

# Exhibit K

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

Name of Faculty Member: **MAGDALENE C. UNA JAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.83	
b. Students		<del>4.75</del> 5.00 <i>Mag</i>	
TOTAL for Instruction	60%	<del>4.79</del> 4.92 <i>Mag</i>	<del>2.87</del> 2.95 <i>Mag</i>
2. Research	10%	4.50	0.45
3. Extension	10%	4.89	0.49
4. Support Operations	10%	4.89	0.49
5. Administration	10%	4.89	0.49
TOTAL	100%		<del>4.79</del> 4.87 <i>Mag</i>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.79~~ 4.87 *Mag*  
0.00  
~~4.79~~ 4.87 *Mag*

ADJECTIVAL RATING:

Outstanding

Prepared by:

*Mag*  
MAGDALENE C. UNA JAN  
Name of Faculty

Reviewed by:

*Mag*  
MAGDALENE C. UNA JAN  
Department Head

Recommending Approval:


*Janet*  
JANET C. BENCURE  
College Dean

Approved by:


*ky*  
BEATRIZ S. BELONIAS  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGDALENE C. UNAJOAN, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of January - June, 2022.

  
**MAGDALENE C. UNAJOAN**  
 Department Head  
 Date: July 1, 2022

Approved:

  
**JANNET C. BENCURE**  
 College Dean  
 Date: July 1, 2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Teaches subjects/courses assigned	4	8.2	5	5	5	5.00	CSci128, CSci134, CS128
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	6	5	5	4	4.67	CSci11(4), CSci193, CS200.1
		A12. Number of trainings attended related to instruction	Attends mandated trainings	2	6	5	5	5	5.00	Faculty On-boarding, Turnitin Feedback Studio, CET TOS Making Workshop, PSITE EV Assembly, CET RDE, Acad Advisers
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	3	5	5	4	4.67	CSci128, CSci134, CS192
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	18	5	5	4	4.67	CSci128(6), CSci134(6), CS128(6)

		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports submitted as required	8	4	5	5	4	4.67	CSci 134 (exer1-4)
	<b>PI 8:</b> Number of students	<b>A16.</b> Number of students advised:	Acts as academic adviser to	10	25	4	5	5	4.67	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis proposal	2	2	4	5	5	4.67	
		<b>A18.</b> Number of students entertained for consultation purposes	Allots time to students seeking for consultation or advise.	10	5	4	5	5	4.67	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organization recognized by USOO							
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organization in implementing student related activities	1	1	4	5	5	4.67	
		<i>On-line ready courseware</i>	<i>Prepares instructional</i>	2	3	5	5	5	5.00	
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	6	5	5	5	5.00	
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	4	6	5	5	5	5.00	
		<b>A 24 :</b> Number of virtual classroom	Creates virtual classroom using	2	2000	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	AACCUP Level IV-Phase 2
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Alliance Software, Inc.



	<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
						Total	77.33		
						Mean	4.83		
<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>A27.</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	4	4	4	4.00 RDMEIS
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences						
		In int'l fora/conferences							
		In nat'l/regional fora/conferences							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal		1	5	5	5	5.00 VSUEE management for FLM
						Total	9.00		
						Mean	4.50		
<b>UMFO 4. EXTENSION SERVICES</b>									
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	30	75	5	5	5	5.00 VSUEE training for VSU faculty
	Resource Persons	Resource Persons		1	3	5	5	5	5.00 Faculty onboarding, student onboarding, VSUEE
	Convenor/Organizer	Convenor/Organizer							
	Consultancy	Consultant							
	Evaluator	Evaluator							
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	4	5	5	4.67 DEPED STEM Teachers

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
								Total	14.67	
								Mean	4.89	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	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	A 44. Compliance to all requirements of the QMS 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	Zero % complaint	0%	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	100%	5	5	5	5.00	AACUP Level IV accreditation
		On program accreditations	AACUP Level IV phase 2							
		On institutional accreditations	University Accreditation							
								Total	14.67	
								Mean	4.89	
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	0%	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. 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	1	1	4	5	5	4.67	Utilizing GoogleDrive for faculty documents
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	5	5.00	VSUEE Managment

						Total	14.67	
						Mean	4.89	
	Total Over-all Rating						130.33	
	Average Rating						4.80	
	Adjectival Rating						"O"	

Average Rating	4.80
Additional Points:	
Punctuality	
Approved Additional	
FINAL RATING	4.80
ADJECTIVAL RATING	Outstanding

Evaluated and Review:

*[Signature]*  
MAGDALENE C. UNAJAN

Head, DCST

Date: July 1, 2022

Recommending Approval:

*[Signature]*  
JANNET C. BENCURE

Dean, CET

Date: 01 July 2022

*Recommended to complete PhD soonest.  
Keep up the excellent work as Head of DCST!*

Approved:

*[Signature]*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: \_\_\_\_\_



## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **MAGDALENE C. UNA JAN**

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 assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	January 2022	June 2022	June 2022	Very Impressive	Outstanding	Needs to submit report on time and encourages faculty members to do so also
2	Attends meetings and performs functions as member of different committees of the	Very Satisfactory	January 2022	June 2022	January – June 2022	Impressive	Very Satisfactory	Should attend meetings or send

	department							representative
3	Performs other functions	Very Satisfactory	January 2022	June 2022	January – June 2022	Impressive	Very Satisfactory	Go beyond what is expected to be delivered.

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

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

Prepared by:

  
MAGDALENE C. UNAJOAN  
Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Assist. Prof. Magdalene C. Unajan**

Performance Rating: Outstanding

**Aim:** Assist. Prof. Unahan as an effective and efficient implementor of the new OBE'dized four (4)-year degree program in Bachelor of Science in Computer (BSCS) as provided for in the new CMO 25, s. 2015

### **Proposed Interventions to Improve Performance:**

**Note:** Prof. Unajan will be developed into an effective implementor of the new OBE'dized four (4)-year BSCS Program as she leads the Department of Computer Science and Technology.

**Date:** June 2022

**Target Date:** December 2022

### **First Step**

- Reorientation on the Outcomes-Based Education principles, orientation of the provisions of the new Policies, Standards, and Guidelines (PSG) in the offering of the new BSCS as provided for in CMO 25, s. 2015, and the implementation of the new VSU BSCS Curriculum.

### **Results:**

- Mastery on the provisions of CMO 25, s. 2015
- Mastery on the preparation of an OBTL Syllabus Course Content and Plan

**Date:** June 2022

**Target Date:** December 2022

### **Next Step:**

- Continuous implementation of the newly approved BSCS Curriculum
- Monitor the implementation of the new BSCS Curriculum


### **Outcomes:**

- Effective implementation of the new BSCS Program
- Increased enrolment of freshman students of the new Program
- Proper management of human resource, facilities, and equipment in the offering of the new BSCS degree program
- Preparation and submission of **Research and Extension** proposals in line with the new OBEdized BSCS Program

**Final Steps/Recommendations:**

- Implement the new BSCS Program
- Conduct regular monitoring and coaching of the faculty and staff of the department in the implementation of OBE curriculum
- Conduct regular Continuous Quality Improvement (**CQI**) in the offering of the new BSCS Program

**Prepared by:**

  
**JANNET C. BENCURE**

Dean, CET

**Conforme:**

  
**MAGDALENE C. UNAJOAN**

Head, DCST