

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January - June 2024

Name of Faculty Member:

DAISY P. ACORITAY

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.76 x 50% = 2.379	
b. Students (50%)		3.83 x 50% = 1.915	
TOTAL for Instruction	80%	4.294	3.435
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	10.0%	4.53 x 0.10 = 0.453	0.453
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		4.39

EQUIVALENT NUMERICAL RATING: 4.39

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: 4.39

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:



DAISY P. ACORITAY

Name of Faculty

Reviewed by:



MARIA VANESSA E. GABUNADA

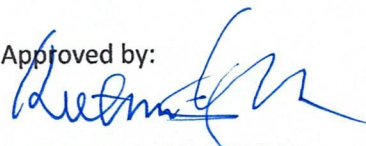
Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

Approved by:



ROTACIO S. GRAVOSO

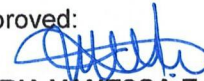
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DAISY P. ACORITAY**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE** commit to the deliver and agree to be rated on the the following targets in accordance with the indicated measures for the period January - June 2024.


DAISY P. ACORITAY
 Assistant Professor 3
 Date: 7/12/2024

Approved:

MARIA VANESSA E. GABUNADA
 Head, DALL
 Date: 19 JUL 2024


GLENN G. PAJARES
 College Dean
 Date:

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)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2	0.33	5	5	5	5.00	
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10 . Additional outputs:	A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					

	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	4	5	5	4	4.67	
	Number of instructional materials developed		1	4	5	5	4	4.67	
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI MFO 3. Higher Education Management Services									
	<u>PI 6</u> : Number of programs accredited	<u>A 1</u> . Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	N/A	N/A				
	<u>PI 10</u> : Total FTE, coordinated, implemented and monitored *	<u>A 2</u> . Actual Faculty's FTE	Handles and teaches courses assigned	2	26.85	5	5	4	4.67
	<u>PI 11</u> : Number of new revised curricular proposals submitted	<u>A 3</u> . Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	N/A	1.00	5	5	4	4.67
	<u>PI 13</u> : Percentage of courses offered with approved course syllabi	<u>A 4</u> . Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	2	4.00	5	5	4	4.67
	<u>PI 14</u> : Percentage of courses offered with IMs	<u>A 5</u> . Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	2	1.00	5	5	4	4.67
	<u>PI 15</u> : Number of Instructional Materials approved	<u>A 6</u> . Number of Instructional Materials approved	Prepares and submits IMs for review and approval	2	NONE				
	<u>PI 16</u> : Percentage of courses offered with final grades submitted within the allowable period	<u>A 7</u> . Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	2	12.00	5	5	5	5.00

	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		2	5.00	4	4	5	4.33	
	PI 19: Additional Outputs	A 9. 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							
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8.00	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	50.00	5	5	5	5.00	
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A	N/A					
		A 13. Number of Student organizations advised	Advises student organizations recognized by DSO							
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					
					Total:				4.76	
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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	4	4	4.33	

PI 2: Number of research outputs completed within the year *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	4	4	4.33	
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	1	5	5	4	4.67	
	<i>a. International</i>		1	1	5	5	4	4.67	
	<i>b. National</i>		1	1	5	5	4	4.67	
	<i>c. Regional or Institutional Conferences</i>		1						
PI 4: Number of research proposal submitted	A 18. Number of research proposal submitted	Submits research proposal for review	0						
PI 5: Number of research proposals approved	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG							
PI 6: Number of research projects/studies implemented	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies							
PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources	N/A	N/A					
PI 8: Amount of research money obtained from internal sources	A 22. Amount of research money obtained from internal sources	Requests for research money from internal sources							
PI 9: Number of patents applications	A 23 Number of patents applications	Applies for patents							
PI 10: Number of patents approved	A 24. Number of patents approved	Follow ups patent applications							
PI 11: Number of creative works published	A 25. Number of creative works published	Writes publishable materials out of research outputs and submits for publication							

