SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January - June 2024

Name of Faculty Member:	KAY T. JUANILLO

	Program Involvement	Percentage	
	(1)	Weight of	(Rating x %) Numerical
		Involvement	Rating
	(1)	(2)	(3) (2x3)
1.	Instruction		
	a. Head (50%)		4.84 x 50% = 2.420
	b. Students (50%)		4.00 x 50% = 2.000
	TOTAL for Instruction	90%	4.42 3.978
2.	Research	10%	
	a. Client/Director for Research		
	b. Dept. Head/Center Director		4.66 x 10% = 0.466
	TOTAL for Research		0.466
3.	Extension		
	a. Client/Director for Extension		
	b. Dept. Head/Center Director		
	TOTAL for Extension		
4.	Production		
5.	Administration/Other Services		
- 7	ΓΟΤΑL	100%	4.91

EQUIVALENT NUMERICAL RATING:	4.91
Add: Additional Points, if any: TOTAL NUMERICAL RATING:	4.91
ADJECTIVAL RATING:	OUTSTANDING
Prepared by:	Reviewed by: MARIA VANESSA E. GABUNADA
Name of Faculty	Department Head

Recommending Approval:

GLENN G. PAJARES
Dean, CAS

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

KAY T. JUANILLO

Date: July 10,201

MARIA VANESSA E. GABUNADA

Department Head

Date: 1 9 1111

LENN G. PAJARES

Collège Dear

Date:

MFO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities /	Tasks Assigned	Target	Actual Accomplishment			Rating	g	REMARKS (Indicators
No.			Projects				Quality	Eficiency	Timeliness	Average	in percentage should be supported with numerical values in numerators and denominators)
UMFC	1. ADVANCED EDUCATION	ON SERVICES					_				
OVPI	MFO 2. Graduate Student						_				
	PI 4: Total FTE coordinated implemented & monitored*	, A1. Actual Faculty's FTE		Handles subjects/courses assigned	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	N/A					
		A3 . Number of students advised on thesis/special problem/dissertation				N/A					
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	N/A					
	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	N/A	N/A					
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					

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		1				r	T			
					в/и	Α\N	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		Agency/firm/Industry linkages	
					əuou	2	Prepares documents and for progrems documents and other materials required during program/institutional accreditation and/or evaluation		Program accreditation/evaluation	
									A 25. Number of Additional outputs accomplished:	PI 11. Additional outputs
ttnmuH ,nStnmUH	99.4	Þ	g	ç	2	Þ	Creates virtual classroom using either Moddle or Google Classroom		A 24 : Wumber of virtual classroom created and operational	
nStnmuH	99.4	Þ	g	g	L	7	Submits the course ware duly reviewed by TRP for editing by MMDC editor		A \underline{A} . Number of on-line course ware reviewed by TRP & edited by MDC editor	
	00.3	9	g	g	91	Þļ	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		sloot inemssessA	
† tomuH ,nStomuH	5.00	g	g	g	8	٥١	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		Supplemental learning resources	
	00.3	9	g	g	2	г	Prepares Instructional module/laboratory guide/workbook or a combination thereof		On-line ready courseware	
իլոտաի ,ոջ ի ոտաի	00.3	g	g	g	2	2	Prepares and submits for teview by the Technical Review Panel		A 21 : Number of on-line course ware developed and submitted :	PI 10: Number of instructional materials developed *
ABELSS, TOM, VBS	00.3	g	g	g	ε	2	tnebuts stsissA ni snoitszinegro seurinemelqmi seitivitse betelen		D <u>AA.</u> . Number of Student Organizations assisted on student related activities	
ABELS Society	00.3	g	g	g	L	ı	tabuse sezivbA yd bezingooen enoitesinegro OOSU		tnebut2 to redmuN . <u>et A</u> besivbs snoitszinsgro	PI 9: Number of student organizations advised/
Humn12n, Humn11, Elst200.2 Students	99.₽	Þ	g	g	20	٩١	Entertains students consulting on subject taught, thesis and grades		AMD. Number of students enfertained for consultation purposes	
ABELS Students	00.3	g	g	g	L	8	Advises and corrects research outline and theself Pkiesipt	Advising/correction	As SRC Member	
ABELS Students	99.₽	Þ	g	g	Þ	3	Advises, and corrects research outline and thesis/SP manuscript	hoitsing/conection	As SRC Chairman	

