# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUAR-JUNE 2023

Name of Faculty Member:

## **ANNIE A. PARMIS**

Program Involvement	Percentage	Numerical Rating	Equivalent	
(1)	Weight of	(Rating x %)	Numerical	
	Involvement		Rating	
(1)	(2)	(3)	(2x3)	
1. Instruction				
a. Head (50%)		$5.00 \times 50\% = 2.500$		
b. Students (50%)		$5.00 \times 50\% = 2.500$		
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		198		
4. Production				
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250	
TOTAL	100%	4.22.2	5.000	

**EQUIVALENT NUMERICAL RATING:** 

5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

5.000

ADJECTIVAL RATING:

**OUTSTANDING** 

Prepared by:

Reviewed by:

**ANNIE A. PARMIS** 

Name of Faculty

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 <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES</u> 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 \_\_\_\_\_<u>JIANUARY-JUNE 2023</u>

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

MADIA VANESSA E IGARINADA

Department Head
Date: 7-19-73

MARTA THERESA P. LORETO

College Dean

Date:

MFO Description of MFO's/PAPs No.	iption of MFO's/PAPs Success/ Performance Indicators (PI)		Program/ Tasks Assigned Tark Activities / Projects		Actual Accomplishm ent					REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVI	CES									
OVPI MFO 2. Graduate Student M	lanagement 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	437	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	Preparation	Prepares gradesheet and submits on or before deadline	4	7	5	5	5	5.00	
	submitted within prescribed period  A 11 . Number of INC forms with grade		Facilitates students in their completion of	2	3	5	5	5	5.00	

PI 10 . Additional outputs:  Number attended  Rumber perform  A5 . N. preparation of preparation	ner of quizzes, seatwork/oral rmances  Number of programs pared  lished Study Guide  pared awards and other phernalia for students  essment tools  Number of Periodic Exams  Number of virtual parom created and reational  Number of Table of	ences/semi nars attended	Administers and checks quizzes/seatwork/oralperformances  Conducts programs  Ebooks  awarded students for the job well done  Prepares assessment tools such as long exam, quizzes, problems sets, etc.  Prepares Midterm and Final Exam  Google Meet/E-mail/Messager/ Live Calls	60 1 1 50 100 5	65 2 1 55 105 8	5 5 5 5 5	5 5 5 5 5	5 5 5 5	5.00 5.00 5.00 5.00 5.00 5.00	
PI 9: Number of instructional materials developed *  Publis  Preparational materials developed *  Publis  Preparational materials developed *  A 6: No classification operation of the control of the con	Number of programs pared  lished Study Guide pared awards and other phernalia for students essment tools  Number of Periodic Exams  Number of virtual psroom created and rational Number of Table of	ork/oral performances program prep wrote and nublishedSt prepared awards and prepared awards and Midterm and Final Exams Online	quizzes/seatwork/oralperformances  Conducts programs  Ebooks  awarded students for the job well done  Prepares assessment tools such as long exam, quizzes, problems sets, etc.  Prepares Midterm and Final Exam	1 50 100 5	2 1 55 105 8	5 5 5	5 5 5	5 5 5	5.00 5.00 5.00 5.00	
instructional materials developed *  Publis  Prepar parapi  Asses  A 6 : N  A 7 : N  classi opera A.8 Ni Specii submi PI 10 . Additional outpwts:  P1 5: Total FTE, coordinated,	lished Study Guide pared awards and other sphernalia for students essment tools Number of Periodic Exams Number of virtual esroom created and rational Number of Table of	wrote and nublishedSt prepared awards and prepared awards and Midterm and Final Exams Online	Ebooks  awarded students for the job well done  Prepares assessment tools such as long exam, quizzes, problems sets, etc.  Prepares Midterm and Final Exam	1 50 100 5	1 55 105 8	5 5	5 5	5 5	5.00 5.00 5.00	
Publis  Prepar parapi  Asses  A 6: N  A 7: N  classi opera A.8 N  Specii subm.  PI 10 . Additional outputs:  PI 5: Total FTE, coordinated,	pared awards and other aphernalia for students essment tools  Number of Periodic Exams  Number of virtual esroom created and rational Number of Table of	nuhlishedSt prepared awards and prepared awards and Midterm and Final Exams Online	awarded students for the job well done  Prepares assessment tools such as long exam, quizzes, problems sets, etc.  Prepares Midterm and Final Exam	50 100 5	55 105 8	5	5	5	5.00	
A 6 : M  A 7 : M  classi opera  A.8 M  Specii subm.  PI 10 . Additional outputs: A 8. 0  PI 5: Total FTE, coordinated,	pared awards and other aphernalia for students essment tools  Number of Periodic Exams  Number of virtual esroom created and rational Number of Table of	prepared awards and prepared awards and Midterm and Final Exams Online	Prepares assessment tools such as long exam, quizzes, problems sets, etc.  Prepares Midterm and Final Exam	100	105	5	5	5	5.00	
A 6: N  A 7: N  classi opera  A.8 Ni Speci submi PI 10 . Additional outputs:  P1 5: Total FTE, coordinated,	Number of Periodic Exams  Number of virtual seroom created and rational Number of Table of	awards and Midterm and Final Exams Online	exam, quizzes, problems sets, etc.  Prepares Midterm and Final Exam	5	8					
A 7: N classi opera A.8 Ni Speci submi PI 10 . Additional outpwts:  P1 5: Total FTE, coordinated,	: Number of virtual esroom created and rational Number of Table of	Midterm and Final Exams Online	Prepares Midterm and Final Exam			5	5	5	5.00	
PI 10 . Additional outputs:  PI 5: Total FTE, coordinated,	sroom created and rational Number of Table of	Online	Google Meet/E-mail/Messager/ Live Calls	4						
A.8 M. Special subm. PI 10 . Additional outputs: A.8. O. A.9. Ac. O. A.9. Ac.	Number of Table of				15	5	5	5	5.00	
PI 10 . Additional outputs: A 8. 0  PI 5: Total FTE, coordinated,	A.8 Number of Table of Specifications prepared and submitted		Wable of Specifications (midterm and finals)	4	8	5	5	5	5.00	
PI 5: Total FTE, coordinated,	Other outputs implementing		Designs experiential learning activities and	N/A	N/A					
	Actual Faculty's FTE 5.4		Handles and teaches courses assigned							
A10 . A submit	Number of grade sheets nitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	
A11./	. Number of INC forms with grade nitted 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	
	Number of conferences/ trainings aded related to instruction	Trainings attended	Attends conferences and trainings	7	1	5	5	5	5.00	
A13 . A	Number of long examinations inistered and checked	exam prep	Administers and checks periodic examination for subjects taught	3	8		5		5.00	
A14. A	. Number of quizzes administered checked		Prepares and checks quizzes for lec	60	65	5	5	5	5.00	
A1E /	. Number of Culminating Activities	-	Oral Presentations	2	3	5	5	5	5.00	