	PI 12: Number of research articles derived from approved research in the university submitted	A 26. Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication							
	PI 13: Number of research articles derived from approved research in the university published	A 27. Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication							
	PI 14: Number of Scopus, WoS, and ACI publications and other reputable journals	A 28. Number of Scopus, WoS, and ACI publications and other reputable journals								
	PI 15: Additional outputs*	A 29. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 30. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
					Total:				4.53	
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	A 32. 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	NONE	1					

	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A					
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		N/A	N/A					
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. 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	N/A	N/A					
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	NONE	NONE					
		<i>a. Peer reviewer of journal/book</i>								
		<i>b. Review of research and extension proposal</i>								
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>			1	5	5	5	5.00	
		<i>d. accreditor</i>								
		<i>e. consultancy</i>								
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	5	5	5	5.00	
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	NONE	NONE					
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	NONE	NONE					

	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	1	NONE						
		a. <i>International</i>		1	NONE						
		b. <i>National</i>		1	NONE						
		c. <i>Regional or Institutional Conferences</i>		1	NONE						
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	NONE	NONE						
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora								
	PI 12: Number of IEC materials developed	A 43. Number of IEC materials developed	Develop IEC materials								
	PI 13: Number of IEC materials distributed	A 44. Number of IEC materials distributed									
	PI 14: Number of extension articles derived from approved extension projects in the university submitted	A 45. Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university								
	PI 15: Number of extension articles derived from approved extension projects in the university published	A 46. Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication								
	PI 16: Amount of research money obtained from external sources	A 47. Amount of extension money obtained from external sources	Requests for extension money from external sources								
	PI 17: Amount of research money obtained from internal sources	A 48. Amount of extension money obtained from internal sources	Requests for extension money from internal sources								

	PI 18: Additional outputs *	A 49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
					Total:				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	3	5	5	5	5.00	
		International		1						
		National		1						
		Regional/Institutional		1	1	5	5	5	5.00	
	OVPI MFO 3. Registration Services									
	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	2%	100%	5	5	5	5.00	
	PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	2	2	5	5	5	5.00	
	OVPI MFO 4. Curricular Program Management Services									
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	2	NONE					
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	5	5	5	5	5.00	

	PI 14: Number of OJT MOAs prepared	A 55. Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program							
	PI 15: Number of student interns deployed and monitored	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator							
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:		2						
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	4	4.67	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	4	4.67	
	PI 17: Number of exchange students supervised	A 58. Number of exchange students supervised	Acts as exchange student program coordinator/facilitator							
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	NONE	NONE					
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	N/A	N/A					

	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	1	6	5	5	5	5.00	
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	3	5	5	5	5.00	
		A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 64. Number of virtual classroom created/operational								
					Total:				4.93	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	N/A	N/A					
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	N/A	N/A					
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	N/A	N/A					

PI 4: Number of routinary documents acted	A 68: Number of routinary documents acted	Signs documents	2	30	5	5	5	5.00	
PI 5: Number of requests acted	A 69: Number of requests acted	Approves requests	N/A	N/A					
PI 6: Number of memoranda prepared	A 70: Number of memoranda prepared	Issues memoranda	N/A	N/A					
PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71: Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	Number of IFWs submitted to OVPAA/A						
PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 72: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	Percentage of Report of Actual Teaching Load submitted to OVPAA/A						
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73: 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	Percentage of submitted DTR/A						
PI 10: Percentage of complaints, if any, addressed on time	A 74: Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	P/A						
PI 11: Percentage of action plans implemented and monitored as scheduled	A 75: Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	P/A						
PI 12: Percentage of monthly accomplishment report submitted	A 76: Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	P/A						

PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	N/A						
PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)		Percentage budget utilization (GAA/A						
PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)		Percentage budget utilization (STF/A						
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	N/A						
	A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	N/A						
				Total:				5.00	
Total Over-all Rating									
Average Rating									
Adjectival Rating									


Average Rating (Total Over-all	
Additional Points:	
Approved Additional points	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose: Ms. Acoritay submits her deliverables as a faculty. She finally finished her doctorate and bagged the best dissertation award, a major development for the department.

