SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Rating Period:JULY-DECEMBER 2023

Name of Faculty Member: **J-ANNIE G. EBIT**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.95 x 50% = 2.475	
b. Students (50%)		4.86 X 50% = 2.430	
TOTAL for Instruction	95%	4.91	4.660
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%	5.000 x 5% = 0.250	0.250
TOTAL	100%		**4.910**

EQUIVALENT NUMERICAL RATING: 4.910
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.910**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

__J-ANNIE G. EBIT__
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, J-ANNIE GONZALES-EBIT, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ JULY TO DECEMBER 2023

J-ANNIE GONZALES-EBIT
Assistant Professor II
Date: JULY-DECEMBER 2023
0 4 JAN 2024

Approved:

MARIA VANESSA E. GABUNADA
Department Head
Date: 1 0 JAN 2024

MA. THERESA P. LORETO
College Dean
Date: JAN 2 3 2024

FTE/sem

4.0
2.5
8.0

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		Handles subjects/courses assigned	N/A	3	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	0					
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	9	5	5	5	5.00	
	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	NA	2	5	5	5	5.00	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	2	5	5	5	5.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA	2	5	5	5	5.00	

			Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	10	5	5	5	5.00	
		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	NA	0					
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	NA	2	5	5	5	5.00	
	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	NA	0					

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	13.5	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	12	5	5	4	4.67	MIDTERM AND FINAL TERM GRADESHEETS
		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	2	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	12	5	5	5	5.00	
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	10	20	5	5	4	4.67	
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1	30	5	5	4	4.67	Term Papers only; Lab Reports are not applicable
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	5	22	5	5	5	5.00	
		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	2	2	5	5	5	5.00	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	20	80	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	0	0					
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	0	1	5	5	4	4.67	
	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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	

				Target	Accomp.					
		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	10	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	5	5	5.00	
		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	0					
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	
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 and/or evaluation	1	NA					
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	NA					
		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	
										4.95	

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	none	none	
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	none	none	
		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	none	none	
		In int'l fora/conferences				
		In nat'l/regional fora/conferences				
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	none	none	
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)			none	none	

	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 reviewed paper	N/A	NA						
	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	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						

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*			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						
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						

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 processes of the College/department under ISO 9001:2015*	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					
	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					
	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				
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						
	A 48.Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal						

		A 49. Attendance to CAC Meetings and DLABS Faculty Meeting as Secretary, University-related Meetings and other activities		Attends CAC Meetings; Make Minutes of Meeting for DLABS Faculty Meeting, attendance to university-related meetings and other activities; coordination of department-based events; coordination of regional-based events; served as Resource Person during the Orientation Meeting and Workshop for all the Cultural Directors for the PASUC-8 Culture and the Arts Festival 2023, served as Tournament Secretary during the SCUAA 2023; Served as coach for the Essay writing Contest during the PASUC-8 Regional Culture and the Arts Festival	2-CAC Meetings; 3-Minutes for DLABS Faculty Meeting	5-CAC Meetings; 8-Minutes for DLABS Faculty Meeting; attendance to university-related meetings-4; 1-coordination of department-based event (Pagrayhak sa mga Pulong); 4-attendance to university-related meetings and activities; 1-coordination of regional-based events (PASUC-8 Regional Culture and	5	5	5	5.00	
									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. Ebit teaches her classes well. She also functions accordingly as member of DPC. Finishing her Ph.D. would be great for the development of her profession.

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA
Department Head
Date: 10 JAN 2024

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: JAN 2 3 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: Feb 14, 2024

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **J-ANNIE GONZALES-EBIT**

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	Prepares Course Syllabi (Mid-sem Class)	Approved Course Syllabi in ELST 107	July 2023	July 2023	July 2023	Impressive	Outstanding	
2	Prepares Learning Material (Readings, ppt, and LTs and ATs) for the assigned subjects	Updated Learning Materials in ELST 107	July 2023	July 2023	July 2023	Impressive	Outstanding	
3	Prepares TOS for Midterm Examinations	Approved TOS for ELST 107 Midterm Examination	July 2023	July 2023	July 2023	Impressive	Outstanding	
4	Prepares Midterm Examinations	Conducted Midterm Examinations for ELST 107	July 2023	July 2023	July 2023	Impressive	Outstanding	
5	Prepares TOS for Final Examinations	Approved TOS ELST107 Final Examination	July 2023	July 2023	July 2023	Impressive	Outstanding	
6	Prepares Final Examinations	Conducted Final Examinations for ELST107	July 2023	July 2023	July 2023	Impressive	Outstanding	
7	Submits Grade sheets for Mid-sem AY 2022-23	Submitted Grade sheet for ELST 107 on time	July 2023	July 2023	July 2023	Impressive	Outstanding	
8	Makes VSUEE Virtual Classrooms	Active Virtual Classrooms in LTNG 209, ENGL232, ELST111	August 2023	August 2023	August 2023	Impressive	Outstanding	
9	Prepares Course Syllabi	Approved Course Syllabi in LTNG 209, ENGL232, ELST111	August 2023	August 2023	August 2023	Impressive	Outstanding	
10	Prepares Learning Material (Readings, ppt, and LTs and ATs) for the assigned subjects	Updated Learning Materials in LTNG 209, ENGL232, ELST111	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	
11	Prepares TOS for Midterm Examinations	Approved TOS for LTNG 209, ENGL232, ELST111 Midterm Examinations	October 2023	1st Week of October 2023	1st Week of October 2023	Impressive	Outstanding	
12	Prepares Midterm Examinations	Conducted Midterm Examinations for LTNG 209, ENGL232, ELST111	October 2023	October 9-16, 2023	October 9-16, 2023	Impressive	Outstanding	

