SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Rating Period: January - June 2024

Name of Faculty Member: **MARIA VANESSA E. GABUNADA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(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	40%	5.00	**2.000**
2. Research	10%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	0.500
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production	5%	5.00 x 5% = 0.250	0.250
5. Administration/Other Services	40%	5.00 x 40% = 2.000	2.000
TOTAL	100%		**5.00**

EQUIVALENT NUMERICAL RATING: 5.00
Add: Additional Points, if any: N/A
TOTAL NUMERICAL RATING: **5.00**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

MARIA VANESSA E. GABUNADA
Name of Faculty

Reviewed by:

GLENN G. PAJARES
College Dean

Recommending Approval:

GLENN G. PAJARES
Dean, CAS

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA VANESSA E. GABUNADA**, a faculty member of the **DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE** commit to the deliver and agree to be rated on the the following accomplishments in accordance with the indicated measures for the period January - June 2024.

MARIA VANESSA E. GABUNADA
Associate Professor V
Date: July 9, 2024

Approved:

GLENN G. PAJARES
Dean, CAS
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Efficie ncy	Time li	Average	REMARKS (Indicators in percentage should be supported with numerical
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	9.98	4.49	5	5	5	5.00	LTNG 290
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10 . Additional outputs:	*A3 . Number of students advised on thesis/special problem/dissertation*								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Adviser	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	MgDev and MED students
		AS GAC Member	Corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	MgDev and MED students
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	10	24	5	5	5	5.00	MSLT, MgDev, and MED students
		Number of instructional materials developed		1	1	5	5	5	5.00	ENGL 232

UMFO 2. HIGHER EDUCATION SERVICES

OVPI MFO 3. Higher Education Management Services

	PI	Activity	Description	Target	Accomplishment	Q	E	T	Ave	Remarks
		A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	11.4	5	5	5	5.00	ISO Audit
	PI 6: Number of programs accredited	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	12	8	5	5	5	5.00	ELSt 198, 2 sections
	PI 10: Total FTE, coordinated, implemented and monitored *	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	2	5	5	5	5.00	ABLit and MAELS
	PI 11: Number of new revised curricular proposals submitted	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	100.00%	5	5	5	5.00	LTNG 290, ELSt 198
	PI 13: Percentage of courses offered with approved course syllabi	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	70%	50.00%	5	5	5	5.00	LTNG 290, ELSt 198
	PI 14: Percentage of courses offered with IMs	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval	10	8	5	5	5	5.00	LTNG 290, ELSt 198, ENGL 232, ELSt 112, ELSt 126, ELSt 131, Litr 13, Litr 14
	PI 15: Number of Instructional Materials approved	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	90%	100%	5	5	5	5.00	LTNG 290, ELSt 198
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		90%						
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 9. 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							

PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	18	5	5	5	5.00	LTNG 290, ELSt 198	
PI 19: Additional Outputs	A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	84	5	5	5	5.00	LTNG 290, ELSt 198	
	A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2							
	A 13. Number of Student organizations advised	Advises student organizations recognized by DSO	1	1	5	5	5	5.00	ABELS Society	
	A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	ABELS Society	
				Total:				5.00		

UMFO 3 . RESEARCH SERVICES

	A 15. 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	1	1	5	5	5	5.00	Netspeak and its influence to the Language skills of VSU Students	
PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1						Netspeak and its influence to the Language skills of VSU Students (ongoing)	
PI 2: Number of research outputs completed within the year *	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences								
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	a. International		1							
	b. National		1							
	c. Regional or Institutional Conferences		1							