PI 5: Total FTE, coordinated,	A9. Actual Faculty's FTE 5.4		Handles and teaches courses assigned	3	7.35	5	5	5	5.00	
implemented and monitored *										
	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	
	A 11 . Number of INC forms with grade		Facilitates students in their completion of	2	8	5	5	5	5.00	
	submitted within prescribed period.  A12 . Number of conferences/ trainings	Trainings/Con	Attends conferences and trainings	7	7	5	5	5	5.00	
	A13 . Number of periodic (Midterm and	exam prep	Administers and checks periodic		4	5	5	5	5.00	
	A14 . Number of quizzes/seatwork/oral	prepared	(joral and written)	10	15	5	5	5	5.00	And the second s
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/.4					
PI 8: Number of students advised: *	A16. Number of students advised:	acts as a registrar/ad	Acts as academic adviser and registrar to		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/correc	Advises and corrects research outline and	3	3	5	5	5	5.00	
	A18 . Number of students entertained	tion	Entertains students consulting on subject	100	110	5	5	5	5.00	
19: Number of student rganizations advised/	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none						
and the second s	A20 . Number of Student		Assists student organizations in	none						
PI 10: Number of	A 21 : Number of on-line course		Prepares and submits for review by the							
	OBE Coures Syllabi		Updates OBE Course Syllabi	3	3	5	5	5	5.00	
			Prepares Power Point presentation, video	N/A	N/.4	+				
	Supplemental learning resources		Prepares assessment tools such as long	8	15	5	5	5	5.00	
	Assessment tools  A 23: Number of on-line course		Submits the course ware duly reviewed by TRP for editing by MMDC editor	N/A	N/.4	Ť				
	ware reviewed by TRP & edited by A 24: Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	N/.4					
	A25: Number of study guides		Published study guide	1	1	5	5	5	5.00	
	A.26: Number of Table of		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)	7	2	5	5	5	5.00	NAMES OF THE PROPERTY OF T

