

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

Name of Faculty Member: **JOY A. BELLEN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
21. Instruction			
i. Head/Dean (50%)		4.93x50%= 2.47	
j. Students (50%)		3.86x50% = 1.93	
Total for Instruction	80%	4.40	3.52
22. Research			
i. Client/Dir. for Research (0%)			
j. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Research	10%	5.00	0.50
23. Extension			
i. Client/Dir. for Extension (0%)			
j. Dept Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Extension	10%	5.00	0.50
24. Administration			
25. Production			
TOTAL	100%		4.52

EQUIVALENT NUMERICAL RATING: _____ 4.52

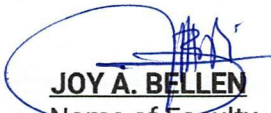
Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: _____ 4.52

ADJECTIVAL RATING: _____

Outstanding

Prepared by:


JOY A. BELLEN
Name of Faculty


Reviewed by:


ROSARIO P. ABELA
Department Head

Recommending Approval:


BAYRON S. BARREDO
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President

PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Development of pre-licensure examination materials for professional teachers using rasch analysis
EXTENSION SERVICES									
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	1	1	5	5	5	5.00	I can do it: action research capability-building for basic education teachers
Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries		1	5	5	5	5.00	Action research workshop at Caridad NHS
Resource Persons	Resource Persons			40	5	5	5	5.00	Action research training by Baybay City Division Office
Total Over-all Rating	64.33								
Average Rating (Total Over-all rating divided by 4)	16.08								
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING	4.95								
ADJECTIVAL RATING	Outstanding								
Comments & Recommendations for Development Purpose: <i>Keep up the outstanding performance! Stay active in research and extension.</i>									

Evaluated & Rated by:

R. Abela
ROSARIO P. ABELA

Dept Head

Date: 01-03-25

Recommending Approval

Qw.
BAYRON S. BARREDO

Dean, CE

Date: 1-a-21

Approved by:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 11/23/2025

1 - Quality 2 - Efficiency

3 - Timeliness

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Teacher Education

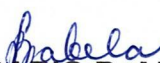
Head of Office: Rosario P. Abela

Number of Personnel: 32

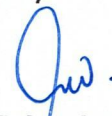
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		<ul style="list-style-type: none">• On the making of the OBE course syllabus• On the Implementation of the New Curricula• On the implementation of Synchronous and asynchronous classes		Notice of Meetings/Routing Slip	Conducted during regular monthly meetings
Coaching	<ul style="list-style-type: none">• On the making of Test Questionnaire and Table of Specifications• On the contents of the new courses offered• On the faculty with satisfactory rating on TPES			Notice attached to evaluation form/Routing Slip	Conducted individually

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

Conducted by:


ROSARIO P. ABELA
 Immediate Supervisor

Noted by:


BAYRON S. BARREDO
 Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURA- TION	TASK STATUS			REMARKS
				Jan - Apr 2024	May - Aug 2024	Sept - Dec 2024	
MFO 1 Advanced Education Services							
OVPA MFO1. Graduate Degree Program Management Services							
PI 1. Percentage of graduate school faculty engaged in research work applied in a. Pursuing advanced research degree program	Monitor the number of faculty pursuing research degree program for 2024	Dept. Head & Faculty	Jan.- Dec. 2024			On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
b. actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Monitor the number of faculty pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)	Dept. Head & Faculty	Jan.- Dec. 2024			On-going	VSU-IHS
OVPA MFO2. Graduate Student Management Services							
PI 4. Total FTE coordinated, implemented & monitored	Coordinate, implement and monitor the FTE for 2 nd Semester, 2023-2024, Summer, 2024 & 1 st Semester, 2024-2025	Dept. Head & Faculty	Jan.- Dec. 2024			Completed	
PI 8. Number of graduate students advised	Advise graduate students	Dept. Head & Faculty	Jan.- Dec. 2024			Advised	
PI 9. Number of Instructional materials developed	Develop instructional materials	Dept. Head & Faculty	Jan.- Dec. 2024			Developed	
PI 10. Number of virtual classrooms created and operationalized	Create and operationalize virtual classrooms	Dept. Head & Faculty	Jan.- Dec. 2024			Created and Operationalized	
MFO 2. Higher Education Services							
PI 1: Total FTE Monitored	Monitor FTE for 2 nd sem 2023-2024, Summer 2023-2024 and 1 st sem 2024-2025	Dept. Head & Faculty	Jan.- Dec. 2024			Completed	Accomplished 100% of the target

