

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating period: July-December 2024

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%)		3.88 x 50% = 1.940	
b. Students (50%)		4.60 x 50% = 2.300	
TOTAL for Instruction	85%	4.24	3.604
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	3.00 x 5% = 0.150	0.150
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	3.33 x 5% = 0.167	0.167
TOTAL for Extension			
4. Production	5.0%	3.33 x 5% = 0.167	0.167
5. Administration/Other Services			
TOTAL	100%		4.09

EQUIVALENT NUMERICAL RATING: 4.09

Add: Additional Points, if any: N/ATOTAL NUMERICAL RATING: 4.09ADJECTIVAL RATING: VERY SATISFACTORYPrepared by: *ANNE A. PARMIS*ANNIE A. PARMIS

Name of Faculty

Reviewed by: *MARIA VANESSA E. GABUNADA*MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN G. PAJARES


Dean, CAS

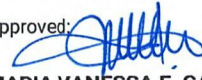
Approved by: *ROTACIO S. GRAVOSO*ROTACIO S. GRAVOSO


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE A. PARMIS, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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 JULY-DECEMBER 2024

  
**ANNIE A. PARMIS -AMORGANDA**  
 Associate Professor 4  
 Date: 1-17-25  
*Note: Em, if An not Annamalesto tin.*

Approved:   
**MARIA VANESSA E. GABUNADA**  
 Department Head  
 Date: 1-17-25

  
**GLENN G. PAJARES**  
 College Dean  
 Date: 1-17-25

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 Accomplishm ent	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: LTNG 207,LTNG,225, LTNG 300 (2 sections);	3	6.55	4	4	4	4.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	12	15	4	4	4	4.00	
		A3 . Number of students advised on thesis/special problem									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	5	7	4	4	4	4.67	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	4	5	4	4	4	4.00	
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	30	35	4	4	4	4.00	
	PI 5: Total FTE, coordinated, implemented and monitored *	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	6	4	4	4	4.00	



		<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	3	6	4	4	4	4.00	
		<b>A12 . Number of trainings/conferences/seminars attended related to instruction</b>	Trainings/conf erences/semin ars attended	Attend trainings/conferences/seminars	1	5	4	4	4	4.00	
		<b>Number of quizzes, seatwork/oral performances</b>	quizzes/seatw ork/oral performances prep	Administers and checks quizzes/seatwork/oralperformances	50	55	4	4	4	4.00	
	<b>PI 9: Number of instructional materials developed *</b>	<b>A5 . Number of programs prepared</b>	program prep	Conducts programs	1	4	4	4	4	4.00	
		<b>Published Study Guide</b>	wrote and publishedSt udy Guide	Ebook Introduction to Western Literary Works Study Guide	1	1	4	4	4	4.00	
		<b>Prepared awards and other paraphernalia for students</b>	prepared awards and other paraphernal ia to students	awarded students for the job well done	30	35	4	4	4	4.00	
		<b>Assessment tools</b>	prepared awards and other paraphernal ia to students	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	50	55	4	4	4	4.00	
		<b>A 6 : Number of Periodic Exams</b>	Midterm and Final Exams	Prepares Midterm and Final Exam	2	4	4	4	4	4.00	
		<b>A 7 : Number of virtual classroom created and operational</b>	Online classes	Google Meet/E-mail/Messenger/ Live Calls	4	7	4	4	4	4.00	
		<b>A.8 Number of Table of Specifications prepared and submitted</b>		Table of Specifications (midterm and finals)	2	4	4	4	4	4.00	
	<b>PI 5: Total FTE, coordinated, implemented and monitored *</b>	<b>A10 . Number of grade sheets submitted within prescribed period</b>	Preparation	Prepares gradesheet and submits on or before deadline	3	6	4	4	4	4.00	
		<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	3	5	4	4	4	4.00	

		<b>A12.</b> Number of conferences/ trainings attended related to instruction	Trainings attended	Attends conferences and trainings	1	5	4	4	4	4.00	
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	3	4	4	4	4	4.00	
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec	40	45	4	4	4	4.00	
		<b>A15.</b> Number of Culminating Activities		Oral Presentations	2	8	4	4	4	4.00	
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		<i>Handles and teaches courses assigned: ELDs 127, (2 sections); ELSt 200, Comm 11;</i>	15	18	4	4	5	4.33	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	4	8	4	4	4	4.00	
		<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	2	4	4	4	4	4.00	
		<b>A12.</b> Number of conferences/ trainings attended related to instruction	Trainings/Conferences/Seminars attended	Attends conferences and trainings	1	5	4	4	4	4.00	
		<b>A13.</b> Number of periodic (Midterm and Final) examinations administered and checked	exam prep	Administers and checks periodic examination for subjects taught	4	8	3	3	3	3.00	
		<b>A14.</b> Number of quizzes/seatwork/oral activities administered and checked	prepared quizzes and oral activities	(oral and written)	10	30	3	4	4	3.67	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	acts as a registrar/adviser	<i>Acts as academic adviser and registrar to students</i>	5	20	4	4	4	4.00	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Acted as the adviser	Checks manuscripts	3	5	4	4	4	4.00	
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	5	4	4	4	4.00	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	3	5	4	4	4	4.00	
		<b>A18.</b> Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	100	110	4	4	4	4.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised		<i>Advises student organizations recognized by USOO</i>	1	1	3	3	3	3.00	VSU Tabing Theater Sdvser
		<b>A20.</b> Number of Student organizations assisted on student related activities		<i>Assists student organizations in implementing student related activities</i>	1	1	3	3	3	3.00	ABELS Society



