

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

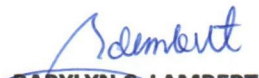
Name of Faculty Member: **Babylyn C. Lambert**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2 x 3)
(1)	(2)	(3)	(2 x 3)
1. Instruction			
a. Head/Dean (50%)		2.41	
b. Students (50%)		2.10	
TOTAL INSTRUCTION	75%	4.51	3.38
2. Research			0.00
3. Extension	15%	4.00	0.60
4. Support Operations	5%	4.67	0.23
5. Gen. Admin. & Support Services	5%	4.84	0.24
TOTAL			4.46

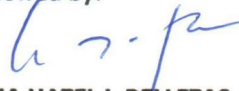
EQUIVALENT NUMERAL RATINGS: 4.46
 Add: Additional Points, if ny: _____
 TOTAL NUMERICAL RATING: 4.46

ADJECTIVAL RATING: **Very Satisfactory**


Prepared by:


BABYLYN C. LAMBERT
 Name of Faculty

Reviewed by:


MARIA HAZEL I. BELLEZAS
 Department Head

Recommending Approval:


MOISES NEIL V. SERINO
 Dean, CME

Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs



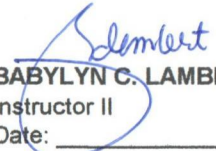
Visayas State University
College of Management and Economics
DEPARTMENT OF ECONOMICS
Visca, Baybay City, Leyte



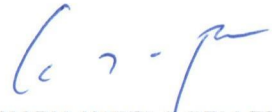
"Exhibit B"

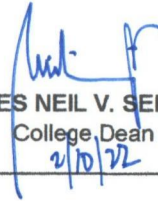
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Babilyn C. Lambert, a faculty member of the DEPARTMENT OF ECONOMICS 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 January-Dec. 2021.


BABYLYN C. LAMBERT
Instructor II
Date: _____

Approved:


MARIA HAZEL I. BELLEZAS
Department Head
Date: _____


MOISES NEIL V. SERIÑO
College Dean
Date: 2/10/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (July-Dec. 2021) Accumulated	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										
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned		2.67	5	5	5	5.00	
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students		2	5	5	5	5.00	
		A3. Number of students advised on thesis/special								
		<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							

		A4 . Number of students entertained for consultation	<i>Entertains students seeking consultation with faculty</i>							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on</i>		16	5	5	5	5.00	
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>		2	5	5	5	5.00	
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		A 7 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moddle or Google Classroom</i>		1	4.5	4.5	4.5	4.50	
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new</i>							
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	<i>Handles and teaches courses assigned</i>	13.5	36.05	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	6	10	5	5	5	5.00	
		A 11 . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>		29	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	2	8	5	5	5	5.00	

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	3	4	4	4	4.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	18	5	5	5	5.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	32	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	15	45	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:							0.00	
	As Thesis/Field Practice/Special Problem Adviser	Advises, and corrects research outline and thesis/SP manuscript		2	4.5	4.5	4.5	4.50	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	55	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							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
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	2	0	3.5	3.5	3.5	3.50	

		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	20	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets	5	5	4.5	4.5	4.5	4.50	
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	9	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 (RQAT)	1	5	5	5	5	5.00	MS AgEcon BSAgEcon MAGDEV
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU * (Coordinate LGU links for IM's delivery as							
		A 26 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal * Number of learning guides, obelidized svllabus, TOS and item	5	13	5	5	5	5.00	
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							

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								
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								
	<i>In refereed int'l journals</i>									
	<i>In refereed nat'l/regional journals</i>									
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 scientific fora/conferences								
	<i>In int'l fora/conferences</i>									
	<i>In nat'l/regional fora/conferences</i>									
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								
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by									
	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								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								

		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal								
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 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 % complaint	zero complaint	5	5	4	4.67		
		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	5	5	4	4.67	MSAgEcon	
		On program accreditations	BS Econ COPC	100% compliant	100% compliant	5	5	4	4.67	MAGDEV/MSAGEC COPC	
			ISO	100% compliant	100% compliant	5	5	4	4.67		
		On institutional accreditations									
UMFO 6. General Admin. & Support Services											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	zero % complaint	5	5	4	4.67		
	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								
		No. of monthly/special meeting	Monthly meeting	6	34	5	5	5	5.00	DOE - 8, VEFI-6, VSUFA-BOD-2, LUDIP-2	

PERFORMANCE MONITORING FORM

Name of Employee: **Babylyn C. Lambert**

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	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for students during consultation hours, revises course syllabus	Very Satisfactory	Aug. 2021	Dec. 2021	Dec., 2021	Impressive	Very Satisfactory	
2	Prepares instructional module/e-learning materials for online classes.	Very Satisfactory	July 2021	Dec. 2021	Dec. 24, 2021	Very Impressive	Outstanding	
3	Attends virtual meetings and online webinars and performs functions as member of different committees of the department	Very Satisfactory	July 2021	Dec. 2021	Dec. 24, 2020	Impressive	Very Satisfactory	
3	Performs other functions	Very Satisfactory	July 2021	Dec. 2021	July1, 2021 – Dec. 24, 2021	Impressive	Very Satisfactory	

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


MARIA HAZEL I. BELLEZAS

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Babylyn C. Lambert
Performance Rating : Outstanding

Aim: To improve teaching capability of faculty member.

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

Date: July 2021

Target Date: Dec. 2021

First Step:

Required Ms. Lambert to update course syllabi and course content relevant to the current trends and needs of the undergraduate courses assigned.

Result:

Updated graduate course syllabi

Date: October 2021

Target Date: Dec. 2021

Next Step:

Improve further the Instructional Materials developed.

Outcome:

Final Step/Recommendation:

Ms. Lambert improved instructional materials developed.

Prepared by:


MARIA HAZEL I. BELLEZAS
Unit Head

Conforme:


BABYLYN C. LAMBERT
Ratee