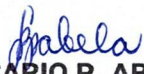
PI 4: Number of graduates in mandated programs graduated within the prescribed period	Monitor graduating BEEd, BECED and BSEd (major in Science, Soc Stud, Engl, Math & Filipino) students	Dept. Head & Faculty	Jan.-Dec. 2024			Monitored	242 graduates for school year 2023-2024
PI 8: Number of students advised	Advise on thesis/field practice/special problem and on consultation	Dept. Head & Faculty	Jan.-Dec. 2024			Advised	Accomplished beyond target
PI 9: Number of student organizations advised/ assisted	Advise/assist CE student organization	Dept. Head & Faculty	Jan.-Dec. 2024			Advised	Accomplished beyond target
PI 10: Number of instructional materials developed/ revised	Prepare online courseware, materials and tools	Dept. Head & Faculty	Jan.-Dec. 2024			Prepared	Accomplished beyond target
PI 12: Percentage of first-time licensure exam takers that pass the licensure exams	Monitor the performance of students taking the exam	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accomplished beyond target (95%)
PI 13: Percentage of graduates (2 years prior) that are employed	Conduct BEEd, BECED, BSEd graduate tracer study	Dept. Head & Faculty	Jan.-Dec. 2024			Conducted	Only 90 out of 267 responses yet
PI 14: Percentage of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	Comply with CHED-RQAT and COPC requirements for the BEEd, BECED and BSEd program	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	Completed	With certificate of compliance from CHED
PI 15: Percentage of undergraduate programs with accreditation	Accredited with AACUP Level I	Dept. Head & Faculty	Jan.-Dec. 2024			Accredited	Subjected to AACUP Level II in BSEd and BECED
PI 20: Number of programs applying for COPC	Comply in the application for COPC for all programs	Dept. Head & Faculty	Jan.-Dec. 2024			Complied	COPC compliance for all programs
PI 21: Percentage of faculty rated at least VS by supervisor	Conduct class observation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed		Conducted	All faculty were rated with at least VS
PI 22: Percentage of courses offered with approved course syllabi	Prepare syllabus for all courses offered	Dept. Head & Faculty	Jan.-Dec. 2024	Completed		Prepared and submitted revised syllabus	All courses with approved syllabus
PI 24: Percentage of courses offered with final grades submitted within the allowable period	Submit grades on or before the deadline	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	Submitted online	One subject grade sheet not yet submitted

PI 25: Percentage of IFWs submitted to OVPA on time	Submit IFW to OVPA on time	Dept. Head & Faculty	Jan.-Dec. 2024		Completed	Submitted and approved	All faculty were able to submit IFW
MFO 3. Research Services							
PI 2: Number of research outputs presented in regional/ national/ int'l fora/ conferences	Present research outputs in national and international fora/conference	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 4: Number of research proposals submitted/endorsed for funding	Submit research proposal with funding	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
MFO 4. Extension Services							
PI 2: Number of training conducted	Conduct extension activities	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 4: Number of beneficiaries	At least one (1) group with 25 individuals	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 5: Number of technical/expert services	Act as research mentor, resource person	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
PI 7: Number of extension proposal submitted	Submit extension proposal	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	To be accomplished
MFO 5. Support to Operations							
PI 1: Number of faculty pursuing advanced research degree programs facilitated, monitored and assisted	Faculty are pursuing graduate studies	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
PI 3: Number of faculty granted with internal fellowship grants	Faculty availed for university grant	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	April Jae Custodio, Krizia Garingalao, Marievic Peñalosa, Sheerwina Balotite and Ananias Yunzal
PI 5: Number of faculty sent for training, seminars, conferences	Recommend faculty to attend training	Dept. Head & Faculty	Jan.-Dec. 2024		On-going	On-going	21 faculty were recommended and approved for training
PI 8: Number of faculty recruited/hired based on	Hire regular and part-time instructors	Dept. Head & Faculty	Jan.-Dec. 2024			Completed	Hired 6 Part-time instructors

