

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUAR-JUNE 2023

Name of Faculty Member:

ANNIE A. PARMIS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	80%	5.00	4.000
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%		5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:



ANNIE A. PARMIS

Name of Faculty

Reviewed by:



MARIA VANESSA E. GABUNADA

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 2023


ANNIE A. PARMIS
 Associate Professor 4
 Date: July 10, 2023

Approved:

MARIA VANESSA E. GABUNADA
 Department Head
 Date: 7-19-23


MARIA THERESA P. LORETO
 College Dean
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	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 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE _____		Handles subjects/courses assigned	1	1.8	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	11	14	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	9	14	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	4	5	5	5	5	5.00	
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	46	47	5	5	5	5.00	
	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	4	7	5	5	5	5.00	
		A 11 . Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms	2	3	5	5	5	5.00	

		A12 . Number of trainings/conferences/seminars attended related to instruction	trainings/conferences/seminars attended	Attend trainings/conferences/seminars	1	1	5	5	5	5.00	
		Number of quizzes, seatwork/oral performances	quizzes/seatwork/oral performances	Administers and checks quizzes/seatwork/oral performances	60	65	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	A5 . Number of programs prepared	program prep	Conducts programs	1	2	5	5	5	5.00	
		<i>Published Study Guide</i>	wrote and published	Ebooks	1	1	5	5	5	5.00	
		<i>Prepared awards and other paraphernalia for students</i>	prepared awards and	awarded students for the job well done	50	55	5	5	5	5.00	
		<i>Assessment tools</i>	prepared awards and	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	100	105	5	5	5	5.00	
		A 6 : Number of Periodic Exams	Midterm and Final Exams	Prepares Midterm and Final Exam	5	8	5	5	5	5.00	
		A 7 : Number of virtual classroom created and operational	Online classes	Google Meet/E-mail/Messenger/ Live Calls	4	15	5	5	5	5.00	
		A.8 Number of Table of Specifications prepared and submitted		Table of Specifications (midterm and finals)	4	8	5	5	5	5.00	
	PI 10 . Additional outputs:	A 8. Other outputs implementing		Designs experiential learning activities and	N/A	N/A					
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE 5.4		Handles and teaches courses assigned							
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	
		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	3	5	5	5	5	5.00	
		A12 . Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	3	8	5	5	5	5.00	
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	60	65	5	5	5	5.00	
		A15 . Number of Culminating Activities		Oral Presentations	2	3	5	5	5	5.00	
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	3	7.35	5	5	5	5.00
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00
		A11. Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms	2	8	5	5	5	5.00
		A12. Number of conferences/ trainings attended related to instruction	Trainings/Conferences/Exam prep	Attends conferences and trainings	1	1	5	5	5	5.00
		A13. Number of periodic (Midterm and exam prep		Administers and checks periodic	2	4	5	5	5	5.00
		A14. Number of quizzes/seatwork/oral prepared		(oral and written)	10	15	5	5	5	5.00
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A				
	PI 8: Number of students advised: *	A16. Number of students advised:	acts as a registrar/ad	Acts as academic adviser and registrar to students	5	20	5	5	5	5.00
		A17. Number of students advised on thesis/ field practice/special problem:	Acted as the adviser	Checks manuscripts	3	4	5	5	5	5.00
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00
		A18. Number of students entertained		Entertains students consulting on subject	100	110	5	5	5	5.00
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	none					
		A20. Number of Student organizations advised		Assists student organizations in implementing student-related activities	none					
	PI 10: Number of	A 21 : Number of on-line course		Prepares and submits for review by the Technical Review Panel						
		OBE Coures Syllabi		Updates OBE Course Syllabi	3	3	5	5	5	5.00
		Supplemental learning resources		Prepares Power Point presentation, video online, movie, online reading assignments	N/A	N/A				
		Assessment tools		Prepares assessment tools such as long	8	15	5	5	5	5.00
		A 23 : Number of on-line course were reviewed by TRP & edited by		Submits the course were duly reviewed by TRP for editing by MMDC editor	N/A	N/A				
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A				
		A25: Number of study guides published		Published study guide	1	1	5	5	5	5.00
		A.26: Number of Table of Specifications		Table of Specifications (midterm and finals)	2	4	5	5	5	5.00
	PI 11. Additional outputs	A 25. Number of Additional outputs		Prepared programs (Culminating Activities)	1	2	5	5	5	5.00

