

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

Name of Faculty Member: MA. GRACE C. SUMARIA

| Program Involvement<br>(1)              | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical<br>Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|---|---|---|--|
| 1. Instruction                          |   |   |  |
| a. Head/Dean (50%)                      |   | 2.4                                       |  |
| b. Students (50%)                       |   | 2.5                                       |  |
| Total for Instruction                   | 80%   | 4.9                                       | 3.9  |
| 2. Research                             |   |   |  |
| a. Client/Dir. for Research (0%)        |   |   |  |
| b. Dept. Head/Center Director<br>(100%) |   | 5   |  |
| Total for Research                      | 20%   | 5   | 1  |
| 3. Extension                            |   |   |  |
| a. Client/Dir. for Extension (0%)       |   |   |  |
| b. Dept Head/Center Director (0%)       |   |   |  |
| Total for Extension                     |   |   |  |
| 4. Administration                       |   |   |  |
| 5. Production                           |   |   |  |
| TOTAL                                   |   |   | 4.90                                       |

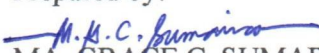
EQUIVALENT NUMERICAL RATING: 4.90

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: Outstanding

Prepared by:

  
MA. GRACE C. SUMARIA  
Name of Faculty

Reviewed by:

  
MANUEL E. CASANGCAPAN  
Department Head

Recommending Approval:

  
ROBERTO C. GUARTE, Ph.D.  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.  
Vice President



| OVPI MFO 2. Graduate Student Management Services |  |   |   |  |  |  |  |  |  |  |
|--|--|---|---|--|--|--|--|--|--|--|
|  | <b>PI 4:</b> Total FTE coordinated, implemented & monitored* | <b>A1.</b> Actual Faculty's FTE   | Handles subjects/courses assigned   |  |  |  |  |  |  |  |
|  | <b>PI 8:</b> Number of graduate students advised *           | <b>A2.</b> Number of students advised   | Acts as academic adviser to graduate students                               |  |  |  |  |  |  |  |
|  |  | <b>A3 .</b> Number of students advised on thesis/special problem/dissertation |   |  |  |  |  |  |  |  |
|  |  | <i>As GAC Chairman</i>  | Advises and corrects research outline and thesis/SP/dissertation manuscript |  |  |  |  |  |  |  |
|  |  | <i>AS GAC Member</i>  | Advises and corrects research outline and thesis/SP/dissertation manuscript |  |  |  |  |  |  |  |
|  |  | <b>A4 .</b> Number of students entertained for consultation purposes          | Entertains students seeking consultation with faculty                       |  |  |  |  |  |  |  |

|  |  |  |   |  |  |  |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|--|--|--|
|  | <b>PI 9:</b> Number of instructional materials developed * | <b>A5 .</b> Number of on-line ready coursewares developed and submitted for review | Converts the existing instructional materials into flexible learning systems                                |  |  |  |  |  |  |  |  |
|  |  | On-line ready courseware   | Prepares Instructional module/laboratory guide/workbook or a combination thereof                            |  |  |  |  |  |  |  |  |
|  |  | Supplemental learning resources  | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught |  |  |  |  |  |  |  |  |
|  |  | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.                                   |  |  |  |  |  |  |  |  |

|   |  |   |  |   |       |   |   |   |      |  |
|---|--|---|--|---|-------|---|---|---|------|--|
|   |  | A 6 : Number of on-line course<br>ware reviewed by TRP & edited<br>by MMDC editor | Submits the course<br>ware duly reviewed by<br>TRP for editing by<br>MMDC editor               |   |       |   |   |   |      |  |
|   |  | A 7 : Number of virtual classroom<br>created and operational                      | Creates virtual<br>classroom using<br>either Moddle or<br>Google Classroom                     |   |       |   |   |   |      |  |
|   | PI 10 . Additional<br>outputs:                                     | A 8. Other outputs implementing<br>the new normal due to covid 19                 | Designs experiential<br>learning activities and<br>other outputs to<br>implement new<br>normal |   |       |   |   |   |      |  |
| UMFO 2. HIGHER EDUCATION SERVICES                 |  |   |  |   |       |   |   |   |      |  |
| OVPI UMFO 3. Higher Education Management Services |  |   |  |   |       |   |   |   |      |  |
|   | PI 5: Total FTE,<br>coordinated,<br>implemented and<br>monitored * | A9. Actual Faculty's FTE  | Handles and teaches<br>courses assigned  |   | 17.85 | 5 | 5 | 5 | 5.00 |  |
|   |  | A10. Number of grade<br>sheets submitted within<br>prescribed period              | Prepares<br>gradesheet and<br>submits on or<br>before deadline                                 | 6 | 3     | 4 | 5 | 5 | 4.67 |  |