needed competencies and aligned with ISO standards							for 1 st Semester, 2024-2025
PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Faculty are rated with VS/O	Dept. Head & Faculty	Jan.-Dec. 2024				All faculty were rated at least VS
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	AACCUP accredited for all programs	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Accredited in AACCUP for all programs
PI 4: Number of activities organized/attended/assisted/participated/facilitated	Attend activities in relation to program accreditation	Dept. Head & Faculty	Jan.-Dec. 2024	Completed			Attended the AACCUP program accreditation workshop
PI 5: 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	Comply 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	Dept. Head & Faculty	Jan.-Dec. 2024			Complied	No NC and some OFI were still open
MFO 6. General Admin & Support Services							
PI 1. Zero percent complaint from clients served	Zero percent complaint from clients served	Dept. Head & Faculty	Jan.-Dec. 2024				No complaint received
PI 2: Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP	Dept. Head & Faculty	Jan.-Dec. 2024			Completed	Submitted under general fund and STF
PI 3. Number of coaching sessions among faculty & staff	Conduct coaching among faculty and staff	Dept. Head & Faculty	Jan.-Dec. 2024				
PI 4: Number of planning sessions, tracking and monitoring of targets	Conduct planning sessions	Dept. Head & Faculty	Jan.-Dec. 2024				Conducted planning and monitoring during meetings
PI 5. Number of monthly/special faculty & staff meetings conducted	Conduct department monthly/ special meeting	Dept. Head & Faculty	Jan.-Dec. 2024			Conducted	Conducted 3 regular meetings
PI 8: Number of departments/ institutes/ offices supervised	Supervise the DTE office	Dept. Head & Faculty	Jan.-Dec. 2024			Supervised	DTE is supervised by designated

							head
PI 9: Number of routinary documents acted	Provide assistance in processing of documents	Dept. Head & Faculty	Jan.-Dec. 2024			Done	937 documents acted, accomplished beyond the target
PI 10: Number of committee meetings conducted	Conduct committee meetings	Dept. Head & Faculty	Jan.-Dec. 2024			Conducted	To be arranged by committees
PI 12: Number of memoranda prepared	Prepare memoranda	Dept. Head & Faculty	Jan.-Dec. 2024			Prepared	Prepared by department head as needed
PI 13: Percentage of faculty and staff submitted a DTR every month	Submit DTR every month	Dept. Head & Faculty	Jan.-Dec. 2024			Submitted	Submitted DTR more or less 60% of the faculty members on time
PI 15: Percentage of action plans implemented and monitored as scheduled	Implement and monitor action plans	Dept. Head & Faculty	Jan.-Dec. 2024			Implemented	Continual monitoring of targets
PI 16: Percentage of monthly accomplishment report submitted on time	Submit accomplishment report	Dept. Head & Faculty	Jan.-Dec. 2024			Submitted	Department head submits monthly accomplishment (100%)

Prepared by:


ROSARIO P. ABELA
Unit Head

PERFORMANCE MONITORING FORM

Name of Employee: **JOY A. BELLEN**

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 graduate & undergraduate courses	12 FTE	1st week of August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	39.75 FTE undergraduate courses
2	Prepares research proposal, submits and follows up its approval for immediate implementation	Submit 1 research output	1st week of August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	Development of pre-license examination materials for professional teachers using rasch analysis
3	Conduct Extension Activity	Conduct 1 Extension Activity	1st week of August 2024	Before the end of semester	December 2024	Very Impressive	Outstanding	Conducted 1 Extension Activity

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

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

Prepared by:

R. Abela
ROSARIO P. ABELA
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JOY A. BELLEN

Performance Rating: 4.52

Aim: Increase involvement in research and extension activities
Produce instructional materials on courses handled
Present and Publish Research

Proposed Interventions to Improve Performance:

Date: June 2024

Target Date: July to December 2024

First Step: Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: June 2024

Target Date: July to December 2024

Next Step: Submit Research Proposals for Funding

Conduct Research

Outcome: _____

Final Step/Recommendation:

Publish Research Output

Conduct Research, Trainings and Extension Activities

Prepared by:


ROSARIO P. ABELA
Unit Head

Conforme:


JOY A. BELLEN
Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: BELLEN, JOY A.

Department: Dept. of Teacher Education

College: College of Teacher Education

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
PrEd 125	THE TEACHING PROFESSION	LEC	4.00	Very Satisfactory	80.0%
PrEd 125	THE TEACHING PROFESSION	LEC	4.00	Very Satisfactory	80.0%
ScEd 117	RESEARCH IN TEACHING	LEC	3.00	Satisfactory	60.0%
SoSt 118	RESEARCH IN SOCIAL STUDIES	LEC	3.00	Satisfactory	60.0%
SpEd 117n	FOUNDATION OF SPECIAL AND INCLUSIVE EDUCATION	LEC	5.00	Outstanding	100.0%
PrEd 154b	FIELD STUDY 2: PARTICIPATION AND TEACHING ASSISTANTSHIP	LAB	4.00	Very Satisfactory	80.0%
NSTP 12c	CIVIC WELFARE TRAINING SERVICE (CWTS)	LEC	4.00	Very Satisfactory	80.0%
Average Rating			3.86	Very Satisfactory	77.14%

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

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: 10-30-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 10-31-2024

Received by:

BELLEN, JOY A.

Name and Signature of Faculty

Date: 11-27-2024

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