	PI	Activity	Description	Value							
		A 18. Number of research proposal submitted	Submits research proposal for review	0							
	PI 4: Number of research proposal submitted	A 19. Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG								
	PI 5: Number of research proposals approved	A 20. Number of research projects/studies implemented	Implements duly approved research projects/studies								
	PI 6: Number of research projects/studies implemented	A 21. Amount of research money obtained from external sources	Requests for research money from external sources	10,000							
	PI 7: Amount of research money obtained from external sources	A 22. Amount of research money obtained from internal sources	Requests for research money from internal sources								
	PI 8: Amount of research money obtained from internal sources	A 23 Number of patents applications	Applies for patents								
	PI 9: Number of patents applications	A 24. Number of patents approved	Follow ups patent applications								
	PI 10: Number of patents approved	A 25. Number of creative works published	Writes publishable materials out of research outputs and submits for publication								
	PI 11: Number of creative works published	A 26. Number of research articles derived from approved research in the university submitted	Submits research articles derived from approved research in the university for publication								
	PI 12: Number of research articles derived from approved research in the university submitted	A 27. Number of research articles derived from approved research in the university published	Follow ups submitted research articles derived from approved research in the university for publication								
	PI 13: Number of research articles derived from approved research in the university published	A 28. Number of Scopus, WoS, and ACI publications and other reputable journals									

	PI 14: Number of Scopus, WoS, and ACI publications and other reputable journals	**A 29**. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	PI 15: Additional outputs*	**A 30**. 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 31. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
					Total:				5.00	

UMFO 4. EXTENSION SERVICES

		A 32. 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	1						
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	**A 33**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1						
	PI 2: Number of trainees weighted by the length of training	**A 34.** Number of extension programs and projects		1						
	PI 3: Number of extension programs and projects	**A 35.** Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	1						

	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries	1						
	PI 5: Number of technical/expert services rendered	a. Peer reviewer of journal/book		1	1	5	5	5	5.00	Science and Humanities, NRCP Journal
		b. Review of research and extension proposal		1	6	5	5	5	5.00	Humanities TWG Co-chair, Socio-Economic TWG member
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		1						
		d. accreditor		0						
		e. consultancy		0						
		A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	5	5	5	5.00	Waiting for MOA
	PI 6: Number of extension proposals submitted	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1	1	5	5	5	5.00	Waiting for MOA
	PI 7: Number of extension proposals approved	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Waiting for MOA
	PI 8: Number of extension proposals implemented	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	a. International		1						
		b. National		1						

		c. *Regional or Institutional Conferences*		1						
		A 41. Number of extension activities conducted	Conducts extension program activities	1						
	PI 10: Number of extension actvities conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	PI 11: Number of trainings, seminars, fora conducted	A 43. Number of IEC materials developed	Develop IEC materials							
	PI 12: Number of IEC materials developed	A 44. Number of IEC materials distributed								
	PI 13: Number of IEC materials distributed	A 45. Number of extension articles derived from approved extension projects in the university submitted	Submits extension articles derived from approved extension projects in the university							
	PI 14: Number of extension articles derived from approved extension projects in the university submitted	A 46. Number of extension articles derived from approved extension projects in the university published	Follow ups submitted extension articles derived from approved extension projects in the university for publication							
	PI 15: Number of extension articles derived from approved extension projects in the university published	A 47. Amount of extension money obtained from external sources	Requests for extension money from external sources							
	PI 16: Amount of research money obtained from external sources	A 48. Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
	PI 17: Amount of research money obtained from internal sources	A 49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	PI 18: Additional outputs *									
						Total:			5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

		A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
	PI 7: Number of trainings, seminars, and conferences attended	*International*		1	1	5	5	5	5.00	OPEN EMS
		National		1						
		Regional/Institutional		1						
OVPI MFO 3. Registration Services										
		A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	80%	100%	5	5	5	5.00	All Academic Advisees
	PI 9: Percentage of students enrolled and validated within the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	20	45	5	5	5	5.00	All Academic Advisees
	PI 10. Number of students advised during the registration period									
OVPI MFO 4. Curricular Program Management Services										
		A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1	1	5	5	5	5.00	ELSt 198
	PI 12: Number of IMs reviewed by the DIMRC	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1						
	PI 13: Number of course syllabi and TOS reviewed and approved	A 55. Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program							
	PI 14: Number of OJT MOAs prepared	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator							
	PI 15: Number of student interns deployed and monitored	A 57. Number of students advised on thesis/field practice/special problem:								

	PI 16: Number of student thesis advised:	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	5						
		A 58. Number of exchange students supervised	Acts as exchange student program coordinator/facilitator							
	PI 17: Number of exchange students supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	0						
	PI 18: Number of students from other schools having summer program supervised	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	0						
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	1	2	5	5	5	5.00	BSN, PhD in English from Tolosa Campus
	PI 20: Number of students from other academic departments conducting research activities served	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10						
	PI 21: Additional outputs	A 63. Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		A 64. Number of virtual classroom created/operational									
					Total:				5.00		

