SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ANNIE A. PARMIS**

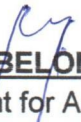| Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.86 x 50% = 2.430	
b. Students (50%)		4.40 x 50% = 2.200	
TOTAL for Instruction	80%	4.63	3.704
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	15%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 15% = 0.750	0.750
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.704**

EQUIVALENT NUMERICAL RATING: 4.704
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.704**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ANNIE A. PARMIS
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period __JANUARY-JUNE 2021

ANNIE A. PARMIS
Associate Professor 1
Date: July 26, 2021

Approved:

JETT C. QUEBEC
Department Head
Date: July 30, 2021

MA. THERESA P. LORETO
College Dean
Date: Aug. 10, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE 3.44		Handles subjects/courses assigned	1	7.6	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 300, LTNG 299
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	10	16	5	5	5	5.00	MS-LT and M-Ed Students
		A3 . Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	8	10	5	5	5	5.00	MS-LT, M-Ed Students
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	3	5	5	5	5	5.00	MS-LT, M-Ed Students
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	45	55	5	5	5	5.00	MS-LT, M-Ed Students
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned							
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline							
		A 11 . 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	1	1	5	5	5	5.00	LTNG 225

	PI	Activity		Description							
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	4	4	4	4.00	International Webinar on Effective Language Learnnig and Teaching Through Interactive Web-based Technologies (Reactor) International Webinar on Effective Language Learnnig and Teaching Through Interactive Web-based Technologies (Partificpant) A Culture that Heals: The NCAA-RDC VIII Webinar on Filipo Values and Culture in the time of Pandemic (Participant)
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	6	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 299,
	PI 9: Number of instructional materials developed *	**A5** . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	N/A	N/A					N/A
		Published Study Guides		Ebooks	3	10	5	5	5	5.00	Psychology of Language, Developing Instructional Materials for ESL Courses, Introductory Linguistics, Psycholinguistics, Second Language Teaching, Graduate Seminar, Language Research Methodology, Anthropological Linguistics, Undergraduate Seminar, Undergraduate
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	100	200	5	5	5	5.00	Learning Task/Articles and Assessment
		A 6 : Number of Periodic Exams		Prepares Midterm and Final Exam	5	6	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 227, LTNG 299
		A 7 : Number of virtual classroom created and operational		Google Meet/E-mail/Messager/ Live Calls	3	4	5	5	5	5.00	LTNG 207, LTNG 225, LTNG 299, LTNG 300
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					N/A
	PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE 5.4		Handles and teaches courses assigned	20	46	5	5	5	5.00	ELSt 198
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	ELSt 198

		A 11 . 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	2	8	N/A	N/A	N/A	N/A	*ELDs 122*
		A12 . Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	3	4	4	4	4.00	International Webinar on Effective Language Learnnig and Teaching Through Interactive Web-based Technologies (Reactor) International Webinar on Effective Language Learnnig and Teaching Through Interactive Web-based Technologies (Partificpant) A Culture that Heals: The NCAA-RDC VIII Webinar on Filipo Values and Culture in the time of Pandemic (Participant)
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subiects taught	2	2	5	5	5	5.00	ELSt 198, Midterm Exams and Final Exams
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	N/A	N/A	N/A	N/A	N/A	N/A	*N/A*
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A	N/A	N/A	N/A	N/A	*N/A*

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 5.4		*Handles and teaches courses assigned*	18	6.9	5	5	5	5.00	ELSt 198
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	ELSt 198
		A 11 . 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	2	8	5	5	5	5.00	*ELDs 122*
		A12 . Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	3	4	4	4	4.00	International Webinar on Effective Language Learnnig and Teaching Through Interactive Web-based Technologies (Reactor) International Webinar on Effective Language Learnnig and Teaching Through Interactive Web-based Technologies (Partificpant) A Culture that Heals: The NCAA-RDC VIII Webinar on Filipo Values and Culture in the time of Pandemic (Participant)
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subiects taught	2	2	5	5	5	5.00	ELSt 198
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	N/A	N/A	N/A	N/A	N/A	N/A	*N/A*
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A	N/A	N/A	N/A	N/A	*N/A*

