> to <u>DECEMBER</u>, <u>2018</u>.

SHEERWINA MAE GONZAGA-BALOTITE

Approved:

ROSARIO P. ABELA

Head of

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q¹	E ²	T³	A ⁴	
Advanced & Higher Education	FTE								
Services: Education Services as Laboratory High School of the	• TL	Teaching	12.75	28.25	5	5	5	5	English IV
College of Education	Number of Instructional Materials Developed/Revised and Utilized:								
	Revised syllabi within the year		1		4	5	5	4.67	English IV
	❖ Teaching Guides / Handouts		1		4	5	5	4.67	English IV
	❖ Teaching Aid (PowerPoint/visual aids/etc)		1		4	5	5	4.67	English IV
	❖ Laboratory Guide								
	Student Advising and Consultation Services:								
	Number of organizations advised		2	2	5	5	4	4.67	English Club, The Tiller
	Number of student-related activities assisted		5	9	5	5	5	5.00	Acquaintance party, Buwan ng wiki Intramurals, Triangular Meet, City Mee Career Guidance Day, English Month Math and Science Month, Christma Program
Average Rating								4.78	
Support to Operation to the College	Instructional Services							 	
of Education	No. of Practice Teachers Mentored and Evaluated		0						
	No. of Field Study Students Assisted		0	3	5	5	5	5	BSEd students from College of Education
	Other services								
	♦ Other services provided to VSU activities and other agencies								

Personal development and welfare support	Trainings / Seminars / Conferences Attended:								
	❖ Approved or Conducted by DepED		0	2	4	4	5	4.33	Division Schools Press Conference, Regional Schools Press Conference
	Other services								
	Average Rating	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						4.66	
Administrative functions & other	Special Assignments from Office of								
special assignments	the Principal								
	♦ Performs registrar functions such as keeping and updating students forms, VSULHS Entrance Exam assisted, Attendance to meetings called by the principal, to improve the school site, committee assignments, & other special assignments	Guidance Facilitator	90% compliance	95% compliance	5	5	5	5	Conducted programs for Career Guidance, provided guidance services for students
Average Rating								5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 3)	4.81	Comments & Recommendations for Development Purpose:
Additional Points:		The second secon
Approved Additional points (with copy of approval)		She diligently accomplished tasks assigned to her.
FINAL RATING	4.81	
ADJECTIVAL RATING	DUTSTANDING	

Evaluated & Rated by:	Recommending Approval:	Approved by:
ROSARIO P. ABELA, Ed.D	lend	10
ROSARIO P. ABELA, Ed.D	ALFILA, VILLOCINO, Ed.D.	BEATRIZ S. BE

Dept/Unit Head Deah/Director Vice President

Date: _____ Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: SHEERWINA MAE G. BALOTITE

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplishe d	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
1	Teach English IV (Grade 10)	Deliver quality teaching for Grade 10 students in terms of improving their communication and language skills with the literature-integrated approach.	July 2018	May 2019	May 2019	Very impressive	Outstanding	
2	Revise course outline in English IV	A course outline that includes updated topics relevant to the subject.	July 2018	July 2018	July 2018	Impressive	Very Satisfactory	
3	Revise course syllabus in English IV	Develops an OBE syllabus	July 2018			Impressive	Very Satisfactory	
4	Create PowerPoint for English IV	PowerPoint presentation that is elaborative and comprehensive	July 2018	July 2018	July 2018	Impressive	Very Satisfactory	
5	Construct evaluation and assessment tools to rate students' performance	gather projects, and assignments, role-plays, oral recitation, reporting with rubrics to assess the students	July 2018-December 2018		Very impressive	Outstanding		
6	Submit reports and other requirements	Submit DTR, grade sheets	July 2018-December 2018			Very impressive	Outstanding	
7	Monitor and facilitate school- related activities	• Students are being guided and facilitated	July 2018-December 2018			Very impressive	Outstanding	

		during their conduct of activities during Acquaintance party, Buwan ng Wika, Intramurals, Triangular Meet, City Meet, Career Guidance Day, English Month, Math and Science Month, Christmas Program • Mentored the students during the Division and Regional Schools Press Conference				
8	Department-Based Guidance Facilitator	 Monitoring students which concerns their performance in school Make incidental/anecdotal record Make references to the Guidance Counselor for students who need counseling. Facilitated student-related activities Conducted Career-Guidance Program. 	July 2018-December 2018	Very impressive	Outstanding	

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

Prepared by:

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Sheerwina Mae G. Balotite Performance Rating: Very Satisfactory Aim: To produce instructional materials on subjects handled. Proposed Interventions to Improve Performance: Date: June 2018 Target Date: July to December 2018 First Step: To produce at least 1 IM/subject. Result: Carry out responsibilities as an instructor and use the IM's produced to facilitate Students' learning. Date: June 2018 Target Date: August 2018 Next Step: Attend seminars related to the field of specialization. Outcome: Attended a seminar in Baguio on October 27 - 30, 2018 Communicative Language Teaching (CLT) in the ASEAN classroom: Principles and Practices . Final Step/Recommendation:

Prepared by:

Unit Head

Conforme:

. GONZAGA, M.Ed.

Name of Ratee Faculty/Staff