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

		A 65. Number of departments/institutes/offices supervised	Acts as head of office	1	1	5	5	5	5.00	DALL
	PI 1: Number of departments/institutes/offices supervised	**A 66.** Number of management meetings conducted	Presides departmental meetings	10	25	5	5	5	5.00	Dept Monthly Meetings, DPC meetings, Committee meetings
	PI 2: Number of management meetings conducted	**A 67.** Number of committee meetings conducted	Acts as committee chairman	1	1	5	5	5	5.00	DALL Curriculum Committee
	PI 3: Number of committee meetings conducted	**A 68.** Number of routinary documents acted	Signs documents	20	120	5	5	5	5.00	OBE Syllabus, TOS, Gradesheets, Request Forms, DTR, IPCR, OPCR, FDP, EMP, INC Completion forms, Shifting forms, etc.
	PI 4: Number of routinary documents acted	**A 69.** Number of requests acted	Approves requests	15	20	5	5	5	5.00	Classroom Utilization, Midterm and Finalterm grades approval, Conference presentation, resource persons, etc.
	PI 5: Number of requests acted	**A 70.** Number of memoranda prepared	Issues memoranda	5	5	5	5	5	5.00	DALL Appointments and Standing Committees

	PI 6: Number of memoranda prepared	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	1	15	5	5	5	5.00	DALL Regular Faculty in active service
	PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitors submission of ATL 30 days after start of classes	100%	100%	5	5	5	5.00	All GenEd, Minor subjects, and ABELS major subjects.
	PI 8: Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	80%	100%	5	5	5	5.00	Up to date submission of DTR
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	100%	100.00%	5	5	5	5.00	All VSU concerns in general and all DALL related concerns in particular.
	PI 10: Percentage of complaints, if any, addressed on time	A 75. Percentage of action plans implemented and monitored as scheduled	Implements and monitors action plans as scheduled	100%	100.00%	5	5	5	5.00	All requests for the improvement of faculty and facilities of DALL
	PI 11: Percentage of action plans implemented and monitored as scheduled	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	100%	100.00%	5	5	5	5.00	Submits monthly reports along with DTR
	PI 12: Percentage of monthly accomplishment report submitted	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	2	10	5	5	5	5.00	DALL facilities improvement
	PI 13: Number of classroom and lab rooms constructed and renovated	A 78. Percentage budget utilization (GAA)		80%	60.00%	5	5	5	5.00	One year budget almost utilized due to various requests for the improvement of facilities
	PI 14: Percentage budget utilization (GAA)	A 79. Percentage budget utilization (STF)		80%	60.00%	5	5	5	5.00	One year budget almost utilized due to various requests for the improvement of facilities

PI 15: Percentage budget utilization (STF)	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	10	40	5	5	5	5.00	Present in all Dept meetings (presider) and attended as much as possible meetings set by VSU
PI 17: Additional Outputs	A 81. 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	1	1	5	5	5	5.00	RELO activities
				Total:				5.00	

Average Rating (Total		Comments & Recommendations for Development
Additional Points:		Purpose:
Approved		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated & Rated by:

GLENN G. PAJARES
College Dean
Date: _____

Approved by:

ROTACIO S. GRAYOSO
Vice President for Academic Affairs
Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q
	2nd	U A
	3rd	R T
	4th	E R

(QUARTER)