PI	Activity	Method	Description							
PI 8: Number of students advised: *	**A16**. Number of students advised:		Acts as academic adviser to students	*5*	*15*	N/A	N/A	N/A	N/A	*First Year ABELS*
	A17 . *Number of students advised on thesis/ field practice/special problem:*									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	A18 . *Number of students entertained for consultation*		Entertains students consulting on subject taught, thesis and grades	20	46	5	5	5	5.00	ELSt 198
PI 9: Number of student organizations advised/	**A19** . *Number of Student organizations advised*		Advises student organizations recognized by USOO	none	none					*none*
	A20 . *Number of Student organizations assisted on*		Assists student organizations in implementing student related activities	none	none					*none*
PI 10: Number of instructional materials developed *	**A 21 :** Number of on-line course ware developed and		Prepares and submits for review by the Technical Review Panel							
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	A 23 : Number of on-line course ware reviewed by TRP		Submits the course ware duly reviewed by TRP for editing by MMDC editor	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	A 24 : Number of virtual classroom created and		Creates virtual classroom using either Moddle or Google Classroom	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:			*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	*N/A*	*N/A*	N/A	N/A	N/A	N/A	*N/A*

		A 26. Other outputs implementing the new normal due to covid 19		Published Study Guides (Ebooks)	5	10	5	5	5	5.00	Psychology of Language, Developing Instructional Materials for ESL Courses, Introductory Linguistics, Psycholinguistics, Second Language Teaching, Graduate Seminar, Language Research Methodology, Anthropological Linguistics,Undergraduate Seminar, Undergraduate
						AVERAGE				4.86	
UMFO 3 . RESEARCH SERVICES					N/A	N/A	N/A	N/A	N/A	N/A	N/A
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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		N/A	N/A	N/A	N/A	N/A	N/A	N/A
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year		N/A	N/A	N/A	N/A	N/A	N/A	N/A
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication		N/A	N/A	N/A	N/A	N/A	N/A	N/A
		In refereed int'l journals			N/A	N/A	N/A	N/A	N/A	N/A	N/A
		In refereed nat'l/regional journals			N/A	N/A	N/A	N/A	N/A	N/A	N/A
PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in		Prepares, submits and presents research paper in scienfic for a/conferences		N/A	N/A	N/A	N/A	N/A	N/A	N/A
		In int'l fora/conferences									
		In nat'l/regional									
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		N/A	N/A	N/A	N/A	N/A	N/A	N/A
PI 6. Additional outputs*	A 32. No. of course-related awards (research conducted by faculty or student w/ faculty)		Presented paper abroad		N/A	N/A					N/A
	A 33. Number of journal articles/ published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper		N/A	N/A					N/A

		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research	N/A	N/A							N/A
		A 35.Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	N/A	N/A							N/A
UMFO 4. EXTENSION SERVICES													N/A
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	N/A	N/A							N/A
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training			Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A							N/A
PI 3. 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	N/A	N/A							
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance			Provides quality and relevant training courses and advisory services	N/A	N/A							
PI 5. Number of technical/expert services	A 40 . Number of technical/expert services as/in:			Provides the technical and expert services requested by beneficiaries	N/A	N/A							
Research Mentoring	Research Mentor				N/A	N/A							
Peer reviewers/Panelists	Peer reviewers/Panelists				N/A	N/A							
Resource Persons	Resource Persons				N/A	N/A							
Convenor/Organizer	Convenor/Organizer				N/A	N/A							
Consultancy	Consultant				N/A	N/A							
Evaluator	Evaluator				N/A	N/A							
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *			Prepares extension project proposals, submits and follow up its approval for immediate implementation	N/A	N/A							

					N/A	N/A					
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *				N/A	N/A					
	A 43.Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal		N/A	N/A					
	A 44.Hosted Nostalgia DYDC Program		prepares scripts and invites guest		15	20	5	5	5	5.00	Nostalgia Episodes
						AVERAGE				5.00	

UMFO 5 SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.Compliance to all requirements thru the established/adequate	**A 44**. Compliance to all requirements of theQMS core processes of the university under		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty		zero non-conformity		5	4	5	5.00	zero % non-conformity
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant		5	5	4	4.83	100% compliant
	On program accreditations	Pilot Plant Manager									
	On institutional accreditations	SSF Rootcrop facility incharge									