|  |  |   |  |    |    |   |   |   |      |   |
|--|--|---|--|----|----|---|---|---|------|---|
|  |  | <b>A11.</b> 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 |    |    |   |   |   |      |   |
|  |  | <b>A12.</b> Number of trainings attended related to instruction               | Attend mandated trainings  | 3  | 2  | 4 | 5 | 5 | 4.67 | Moodle Training; OBTL Syllabus Training                                     |
|  |  | <b>A13.</b> Number of long examinations administered and checked              | Administers and checks long examination for subjects taught  | 3  | 5  | 4 | 5 | 5 | 4.67 | The classes were suspended due to COVID pandemic before the scheduled exams |
|  |  | <b>A14.</b> Number of quizzes administered and checked                        | Prepares and checks quizzes for lec and lab  | 5  | 15 | 5 | 5 | 5 | 5.00 | Class were suspended halfway through the suspension due to COVID pandemic   |
|  |  | <b>A15.</b> Number of lab reports and term papers checked and graded          | Checks lab reports and term papers submitted as required   | 21 | 12 | 4 | 5 | 5 | 4.67 | Class were suspended halfway through the suspension due to COVID pandemic   |
|  | <b>PI 8:</b> Number of students advised: * | <b>A16.</b> Number of students advised:                                       | Acts as academic adviser to students   | 0  | 0  |   |   |   |      |   |

|  |   |  |  |    |    |   |   |   |      |   |
|--|---|--|--|----|----|---|---|---|------|---|
|  |   | <u><b>A17</b></u> . Number of students advised on thesis/ field practice/special problem:  |  |    |    |   |   |   |      |   |
|  |   | As SRC Chairman  | Advises, and corrects research outline and thesis/SP manuscript          |    |    |   |   |   |      |   |
|  |   | As SRC Member  | Advises and corrects research outline and thesis/SP manuscript           |    |    |   |   |   |      |   |
|  |   | <u><b>A18</b></u> . Number of students entertained for consultation purposes               | Entertains students consulting on subject taught, thesis and grades      | 10 | 40 | 5 | 5 | 5 | 5.00 | Class were suspended halfway through the suspension due to COVID pandemic |
|  | <u><b>P19</b></u> : Number of student organizations advised/ assisted * | <u><b>A19</b></u> . Number of Student organizations advised                                | Advises student organizations recognized by USOO                         |    |    |   |   |   |      |   |
|  |   | <u><b>A20</b></u> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities |    |    |   |   |   |      |   |

|  |   |  |  |   |   |   |   |   |      |                             |
|--|---|--|--|---|---|---|---|---|------|-----------------------------|
|  | <b>PI 10:</b> Number of instructional materials developed * | <b>A 21:</b> Number of on-line course ware developed and submitted :               | Prepares and submits for review by the Technical Review Panel  | 4 | 2 | 4 | 5 | 5 | 4.67 | Esci 118 (2) ; ABEn 145 (2) |
|  |   | On-line ready courseware   | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>                            | 4 | 2 | 4 | 5 | 5 | 4.67 | Esci 118 (2) ; ABEn 145 (2) |
|  |   | Supplemental learning res  | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 4 | 2 | 4 | 5 | 5 | 4.67 | Esci 118 ; ABEn 145         |
|  |   | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.  | 4 | 2 | 4 | 5 | 5 | 4.67 | Esci 118 ; ABEn 145         |
|  |   | <b>A 23:</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor | Submits the course ware duly reviewed by TRP for editing by MMDC editor  | 4 | 2 | 5 | 5 | 5 | 5.00 | Esci 118 ; ABEn 145         |

|  |                                  |  |  |   |   |   |   |   |      |                         |
|--|----------------------------------|--|--|---|---|---|---|---|------|-------------------------|
|  |                                  | <b>A 24 :</b> Number of virtual classroom created and operational      | Creates virtual classroom using either Moddle or Google Classroom  | 4 | 2 | 4 | 5 | 5 | 4.67 | Esci 118 ; ABEn 145     |
|  | <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 |   | 2 | 5 | 5 | 5 | 5.00 | ISO & Washington Accord |
|  |                                  | Agency/firm/Industry linkages  | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU                           |   | 1 | 5 | 5 | 5 | 5.00 | OXFAM                   |
|  |                                  | <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   |   |   |   |   |   |      |                         |

| UMFO 3 . RESEARCH SERVICES |   |  |  |   |   |   |   |   |      |  |
|----------------------------|---|--|--|---|---|---|---|---|------|--|
|                            | <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    |   |   |   |   |   |      |  |
|                            | <b>PI 2.</b> Number of research outputs completed within the year *   | <b>A 28.</b> Number of research outputs completed within the year *  | Conducts and completes research project within the year                          | 1 | 2 | 5 | 5 | 5 | 5.00 | (1)Assessment of Groundwater Nitrate Concentration in the Island Municipality of Panglao, Bohol, Philippines;<br>(2)Characterization of Charcoal Produced from Different Pyrolyzing Techniques |
|                            | <b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | <b>A 29.</b> 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 |   | 1 | 5 | 5 | 5 | 5.00 | Characterization of Charcoal Produced from Different Pyrolyzing Techniques   |
|                            |   | <i>In refereed int'l journals</i>  |  |   |   |   |   |   |      |  |
|                            |   | <i>In refereed nat'l/regional journals</i>   |  |   |   |   |   |   |      |  |