13	Prepares TOS for Final Examinations	Approved TOS for LTNG 209, ENGL232, ELST111 Final Examinations	December 2023	2nd Week of December	2nd Week of December	Impressive	Outstanding	
14	Prepares Final Examinations	Conducted Final Examinations for LTNG 209, ENGL232, ELST111	December 2023	December 14-20, 2023	December 14-20, 2023	Impressive	Outstanding	
15	Submits Grade sheets for 1st Sem AY 2023-2024	Submitted 6 Grade sheets (M165, M907, MB30, MG017, MG027, MT24) on time	December 2023	December 2023	December 2023	Impressive	Outstanding	
16	Designated as DALL Secretary	Submitted Minutes of Meeting and kept records of NoM and Attendance Sheets	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	
17	Designated as one of the members of DALL Department Personnel Committee	Attended meetings, sit during hiring process for PT instructors; and worked with other committees during conduct of department-based activities	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	
18	Designated as Committee Chair for DALL Cleanliness, Beautification, Maintenance, and Physical Facilities Committee	Attended meetings, served as in-charge during the billeting of SCUAA 8 and PASUC 8 delegates, spearhead the preparation of the CAS SMART Classroom, and worked with other committees during conduct of department-based activities	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	
19	Designated as Co-chair for DALL Socio-cultural Committee	Attended meetings, served as in-charge in the preparation and other related tasks for the Webinar during the English Month preparation and DALL Christmas Party, and worked with other committees during conduct of department-based activities.	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	
20	Academic Adviser	Evaluated Grades and Approve Enrollment Registration, and conducted consultation from time to time	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	
21	Thesis Adviser to 3 ABELS students	Conducted consultation regularly and check students' output/manuscript	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	
22	SRC Chair and Member to ABELS Students' Thesis	Checked students' output/manuscript, attend Thesis Proposal Defense	August 2023	August-December 2023	August-December 2023	Impressive	Outstanding	

23	Committee Member for the Mister and Miss SCUAA 8 (Committee on Pageant Questions)	Develop pageant questions for preliminary and final round for the Mister and Miss VSU Competition	October 2023	October 2023	October 2023	Impressive	Outstanding	
24	One of the Organizers of a Department-based event	Successfully conducted the event: Pagrayhak sa mga Pulong: Craft Stories, Forum, and Book Launching	August 2023	August 2023	August 2023	Impressive	Outstanding	
25	Contest Master for a Regional-based event	Successfully conducted the PASUC-8 Regional Culture and the Arts Festival 2023 (Extemporaneous Speech Contest)	October 2023	October 2023	October 2023	Impressive	Outstanding	
26	Coach for the Essay Writing Contestant during the PASUC-8 Regional Culture and the Arts Festival	Garnered the 2nd Place among the 10 participating contestants for the Essay writing Contest during the Regional Culture and the Arts Festival 2023 (Extemporaneous Speech Contest)	October 2023	October 2023	October 2023	Impressive	Outstanding	
27	Resource Person during the Orientation Meeting and Workshop for all the Cultural Directors for the PASUC-8 Culture and the Arts Festival 2023	Presented the Guidelines, Mechanics, and Criteria for the Essay Writing and Extemporaneous Speech Contest based on the National PASUC Manual of Operations to all the Cultural Directors of the 10 participating SUCs from Region 8	October 2023	October 2023	October 2023	Impressive	Outstanding	
28	Tournament Secretary during the SCUAA 2023	Served as Tournament Secretary for Tennis Men and women during the SCUAA 2023	October 2023	October 2023	October 2023	Impressive	Outstanding	
29	Committee Chair for VSU Night 2023 (Committee on Host Script)	Served as Committee Chair for VSU Night 2023 (Committee on Host Script), coordinated with the host for the event, attended the VSU Night in Baybay Gym.	December 2023	December 2023	December 2023	Impressive	Outstanding	

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

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **J-ANNIE GONZALES-EBIT**

Performance Rating: _____

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials

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

Date: DECEMBER 2023   Target Date: One year from today

First Step:

    a) Encouraged her to finish her dissertation writing
    b) Encouraged her to attend seminars on research methodologies
    c) Advised her to write and produce modules

Result:

    She is currently finishing her dissertation writing and preparing for her Pre-Final Oral Defense

Date: MAY 2024   Target Date: End of 2ND Semester
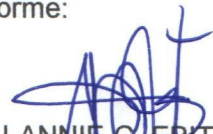
Next Step:

    She will be advised to finalize and successfully defend her dissertation and eventually
    finished her doctoral degree.

Outcome: NA

Final Step/Recommendation: NA

Conforme: Prepared by:

J-ANNIE G. EBIT   MARIA VANESSA E. GABUNADA
Faculty   Department Head