	<b>PI 10:</b> Number of instructional materials developed *	<i>OBE Coures Syllabi</i>	<i>Updates OBE Course Syllabi</i>	3	3	3	3	3	3.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	15	4	4	3	3.67	
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	8	20	4	4	3	3.67	
		<b>A25:</b> Number of study guides published	Published study guide	NA	NA					
		<b>A.26:</b> Number of Table of Specifications prepared and submitted	Table of Specifications (midterm and finals)	2	6	4	4	3	3.67	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:	Prepared programs (Culminating Activities)	1	3	4	4	3	3.67	
					<i>Total:</i>				3.88	
<b>UMFO 3 . RESEARCH SERVICES</b>				N/A						
	<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	N/A						
	<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	N/A						
	<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	N/A						
		<i>In refereed int'l journals</i>		N/A						
		<i>In refereed nat'l/regional journals</i>		N/A						
	<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 scienfic for a/conferences <i>(Hong Kong 2024)</i>	0	1	3	3	3	3	
		<i>In int'l fora/conferences</i>								
		<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	N/A						



	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of course-related awards (research conducted by faculty or student w/ faculty)		Presented paper abroad	N/A						
		<b>A 33.</b> Number of journal articles/published		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	N/A						
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A						
		<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	N/A						
						Total:				3.00	
<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	N/A						
	<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	N/A						
	<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		Implements duly approved extension projects	N/A						
	<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	N/A						
	<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	N/A						
	Research Mentoring	Research Mentor			N/A						
	Peer reviewers/Panelists	Peer reviewers/Panelists			N/A						
	Resource Persons	Resource Persons			N/A						









# PERFORMANCE MONITORING FORM

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

Task No.	Task Description	Expected Output	Date Assigned July – December 2024	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: ELDs 127 (2 sections), LTNG 207 (2 sections), and Comm 11.	Regular attendance in the assigned classes, grade sheet per courses taught, and good results of student performance evaluation	July 2024	December 2024	December 2024	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	July 2024	December 2024	December 2024	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	July 2024	December 2024	December 2024	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 5 hours or beyond a week for consultation	July 2024	December 2024	December 2024	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college, and the university	Attendance, meetings	July 2024	December 2024	December 2024	Impressive	Outstanding	
6.	Serve as a Panel Member of the Graduate Advisory Committee (GAC)	Attendance to Comprehensive Exams, Final Defense (Theses)	July 2024	December 2024	December 2024	Impressive	Outstanding	
7.	Serve as a Chair of the Graduate Advisory Committee (GAC)	Monitored advisees	July 2024	December 2024	December 2024	Impressive	Outstanding	
8.	Accomplish course syllabi, TOS, and monthly DTRs.	Approved course syllabi, TOS, and DTRs	July 2024	December 2024	July-December 2024	Impressive	Outstanding	
9.	Serve as a host of the Nostalgia program (DYDC)	Airtime appearances	July 2024	December 2024	December 2024	Impressive	Outstanding	
10.	Prepare Oral Programs and Performance	Oral Stage Productions	July 2024	December 2024	November 2024	Impressive	Outstanding	
11.	Edit Manuscripts	Edited graduate and undergraduate theses	July 2024	December 2024	December 2024	Impressive	Outstanding	
12.	Prepare Midterm and Final Grades	Grades Submitted to the Registrar	July 2024	December 2024	December 2024	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-Amorganda**

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: December 2025

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: December 2024  
2025

Target Date: End of second semester SY: 2024-

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:



*Notes: Even if  
I'm not comfortable to this*

**ANNIE A. PARMIS-AMORGANDA**  
Faculty/Ratee



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

Second Semester AY 2023-2024

Name of faculty: PARMIS- AMORGANDA, ANNIE P.  
Department: Dept. of Arts, Languages and Literature  
College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
ELPr 141	LANGUAGE AND SCIENCE	LEC	4.00	Very Satisfactory	80.0%
ELPr 143	LANGUAGE AND ADVERTISING	LEC	4.00	Very Satisfactory	80.0%
LTNG207	INTRODUCTORY LINGUISTICS	LEC	5.00	Outstanding	100.0%
LTNG225	PSYCHOLINGUISTICS	LEC	5.00	Outstanding	100.0%
LTNG299	GRADUATE SEMINAR	LEC	5.00	Outstanding	100.0%
Average Rating			4.60	Outstanding	92.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

PARMIS- AMORGANDA, ANNIE P.

Name and Signature of Faculty

Date: \_\_\_\_\_

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