		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	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								
		A 26. Other outputs implementing the new normal due to covid 19		Published Study Guides (Ebooks)	1								
						TOTAL						5.00	
UMFO 3 . RESEARCH SERVICES					N/A								
	PI 1. Number of research outputs in the last three (3)	A27. Number of research outputs in the last three (3) years utilized by		Conducts research for possible utilization by industry or other beneficiaries	N/A								
	PI 2. Number of research outputs completed within the	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	N/A								
	PI 3. Percentage of research	A 29. Percentage of research		Writes publishable materials out of research	N/A								
		In refereed int'l journals			N/A								
		In refereed nat'l/regional journals			N/A								
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in regional/national/ int'l		Prepares, submits and presents research paper in scienfic for a/conferences	N/A								
		In int'l fora/conferences											
		In nat'l/regional fora/conferences											
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate	N/A								
	PI 6. Additional outputs*	A 32. No. of course-related awards /research conducted by		Presented paper abroad	N/A								
		A 33. Number of journal articles/ published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper	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 output	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								
						TOTAL						NONE	
UMFO 4. EXTENSION SERVICES													
	PI 1. Number of active partnerships with LGUs,	A 36. Number of active partnerships with LGUs,		Identifies and links with probable partners for extension activities and maintains this active partnership	N/A								
	PI 2. Number of trainees weighted by the length of	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	N/A								

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline service to clients	Zero complaint							
	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								
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	Total Over-all 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 a dedicated and passionate professor. She is recommended to engage in research and extension.

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

College Dean/Immediate Supervisor

Date: 7-19-23

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JUL 25 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING FORM

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

Task No.	Task Description	Expected Output	Date Assigned July -- December 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: ELPr 141, ELPr 143, LTNG 207, LTNG 225, LTNG 227, and LTNG 299.	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2023	June 2023	June 2023	Impressive	Outstanding	
2.	Serve as a thesis adviser/panel member and teacher for the courses ELSt 200 and LTNG 300.	Regular checking of the manuscripts and consultation	January 2023	June 2023	June 2023	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	January 2023	June 2023	June 2023	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 5 hours or beyond a week for consultation	January 2023	June 2023	June 2023	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	January 2023	June 2023	June 2023	Impressive	Outstanding	
6.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exams, Final Defense (Theses)	January 2023	June 2023	May-June 2023	Impressive	Outstanding	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	January 2023	June 2023	June 2023	Impressive	Outstanding	
8.	Accomplish course syllabi, TOS, and monthly DTRs.	Approved course syllabi, TOS, and DTRs	January 2023	June 2023	January-June 2023	Impressive	Outstanding	
9.	Serve as a host of the Nostalgia program (DYDC)	Airtime appearances	January 2023	June 2023	June 2023	Impressive	Outstanding	
10.	Write and publish e-books	Published 2 Study Guides	January 2023	June 2023	May 2023	Impressive	Outstanding	
11.	Edit Manuscripts	Edited graduate and undergraduate theses	January 2021	June 2023	June 2023	Impressive	Outstanding	
12.	Prepare Midterm and Final Grades	Grades Submitted to the Registrar	January 2021	June 2023	June-July 2023	Impressive	Outstanding	

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

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

Prepared by:


MARIA VANESSA E. Gabunada
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annie A. Parmis

Performance Rating:

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 2024

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: July 2023

Target Date: End of second semester SY: 2022-2023

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:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



ANNIE A. PARMIS
Faculty/Ratee