Name of Office: <u>Dept. of Arts, Languages, and Literature</u>

Head of Office: <u>Maria Vanesaa E. Gabunada</u>

Number of Personnel: 24 (17 regular faculty; Part-time; admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the first semester, SY 2023-2024.		The Department Head conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored (biometrics and logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching 1. <u>Daisy P. Acoritay</u>	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that her classes are too crowded and too hot (high heat index) as well			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	as conflict of class schedules. She also informed the Head that she got busy with the completion of her dissertation. Ms. Acoritay assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.				
2. Jade Barachiel Bantasan	The faculty concerned was informed of her TPES concerns again. He was given a chance to explain his reaction to the TPES results. He informed the Head that he was also surprised of the TPES result as he only followed the syllabus and the learning guide to all his classes. He further explained that maybe it was due to the crowded class size and the unholy class schedule as well conflict of class schedules. Mr. Bantasan			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.				
3. Kay T. Juanillo	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that it was her first time to handle Humn 13n. She said that the there were too many topics in the syllabus and learning guide and admitted that she was not familiar with some of the topics. Ms. Juanillo assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.
4. Paula Nadrea M. Paquibulan	The faculty concerned was informed of her			The faculty was called regarding	The faculty concerned was informed of the

	TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that she was also surprised of the TPES result as she only followed the syllabus and the learning guide to all his classes. Ms. Paquibulan assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.			the TPES results of the 1st semester SY 2023-2024.	TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.
5. Gernah May Y. Santianes	The faculty concerned was informed of her TPES concerns again. She was given a chance to explain her reaction to the TPES results. She informed the Head that she somewhat expected it due to her class schedule conflict. She found it hard to navigate blended class schedule that would only meet once a week due to class conflict.			The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	Ms. Santianes assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARIA VANESSA E. GABUNADA
Immediate Supervisor

Noted by:

GLENN G. PAJARES
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				April-June 2023	July-September 2023	October-December 2023	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE, ABEL, Foreign Languages, affiliated courses/subjects	Prof. Michael Carlo Villas Ms. Paula Nadrea M. Paquibulan Ms. Gernah May Santianes Enaya Prof. Rhodora Bande Dr. Annie Parmis Dr. Cherry Rola Prof. Sheena Mae Lubrio Prof. Daisy Acoritay Ms. Kay Juanillo Ms. Corazon Padilla Mr. Jade Barachiel Bantasan Ms. J-Annie Ebit Part-timers Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie Sorono, Ramon Ryan Pitogo, Heziel	January-July 2024		✓	✓	Actual accomplishments exceeded the targets
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided

				Q	A	E	
and Consultation Services Coordinated	thesis and academic advising to college and masteral students	Paquibulan Ms. Gernah May Santianes Ms. Precious Domingo Prof. Rhodora Bande Dr. Cherry Rola Ms. Sheena Mae Lubrio Ms. Daisy Acoritay Dr. Annie Parmis Prof. Michael Carlo Villas Ms. Kay Juanillo Mr. Jade Barachiel Bantasan Ms. Corazon Padilla Ms. J-Annie Ebit	July 2024		✓	✓	interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Table of Specifications)	All faculty members	January - July 2024		✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	January - July 2024			✓	Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		✓	✓	Published in international and national/local peered journals
PL3. Number of Research Approved and Conducted	Serves as project and component leaders	Ms. Ma. Vanessa E. Gabunada Ms. Daisy Acoritay Prof. Michael Carlo Villas Ms. Kay Juanillo Dr. Precious C. Domingo	January - July 2024	✓	✓	✓	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuano in selected Towns on leyte Island. Sugat: Stories and Science for Susutainability
MFO5, Extension Services							

PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Michael Carlo Villas	January - July 2024	✓	✓	✓	Sugat: Stories and Science for Susutainability
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January - July 2024		✓	✓	Participated actively in all activities
PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		✓	✓	Faculty and staff actively participated in webinars
	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January - July 2024		✓	✓	Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms maintained	Supervises in the maintenance		January - July 2024		✓	✓	
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DALL faculty".	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
	Conducts regular meeting with DALL staff/faculty at least six (6) times a year	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 5. Number of hours	Assigns the faculty	Ms. Ma. Vanessa E.	January -		✓	✓	

spent on performance tracking	members faculty workload and/or work assignments	Gabunada	July 2024					
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Ms. Ma. Vanessa E. Gabunada	January - July 2024			✓	✓	
PI 8. Zero percent complaint from client served	Zero complaints from clients served	Ms. Ma. Vanessa E. Gabunada	January - July 2024			✓	✓	no valid complaints
P9 Additional Outputs								
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.	Ms. Ma. Isalie A. Abcede Mr. Jefrey Tumulak	January - July 2024			✓	✓	Actual accomplishments meets targets