UMFO 6 General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services		Provides customer friendly frontline services to clients			Zero % complaint	5	5	5	5.00	Zero % complaint
PI 3: Additional Outputs	**A 47**. Number of /new		Initiates/introduces improvements in performfing functions resulting to best								
	A 48.Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal								
						AVERAGE				4.92	
Total Over-all Rating											
Average Rating											
Adjectival Rating											
Average Rating											
Adjectival Rating											

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:
Dr. Parmis is one of the most hardworking faculty of DLABS. Her experience in the academe provides additional help to the department. More collaborations with co-faculty is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC
Department Head
Date: July 30, 2021

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: Aug. 10, 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/10/21

PERFORMANCE MONITORING FORM

Name of Employee: **ANNIE A. PARMIS**

Task No.	Task Description	Expected Output	Date Assigned January – June 2021	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1.	Teach the following undergraduate and graduate courses: ELSt 198, LTNG 207, LTNG 225, and LTNG 299	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2021	June 2021	June 2021	Impressive	Outstanding	
2.	Serve as a thesis adviser and teacher for the course LTNG 300.	Regular checking of the manuscripts and consultation	January 2021	June 2021	June 2021	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	January 2021	June 2021	June 2021	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	January 2021	June 2021	June 2021	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	January 2021	June 2021	June 2021	Impressive	Outstanding	
6.	Attend and participate in International, National, and Local conferences/webinars	Attendance, and panel reactor	January 2021	June 2021	June 2021	Impressive	Outstanding	
7.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exam (1 Med-Biology minor in Language Teaching – Miss Junco)	January 2021	June 2021	June 18, 2021	Impressive	Outstanding	

8.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Attendance to Final Thesis Defense (4 MS-LT students) – Bantasan, Balo, Macale, and Laurente	January 2021	June 2021	June 2021	Impressive	Outstanding
9.	Accomplish course syllabi	Approved course syllabi	January 2021	June 2021	June 2021	Impressive	Outstanding
10.	Accomplish the following documents: PDS, PDF, CV, TOS, Accomplishment Reports, and monthly DTRs.	Documents regularly submitted	January 2021	June 2021	June 2021	Impressive	Outstanding
11.	Serve as a host of the Nostalgia program (DYDC)	Airtime appearances	January 2021	June 2021	June 2021	Impressive	Outstanding
12.	Write and publish e-books	Published 10 Study Guides	2019-2021	June 2021	September 2020 - June 2021	Impressive	Outstanding
13.	Edit Manuscripts	Final editing of MS-LT manuscripts (4 MS-LT graduating students)	May 2021	June 2021	June 2021	Impressive	Outstanding
14.	Student Midterm and Final Grades	Grades Submitted to the Registrar	January 2021	June 2021	July 2021	Impressive	Outstanding

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JETT C. QUEBEC
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Annie A. Parmis**

Performance Rating: **Outstanding**

Aims:
1. **Participation in professional organizations**
   - **Attending local, regional, national, and international conferences or webinars**
   - **Serving as Panel reactor**
   - **Coordinating events**
   - **Serving as an academic/thesis adviser or a panel member**
2. **Conducting instruction, research, production, and extension activities**
3. **Improve job performance**
   - **Keeping up with new teaching approaches, methodologies, and strategies in the new normal amidst pandemic**
   - **Learning about updates in the field of English language teaching**
   - **Improving existing talents and skills**
4. **Increased duties and responsibilities**
   - **Taking on new challenges in the current work, project or plan**
5. **Expanding coverage**
   - **Writing Learning Guides, syllabi, and other instructional materials**
   - **Publishing books and research articles**
   - **Reviewing the works of others for publication**

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

Date: July 2022   Target Date: One year from today

First Step:

a) She was encouraged to keep up with the good work and find time for some improvements and higher possibilities

Result:

She will have hopefully become more productive and more efficient in her teaching and other tasks and assignments.

Date: December 2021   Target Date: End of first semester SY: 2021-2022

Next Step:

She was advised to conduct a research and participate in conferences and trainings as presenter/resource speaker, as well as to publish books and research articles.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

ANNIE A. PARMIS
Faculty/Ratee