SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MAY C. PASCUAL**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.99 x 50% = 2.495	
b. Students (50%)		4.40 x 50% = 2.200	
TOTAL for Instruction	95%	4.70	**4.460**
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.710**

EQUIVALENT NUMERICAL RATING: 4.710
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.710**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MAY C. PASCUAL
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, MAY C. PASCUAL, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES,</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JANUARY-JUNE 2021.</u>

Approved:

MAY C. PASCUAL
Assistant Professor I
Date: July 12, 2021

JETT C. QUEBEC
Department Head
Date:

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

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating Quali ty	Effi cie	Ti m e	Av er ag e	REMARKS (Indicators in percentage should be supported with
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned	N/A	N/A					
	<u>PI 8:</u> Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	N/A	N/A					
	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					

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	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					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		A 6 : 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	N/A	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					
	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					
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	Handles and teaches courses assigned	18 per semester	27.3	5	5	5	5.00	Taught 1 section in ScSc11n, 5 sections in ScSc 16 and 1 section equivalent
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	5	5	5	5	5.00	Gradesheets of previous semesters have been submitted. Current semester still on going
		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	NONE	10	5	5	5	5.00	Completion forms of students with INC who complied were immediately submitted upon request.
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	VSU E-Learning Environment Training - Workshop Series
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	12	5	5	5	5.00	Administered online midterm exams to 6 sections and turnitin final exam for 6 sections for the 2nd Sem

					Q	E	T	Ave	Remarks
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	25	5	5	5	5.00	13 Assessments in ScSc 11n and 12 Assessments in ScSc 16
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	N/A					
PI 8: Number of students advised: *		A16. Number of students advised:	Acts as academic adviser to students	N/A	N/A					
		A17. Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	N/A	N/A					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	Consultation sessions were scheduled online at least once in 2 weeks with at least 20 students entertained. Other consultations were also through email conrrespondence
PI 9: Number of student organizations advised/ assisted *		A19. Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	N/A					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NONE	N/A					
PI 10: Number of instructional materials developed *		A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	4.5	4.83	ScSc 11n
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	ScSc 11n and ScSc 16
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	23	5	5	5	5.00	PPT Presentations and Pre-Recorded Discussion of ScSc 11n and ScSc 16
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	17	5	5	5	5.00	ScSc 11n Assessment Tools and Long or Term Exams and ScSc 16 Long or Term Exams

		A 23 : 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	1	2	5	5	5	5.00	ScSc 11n and ScSc 16
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	6	5	5	5	5.00	ScSc 11n and ScSc 16 Virtual Classrooms (Groups) for each class of 6 Sections in VSUEE
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation	1	1	5	5	5	5.00	Co-Chaired in the AACCUP PSV of borh ABELS and MSLT Aread IV, Support to Students
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Proposed Online Support Group Program for ABELS
					AVERAGE				4.99	
UMFO 3 . RESEARCH SERVICES										
	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	NONE	None					
	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	1	0					
	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	1	0					
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	0					
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								

				1	0					
	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	1	0					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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	1	0					
UMFO 4. EXTENSION SERVICES										
	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					
	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					
	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		NONE	NONE					
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		NONE	NONE					
	Convenor/Organizer	Convenor/Organizer		NONE	NONE					
	Consultancy	Consultant		NONE	NONE					
	Evaluator	Evaluator		NONE	NONE					
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	50%	NONE						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	NONE						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	NONE						
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and ~~improvement of the QMS of the core~~	A 44. Compliance to all requirements of theQMS 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						
	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% compliant	100% compliant						
	On program accreditations	Prepares documents and /or program profile and other materials required during program/institutional accreditation ~~and/or evaluation~~	1	1	5	5	5	5.00	Co-Chaired in the AACCUP PSV of borh ABELS and MSLT Aread IV, Support to Students
	On institutional accreditations		N/A	N/A						
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		N/A						

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 performfing functions resulting to best practice	NONE	N/A						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	N/A						
				AVERAGE				5.00		
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: Ms. Pascual is resposible and committed faculty of DLABS. Her presence provides a steady source of guidance. A doctorate degree is a welcome development.

Evaluated & Rated by:

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

Recommending Approval

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

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: **8/13/21**

Exhibit I

PERFORMANCE MONITORING FORM
January to July 2021

Name of Employee: **May C. Pascual**

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.	Handle and teach two (2) course subjects (ScSc11n and ScSc 16) assigned	Class roster of assigned classes, grade sheet per course taught, and good result of student performance evaluation	March 2021	March to July 2021	July 2021	Impressive	Outstanding	
2.	Prepare instructional materials/modules for courses taught	Online-ready courseware and supplemental learning resources	March 2021	March to July 2021	March to July 2021	Impressive	Outstanding	
3.	Prepare learning tasks, assessments, long exams and term paper instructions for subjects taught	Properly assessed student learning and competencies achieved by majority of students	March 2021	March to July 2021	Between March and July 2021	Impressive	Outstanding	
4.	Assist students' concerns through student consultations	Improved student performance	March 2021	March to July 2021	March to July 2021	Impressive	Outstanding	
5.	Prepare course syllabus updates	Approved course syllabus in ScSc11n	March 2021	May 2021	May 18, 2021	Impressive	Outstanding	
6.	Submission of midterm and final grades	Grades submitted to Registrar's Office on time	March 2021	July 30, 2021		Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2021	January to December 2021	Between January and July 2021	Impressive	Outstanding	
8.	Perform other functions assigned by the Department head and university administrators	DBGF Program for DLABS (ABELS), Active involvement in the SDO programs related to Department-based guidance facilitation and collated documents from SDO for AACCUP Preliminary Visit	January 2021	January to December 2021	Between January and July 2021	Impressive	Outstanding	

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

Prepared by:

JETT C. QUEBEC

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAY C. PASCUAL
Performance Rating:

Aim: To support the University's aim to have at least 60% of its faculty to acquire a doctorate degree.

I.   Recommended to take study leave for her dissertation to be accomplished and graduate from the current doctorate program.

Date: December 2020   Target Date: September 2021

First Step:
   Followed up on the status of her post graduate degree and encouraged to submit a letter of request for study leave.

Outcome:
   A letter of request for study leave was submitted to the Department Personnel Council

Date: January 8, 2021

Next Step: Inform her on the status of her request

Result:

Application for study leave to finish dissertation was denied.

Date: May 11, 2021

II.   Recommended to pursue another graduate program aligned with Psychology.

First Step: Inquire from universities for Ph.D. offerings in the field of psychology.

Next Step: Reapply for study leave.   Target Date: January 2022

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Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

____MAY C. PASCUAL____
Name of Ratee/Faculty/Staff