Prepared by:

MARIA VANESSA E. GABUNADA
Department Head

PERFORMANCE MONITORING FORM

Name of Employee: **MARIA VANESSA E. GABUNADA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommend ation
1	Prepares OBE Syllabi and updates Learning Guides and Instructional Materials for ELSt 198, and LTNG 290.	OBE Syllabus and updated Learning Guides and IMs in ELSt 198, and LTNG 290	January 2024	January 2024	January 2024	Impressive	Outstanding	
2	Screens and recommends applicants for 2nd Sem SY 2023-2024	Hired applicants for 2nd Sem SY 2023-2024	January 2024	February 2024	February 2024	Impressive	Impressive	
3	Prepares TOS for ELSt 198, and LTNG 290 Midterm Exam	Approved TOS in ELSt 198, and LTNG 290 Midterm Exam	April 2024	April 2024	April 2024	Impressive	Outstanding	
4	Submits Grade sheets for ELSt 198, and LTNG 290 Midterm Exam	Signed Grade sheets for ELSt 198, and LTNG 290 Midterm Exam	April 2024	April 2024	April 2024	Impressive	Outstanding	
5	Revises proposal for MSLT change of name to MAELS following Graduate Curriculum Committee's comments	Submitted revised proposal for MSLT change of name to MAELS	May 2024	May 2024	May 2024	Impressive	Outstanding	
6	Conducts Class Observation for DLABS faculty	Conducted Class Observation for DLABS faculty	May 2024	May 2024	May 2024	Impressive	Outstanding	
7	Proofread Graduate and Undergraduate thesis	Approved Graduate and Undergraduate Thesis Manuscript	May 2024	May 2024	May 2024	Impressive	Outstanding	
8	Prepares TOS for sheets ELSt 198, and LTNG 290 Final Exam	Approved TOS for ELSt 198, and LTNG 290 Final Exam	June 2024	June 2024	June 2024	Impressive	Outstanding	

9	Submits Grade sheets for ELSt 198, and LTNG 290 Final Grade	Approved grade sheets in for ELSt 198, and LTNG 290Final Grade	June 2024	July 2024	July 2024	Impressive	Outstanding	
10	Approves DALL online submission of grade sheets	Approved DALL online grade sheets in CUMULUS	July 2024	July 2024	July 2024	Impressive	Outstanding	

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

Prepared by:

GLENN G. PAJARES
Dean, CAS

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Maria Vanessa E. Gabunada**

Performance Rating: **Outstanding**

Aim: To publish in an ISI/SCOPUS/CHED IJP Journals; Write Learning Guides, and Manage administrative position

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

Date: January 2024   Target Date: One year from today

First Step:

   a) Encouraged her to revise journal articles for publication
   b) Assign her to write Learning Guides in ELSt 198 and LTNG 290
   c) Advised her to write research proposal in English Language/Literature
   d) Guided her in managing DALL

Result:

   She has published her article in Philippine Studies and Daluyan Journal of UP
   Finished writing Learning Guide in ELSt 198 and LTNG 290
   Appointed her as Head of DALL

Date: January 2024   Target Date: End of 1st semester

Next Step:

   She will finish the research results from their VSU funded research; facilitates the
   implementation of their extension projects, writes new research proposal and manage
   administrative functions as Dept. head.

Outcome: NA

Final Step/Recommendation: NA

                                                      Prepared by:

                                                      GLENN G. PAJARES
Conforme: Dean, CAS

MARIA VANESSA E. GABUNADA
Faculty

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: GABUNADA, MA. VANESSA E.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ELDs 126	TRANSLATION STUDIES	LEC	5.00	Outstanding	100.0%
ELSt 199	UNDERGRADUATE SEMINAR	LEC	5.00	Outstanding	100.0%
	Average Rating		5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
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: __May 03, 2024__

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: __May 03, 2024__

Received by:

GABUNADA, MA. VANESSA E.
Name and Signature of Faculty
Date: 5-21-24
Distribution of copies: ODIE, College, Department, Faculty

Vision:	A globally competitive university for science, technology, and environmental conservation.	Page 1 of 1
Mission:	Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.	FM-ODI-04
		1st23-24sDALL-15