

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2023

Name of Faculty Member:

ALAINA G. LARRAZABAL

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	95%	5.00	4.750
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%		5.000

EQUIVALENT NUMERICAL RATING: 5.000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ALAINA G. LARRAZABAL

Name of Faculty

Reviewed by:

AL FRANJON M. VILLAROYA

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

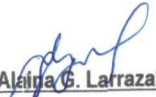
Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALAINA G. LARRAZABAL, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period J/ JULY-DECEMBER 2023


Alaina G. Larrazabal
 Instructor I
 Date: January 3, 2024

Approved:

AL FRANJON M. VILLAROYA
 Department Head
 Date: January 8, 2024


MA. THERESA P. LORETO
 College Dean
 Date: JAN 19 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	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	NA	NA					
	PI 3: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to undergraduate students (BA Philosophy	NA	NA					
		A3. Number of students advised on thesis/special problem/dissertation		NA	NA					
		Thesis Adviser	guides in the writing of the entrie undergraduate thesis	NA	NA					
				NA	NA					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					
	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	NA					
		On-line ready courseware:	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	NA	NA					

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	NA					
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor.	Submits the course were duly reviewed by TRP for editing by MMDC editor	NA	NA					
	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	NA					
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	35.7	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5.00	
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms within grade within prescribed period	NA	NA					
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	NA	NA					
		A13 . Number of examinations administered and checked	Administers and checks examination for subjects taught	14	14	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	7	7	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	N/A	N/A					
	PI 3: 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:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA	NA					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	NA	NA					

		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis, and grades	5	10	5	5	5	5.00	Philippine Indigenous Communities students and Understanding the Self students
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations: recognized by USOO	NA	NA					
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NA	NA					
	PI 10 : Number of instructional materials developed *	A 21 : Number of online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware:	Prepares Instructional module	NA	NA					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	7	17	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	7	5	5	5	5.00	Mastery Tests, outcomes-based assessments
		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	NA	NA					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	NA	NA					
	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	NA	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	NA	NA						
				AVERAGE					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	NA	NA						
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	NA	NA						
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	NA	NA						
	<i>In refereed int'l journals</i>		NA	NA						
	<i>In refereed nat'l/regional journals</i>		NA	NA						
PI 4. Number of research outputs	A 30. Number of research outputs	Prepares, submits and presents								
	<i>In international conferences</i>		NA	NA						
	<i>In national/regional conferences</i>		NA	NA						
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	NA	NA						
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NA	NA						
	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	NA	NA						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	NA						
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NA	NA						

					AVERAGE				NONE	
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	NA	NA					
	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	NA	NA					
	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	Implements duly approved extension projects	NA	NA					
	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	NA	NA					
	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							
	Research Mentoring	Research Mentor		NA						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA						
	Resource Persons	Resource Persons		NA						
	Convenor/Organizer	Convenor/Organizer		NA						
	Consultancy	Consultant		NA						
	Evaluator	Evaluator		NA						
	PI 6. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project	NA	NA					
	PI 11. Additional outputs *	A 42. No. of extension-related awards		NA	NA					
		A 43. Other outputs implementing the new normal due to covid-19	and other outputs to implement	NA	NA					
					AVERAGE				NONE	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru	A 44. Compliance to all requirements of	Ensures that all the QMS core	100% compliance	100% compliance	5	5	5	5.00	
		A 45. Compliance to all requirements of	Prepares required documents and	N/A						
		On program accreditations		N/A						
		On institutional accreditations		N/A						
UMFO 6. General Admin. & Support Services (GASS)										

PI 2: Zero percent complaint from clients served	A 46. Customerly friendly frontline	Provides customer friendly frontline	NONE						
PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice	Initiates/introduces improvements in performance functions resulting to best practice	NONE						
	Number of meetings conducted	Chair Department Research	NA	NA					
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NA	NA					
	A.49. Number of meetings attended	Attends department meetings	1	5	5	5	5	5.00	
				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. Larrazabal, being one of the youngest faculty members shows decication in teaching. She is reminded to be involved in research and extension activities and to finish her Master's degree.

Evaluated & Rated by:

AL FRANJON MM. VILLAROYA

Department Head

Date: January 8, 2024

Recommending Approval

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 19 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/24/24

PERFORMANCE MONITORING FORM


Name of Employee: Alaina G. Larrazabal

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	Handles and teaches social science subjects (ScSc 14N Philippine Indigenous Communities; ScSc 13 The Contemporary World)	Virtual Classroom of the assigned class, grade sheet per courses taught, and good result of student performance evaluation	August 2023	December 2023	December 2023	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Improved student performance	August 2023	December 2023	December 2023	Impressive	Outstanding	
3	Prepare and accomplish Table of Specification for both midterm and final examinations	Approved Table of Specification and Examinations	August 2023	December 2023	December 2023	Impressive	Outstanding	
4	Prepare instructional materials for ScSc 14N and ScSc 13	Prepared PowerPoint presentations and visual aids for the whole semester	August 2023	August 2023	August- 2023	Impressive	Outstanding	
5	Update virtual classroom using VSUEE/Moodle	Updated virtual classroom in ScSc 14N and ScSc13	August 2023	August 2023	August- 2023	Impressive	Outstanding	
6	Perform other functions assigned by the department	Committee memberships	August 2023	December 2023	December 2023	Impressive	Outstanding	
7	Perform other functions assign by the University and other departments	Conduct classes in ScSc 14n for the months of January to July 2024, Second semester of AY 2023-2024	August 2023	December 2023	December 2023	Impressive	Outstanding	

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


AL FRANJON M. VILLAROYA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Alaina G. Larrazabal**

Performance Rating: **Outstanding**

Aim: To continue graduate study in a reputable institution and improve teaching effectiveness.

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

Date: January 1, 2024

Target Date: December 31, 2024

First Step:

- a) Encouraged her to continue and finish her master's study in a reputable institution preferably in the Philippines by 2024.
- b) Advised her to start working on papers in line with the goals of the department to be published in reputable journals.

Result:

- a) She's enrolled in Master of Science in Development Sociology at the Visayas State University.
- b) She's now in her third semester in her chosen master's program.
- c) She has received an outstanding rating in her TPES for the first semester A.Y. 2022-2023.
- d) She already presented her thesis proposal to her GAC members and adviser.

Date: January 01, 2024

Target Date: End of second semester

Next Step:

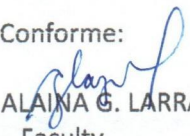
- a) She is advised to start working on papers in line with the goals of the department to be published in reputable journals.

Outcome:


- a) She is now working on her first commentary paper to be published within the year.

Final Step/Recommendation: NA

Conforme:


ALAINA G. LARRAZABAL
Faculty

Prepared by:


AL FRANJON M. VILLAROYA
Department Head