41		Program accreditation/evaluation		Prepares documents and /or program program dother 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	generalistic per begit mercine ja pri siare til sit dysastigan kanara in haviga mete	Published Study Guides (Ebooks)	1				
						TOTAL		5.00	
/FO	3 . RESEARCH SERVICES				N/A				
$\neg$	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	per representative port of the desired flow per visit for the defense of			
	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	Security Sec			
	PI 3. Percentage of research	A 29. Percentage of research		Writes publishable materials out of research	N/A				
	and the same of th	In refereed int'l journals	constant signature photococcus interioris curpo commente tree	- when the analysis has been a state of the	N/A	BANDON AND RESIDENCE AND RESID			
		In refereed nat'l/regional journals			N/A	an an ann an			
	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				
	sanianalla ationalliati	In int'l fora/conferences	And the state of t						
		In nat'l/regional fora/conferences							
	PI 5. Percent of research proposals approved *	proposals prepared, submitted and		Prepares research proposals, submits and follows up its approval for immediate	N/A				
	PI 6. Additional outputs*	A 32. 100. or course-related		Presented paper abroad	N/A				
		A 33. Number of journal articles/		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	
1FO	4. EXTENSION SERVICES				ryadisurtispise columbia presion Administration in				
	PI1. 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 3, Number of extension	A 38. Number of extension		Implementes duly approved extension	N/A						
programs organized and	programs/projects implemented		projects							
supported consistent with				NI/A		+-	-	-		
PI 4. Percentage of	A 39. Percentage of beneficiaries		Provides quality and relevant training courses and advisory services	N/A						
beneficiaries who rated the			Sources and devicery services							
training course/s and	and advisory services as									
advisorv services as PI 5. Number of	satisfactory or higher in terms of <b>A 40</b> . Number of		Provides the technical and expert services	N/A		+	1	_		
technical/expert services	technical/expert services as/in:		requested by beneficiaries							
Research Mentoring	Research Mentor			N/A		-	_	-		
Trebour on merrering						_				
Peer	Peer reviewers/Panelists			N/A						
Resource Persons	Resource Persons			N/A						
Convenor/Organizer	Convenor/Organizer			N/A						
Consultancy	Consultant			N/A						
Evaluator	Evaluator			N/A						A CONTRACTOR OF THE CONTRACTOR
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						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by			N/A						
	faculty or student & faculty) * A 43. Other outputs implementing the		other outputs to implement new normal	N/A	CONTROL OF THE CONTRO	1		- CONTRACTOR CONTRACTOR	ANAMAS SAME CARROLL SAME SAME SAME SAME SAME SAME SAME SAME	en participation de la company
	A 44. Hosted Nostalgia DYDC Program		prepares scripts and invites guest	8	10	5	5	5	5.00	
					TOTAL				5.00	
FO 5 SUPPORT TO OF	DEDATIONS					1				1
OVPI MFO 4. Program and	Institutional Accreditation Services	S								
		igenerational DANS has been standard and an extension of the contract of the c	Ensures that all the QMS core processes of	zero non	-conformity	+	-	<b></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 ISC 9001:2015*			the university are complied with in the performance of his/her functions as faculty member	zero non-conformity						
9001.2013							-		-	
9001.2013	A 45. Compliance to all requirements of the program and institutional accreditations:	Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% (	compliant					
9001.2013	of the program and institutional	Minutes Preparation Pilot Plant Manager	all requirements as prescribed in the	100% (	compliant					

*)	P12. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline servito clients	Zero complaint		
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * A 48. Other outputs implementing the	Initiates/introduces improvements in performfing functions resulting to best practice  Designs administration/management			
		new normal due to covid 19	related activities and other outputs to implement new normal		1-1	
	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 2 5 2823

Approved by:

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	Outstandling	
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	Outstandling	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	January 2023	June 2023	June 2023	Impressive	Outstandling	
8.	Accomplish course syllabi, TOS, and monthly DTRs.	Approved course syllabi , TOS, and DTRs	January 2023	June 2023	January-June 2023	Impressive	Outstandling	
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	Outstandling	

<sup>\*</sup> 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:

Department Head

Conforme:

ANNIE A. PARMIS Faculty/Ratee