|  |  |   |   |  |   |   |   |   |      |  |
|--|--|---|---|--|---|---|---|---|------|--|
|  | <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 fora/conferences                  |  |   |   |   |   |      |  |
|  |  | <i>In int'l fora/conferences</i>  |   |  | 2 | 5 | 5 | 5 | 5.00 | (1)Assessment of Groundwater Nitrate Concentration in the Island Municipality of Panglao, Bohol, Philippines;<br>(2)Characterization of Charcoal Produced from Different Pyrolyzing Techniques |
|  |  | <i>In nat'l/regional fora/conferences</i>   |   |  |   |   |   |   |      |  |
|  | <b>PI 5.</b> Percent of research proposals approved *  | <b>A 31.</b> Percentage of of research proposals prepared, submitted and approved                 | Prepares research proposals, submits and follows up its approval for immediate implementation |  |   |   |   |   |      |  |
|  | <b>PI 6.</b> Additional outputs*   | <b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty) |   |  |   |   |   |   |      |  |

|                                   |  |   |   |  |  |  |  |  |  |  |
|-----------------------------------|--|---|---|--|--|--|--|--|--|--|
|                                   |  | <b>A 33.</b> 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 |  |  |  |  |  |  |  |
|                                   |  | <b>A 34.</b> Number of UMs submitted to ITSO, VSU   | Prepares and submits application for UM of technology generated out of research output                                  |  |  |  |  |  |  |  |
|                                   |  | <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   |  |  |  |  |  |  |  |
| <b>UMFO 4. EXTENSION SERVICES</b> |  |   |   |  |  |  |  |  |  |  |
|                                   | <b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities | <b>A 36.</b> 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              |  |  |  |  |  |  |  |

|  |  |  |   |  |  |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|--|--|
|  | <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   |  |  |  |  |  |  |  |
|  | <b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs                                 | <b>A 38.</b> Number of extension programs/projects implemented   | Implementes duly approved extension projects                          |  |  |  |  |  |  |  |
|  | <b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance | <b>A 39.</b> 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  |  |  |  |  |  |  |  |
|  | <b>PI 5.</b> Number of technical/expert services   | <b>A 40.</b> Number of technical/expert services as/in:  | Provides the technical and expert services requested by beneficiaries |  |  |  |  |  |  |  |
|  | Research Mentoring   | Research Mentor  |   |  |  |  |  |  |  |  |
|  | Peer reviewers/Panelists   | Peer reviewers/Panelists   |   |  |  |  |  |  |  |  |
|  | Resource Persons   | Resource Persons   |   |  |  |  |  |  |  |  |

|                                      |   |   |   |  |  |  |  |  |  |  |
|--------------------------------------|---|---|---|--|--|--|--|--|--|--|
|                                      | 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 |  |  |  |  |  |  |  |
|                                      | <b>PI 11.</b> Additional outputs *                                  | <b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) * |   |  |  |  |  |  |  |  |
|                                      |   | <b>A 43.</b> Other outputs implementing the new normal due to covid 19                            | Designs extension related activities and other outputs to implement new normal                        |  |  |  |  |  |  |  |
| <b>UMFO 5. SUPPORT TO OPERATIONS</b> |   |   |   |  |  |  |  |  |  |  |
|                                      | <b>OVPI MFO 4. Program and Institutional Accreditation Services</b> |   |   |  |  |  |  |  |  |  |

|   |   |  |   |                     |                     |   |   |   |      |  |
|---|---|--|---|---------------------|---------------------|---|---|---|------|--|
|   | <b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015* | <b>A 44.</b> 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 non-conformity | zero non-conformity | 5 | 5 | 5 | 5.00 |  |
|   |   | <b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:                 | Prepares required documents and complies all requirements as prescribed in the accreditation tools                                    | 100% compliant      | 100% compliant      | 5 | 5 | 5 | 5.00 |  |
|   |   | On program accreditations  |   |                     |                     |   |   |   |      |  |
|   |   | On institutional accreditations  |   |                     |                     |   |   |   |      |  |
| <b>UMFO 6. General Admin. &amp; Support Services (GASS)</b> |   |  |   |                     |                     |   |   |   |      |  |
|   | <b>PI 2.</b> Zero percent complaint from clients served   | <b>A 46.</b> Customerly friendly frontline services  | Provides customer friendly frontline services to clients  | Zero % complaint    | Zero % complaint    | 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           |  |  |  |  |  |             |  |
|  |                          | 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    |   |  |  |  |  |  |  | 102.03      |  |
|  | Average Rating           |   |  |  |  |  |  |  | 4.86        |  |
|  | Adjectival Rating        |   |  |  |  |  |  |  | Outstanding |  |

Evaluated & Rated by:

MANUEL E. CASANGCAPAN

Department Head

Date: 10/5/20

Recommending Approval:

ROBERTO C. GUARTE

Dean, CET

Date: 10/5/20

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Comments & Recommendations for Development Purpose:  
Conduct extension services, if possible.