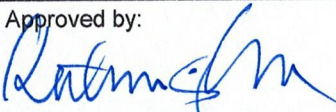
Evaluated & Rated by:


MARIA VANESSA E. GABUNADA
 Head, DALL
 Date: 19 JUL 2024

Recommending Approval:


GLENN G. PAJARES
 Dean, CAS
 Date:

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Arts, Languages, and Literature

Head of Office: Maria Vanesaa E. Gabunada

Number of Personnel: 24 (17 regular faculty; Part-time; admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the first semester, SY 2023-2024.		The Department Head conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored (biometrics and logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching <u>1. Daisy P. Acoritay</u>	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that her classes are too crowded and too hot (high heat index) as well			The faculty was called regarding the TPES results of the 1 st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1 st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	<p>as conflict of class schedules. She also informed the Head that she got busy with the completion of her dissertation. Ms. Acoritay assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
<p>2. Jade Barachiel Bantasan</p>	<p>The faculty concerned was informed of her TPES concerns again. He was given a chance to explain his reaction to the TPES results. He informed the Head that he was also surprised of the TPES result as he only followed the syllabus and the learning guide to all his classes. He further explained that maybe it was due to the crowded class size and the unholy class schedule as well conflict of class schedules. Mr. Bantasan</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>

	<p>assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
3. Kay T. Juanillo	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that it was her first time to handle Humn 13n. She said that there were too many topics in the syllabus and learning guide and admitted that she was not familiar with some of the topics. Ms. Juanillo assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
4. Paula Nadrea M. Paquibulan	<p>The faculty concerned was informed of her</p>			<p>The faculty was called regarding</p>	<p>The faculty concerned was informed of the</p>

	<p>TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that she was also surprised of the TPES result as she only followed the syllabus and the learning guide to all his classes. Ms. Paquibulan assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>the TPES results of the 1st semester SY 2023-2024.</p>	<p>TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
<p>5. Gernah May Y. Santianes</p>	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to explain her reaction to the TPES results. She informed the Head that she somewhat expected it due to her class schedule conflict. She found it hard to navigate blended class schedule that would only meet once a week due to class conflict.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>


	<p>Ms. Santianes assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARIA VANESSA E. GABUNADA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				April- June 2023	July- Septem- ber 2023	Octob- er- Decem- ber 2023	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE, ABEL, Foreign Languages, affiliated courses/subjects	Prof. Michael Carlo Villas Ms. Paula Nadrea M. Paquibulan Ms. Gernah May Santianes Enaya Prof. Rhodora Bande Dr. Annie Parmis Dr. Cherry Rola Prof. Sheena Mae Lubrio Prof. Daisy Acoritay Ms. Kay Juanillo Ms. Corazon Padilla Mr. Jade Barachiel Bantasan Ms. J-Annie Ebit <u>Part-timers</u> Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie Sorono, Ramon Ryan Pitogo, Heziel	January-July 2024		✓	✓	Actual accomplishments exceeded the targets
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided

and Consultation Services Coordinated	thesis and academic advising to college and masteral students	Paquibulan Ms. Gernah May Santianes Ms. Precious Domingo Prof. Rhodora Bande Dr. Cherry Rola Ms. Sheena Mae Lubrio Ms. Daisy Acoritay Dr. Annie Parmis Prof. Michael Carlo Villas Ms. Kay Juanillo Mr. Jade Barachiel Bantasan Ms. Corazon Padilla Ms. J-Annie Ebit	July 2024		✓	✓	interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revise instructional materials (Table of Specifications)	All faculty members	January - July 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	January - July 2024			✓	Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		✓	✓	Published in international and national/local peer journals
PL3. Number of Research Approved and Conducted	Serves as project and component leaders	Ms. Ma. Vanessa E. Gabunada Ms. Daisy Acoritay Prof. Michael Carlo Villas Ms. Kay Juanillo Dr. Precious C. Domingo	January - July 2024	✓	✓	✓	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuano in selected Towns on Ilaya Island. Sugat: Stories and Science for Sustainability
MFO5, Extension Services							

PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Michael Carlo Villas	January - July 2024	✓	✓	✓	Sugat: Stories and Science for Susutainability
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January - July 2024		✓	✓	Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		✓	✓	Faculty and staff actively participated in webinars
	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January - July 2024		✓	✓	Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms maintained	Supervises in the maintenance		January - July 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 DALL faculty".	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
	Conducts regular meeting with DALL staff/faculty at least six (6) times a year	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 5. Number of hours	Assigns the faculty	Ms. Ma. Vanessa E.	January -		✓	✓	

spent on performance tracking	members faculty workload and/or work assignments	Gabunada	July 2024				
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 8. Zero percent complaint from client served	Zero complaints from clients served	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	no valid complaints
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.	Ms. Ma. Isalie A. Abcede Mr. Jefrey Tumulak	January - July 2024		✓	✓	Actual accomplishments meets targets

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Daisy P. Acoritay

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	Teaches LTNG225e, ELST 200.2, Foreign Language 11 and 12	Deliver classes and provide instructional materials for LTNG224e, ELST200.2, Foreign Language 11 and 12	January 2024	June 2024	June 2024	Impressive	Outstanding	
2	Prepares relevant assessment tasks for the assigned subjects LTNG225e, E;ST 200.3 and Foreign Language 11 and 12	She gives the students sound lessons, appropriate instructional materials, and effective assessment procedures. She conducts relevant classroom activities to help students improve their communication skills, analytical skills, and research abilities.	January 2024	June 2024	June 2024	Impressive	Outstanding	
3	Class Preparation	Prepare relevant language learning materials, quizzes, and activities	January 2024	June 2024	June 2024	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Provides a copy of the academic results for the middle and final terms.	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	

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

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

Prepared by:


MARIA VANESSA E. GABUNADA
 Department Head

EMPLOYEE DEVELOPMENT PLANName of Employee: DAISY P. ACORITAY, M.E.Performance Rating: Outstanding

Aim: Improve student evaluation ratings in all classes, attend research conferences in language studies and education either national or international field. Also, she has to pursue finish her doctorate.

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

Date: January 2024

Target Date: January 2024 to December 2024

First Step:

Review the lessons in ELSt 107 and Foreign Language classes in the undergraduate level and adapt them to the needs of the students. Similarly, she has to gather and develop learning materials for her subjects in the graduate school.

Result:

The faculty was able to offer teaching and learning support to local and international students .

Date: January 2024

Target Date: One

Next Step:

Review her language teaching strategies and techniques for the different types of learners in the university. Then, evaluate the available language teaching strategies and evaluation instruments for the students in the classrooms. Submit copies of e-class records that reflect the academic response Provide copies or links of the appropriate journals in all her classes.

Outcome:

There was adoption made appropriate language teaching and evaluation strategies in her classrooms with the use of the appropriate assessment tools. Links were sent to the students for additional reading materials and tools. Further, both the students and faculty were able to meet their expected outcomes despite some challenges.

Final Step/Recommendation:

The faculty has earned her Doctor of Education major in English Language Teaching at Cebu Normal University last May 28, 2024. In addition, as a faculty she is encourage to submit publishable articles in relation to linguistics and language education studies.

Prepared by:

**MARIA VANESSA E. GABUNADA, Ph.D.**

Unit Head

Conforme:


DAISY P. ACORITAY

Employee



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: ACORITAY, DAISY P.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
FLng 11	FOREIGN LANGUAGE 1	LEC	4.00	Very Satisfactory	80.0%
ELSt 107	ENGLISH DISCOURSE	LEC	4.00	Very Satisfactory	80.0%
FLng 11	FOREIGN LANGUAGE 1	LEC	3.00	Satisfactory	60.0%
FLng 11	FOREIGN LANGUAGE 1	LEC	3.00	Satisfactory	60.0%
FLng 12	FOREIGN LANGUAGE 2	LEC	5.00	Outstanding	100.0%
ELSt 107	ENGLISH DISCOURSE	LEC	4.00	Very Satisfactory	80.0%
Average Rating			3.83	Very Satisfactory	76.67%

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:

DAISY PANG-ACORITAY
ACORITAY, DAISY P.

Name and Signature of Faculty

Date: 6/9/2024

Distribution of copies: ODIE, College, Department, Faculty