	A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	N/A	n/a			
					Total:		4.84	
3. RESEARCH SERVICES	3							
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	1	n/a			
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	2	n/a			
PI3. 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	2	n/a			
	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	1	n/a			
	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	1	n/a			
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	n/a			
	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	1	n/a			
	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			
O 4. EXTENSION SERVI	CES							

partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	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	1	n/a					
	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1	n/a					
PI 3. Number of extension	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	n/a					
beneficiaries who rated	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	<u>A 40</u> . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
Research Mentoring	Research Mentor		none	n/a					
Peer reviewers/Panelists	Peer reviewers/Panelists		1	n/a					
Resource Persons	Resource Persons		1	n/a					
Convenor/Organizer	Convenor/Organizer		none	n/a					
Consultancy	Consultant		none	n/a					
Evaluator	Evaluator		1	1	5	5	4	4.66	Served as Eng Critic
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	none	n/a					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs	N/A	n/a					
				Total:				4.66	

d Institutional Accreditation Service	es							
A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*		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							
. & Support Services (GAS	S)							
A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint					
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	N/A	n/a				
A 48.Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal	N/A	n/a				
		1		Juanillo performs well in	ner classe	es and of	ther depar	tment-related
		_		tasks. She is a dedicated				
The same of the sa	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015* A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations On institutional accreditations A 46. Customerly friendly frontline services A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * A 48. Other outputs implementing	theQMS core processes of the university under ISO 9001:2015* A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations On institutional accreditations SSF Rootcrop facility incharge A 46. Customerly friendly frontline services A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * A 48. Other outputs implementing	A 44. Compliance to all requirements of the University under ISO 9001:2015* A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations Pilot Plant Manager On institutional accreditations SSF Rootcrop facility incharge A 46. Customerly friendly frontline services A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * A 48. Other outputs implementing the new normal due to covid 19 Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member Prepares required documents and complies all requirements as prescribed in the accreditation tools Provides customer friendly frontline services to clients Initiates/introduces improvements in performfing functions resulting to best practice replicated/benchmarked by other depts/agencies * A 48. Other outputs implementing the new normal due to covid 19	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015* A 45. Compliance to all requirements of the program and institutional accreditations: On program accreditations On institutional accreditations SSF Rootcrop facility incharge A 46. Customerly friendly frontline services A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * A 48. Other outputs implementing the new normal due to covid 19 Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member Introduced resulting to best practice functions as faculty member Prepares required documents and complies all requirements as prescribed in the accreditation tools Provides customer friendly frontline services to clients Provides customer friendly frontline services to clients Initiates/introduces improvements in performling functions resulting to best practice Designs administration/management related activities and other outputs to implement new	A.45. Compliance to all requirements of the CMS core processes of the university under ISO 9001:2015* A.45. Compliance to all requirements of his/her functions as faculty member A.45. Compliance to all requirements of the program and institutional accreditations: On program accreditations On program accreditations On institutional accreditations SSF Rootcrop facility incharge A.46. Customerly friendly frontline services (GASS) A.46. Customerly friendly frontline services to clients A.47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies* A.48. Other outputs implementing the new normal due to covid 19 Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member Prepares required documents and complies all requirements and complies all requirements as prescribed in the accreditation tools Prepares required documents and complies all requirements and complies all requirements as prescribed in the accreditation tools Provides customer friendly frontline services to clients Initiates/introduces improvements in performing functions resulting to best practice replicated/benchmarked by other depts/agencies * A.48. Other outputs implementing the new normal due to covid 19 Comments & Recomment	A.45. Compliance to all requirements of the Compliance to all requirements of the Compliance to all requirements of the university under ISO 9001:2015* A.45. Compliance to all requirements of the university are complied with in the performance of his/her functions as faculty member A.45. Compliance to all requirements of the program and institutional accreditations: On program and institutional accreditations On institutional accreditations On institutional accreditations SSF Rootcrop facility incharge A.46. Customerty friendly frontline services (GASS) A.46. Customerty friendly frontline services to clients A.47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * A.48. Other outputs implementing the new normal due to covid 19 Comments & Recommendations for the complement of the country in the program and institutions and complex all requirements and complex all requirements are prescribed in the accreditation tools 100% compliant complements and complements and complements and complement friendly frontline services to clients A.47. Number of /new initiatives introduces improvements in performfing functions resulting to best practice replicated/benchmarked by other depts/agencies * A.48. Other outputs implementing the new normal due to covid 19 Comments & Recommendations for the complement of the complement new normal complement in the complement of the complement in th	A 45. Compliance to all requirements of the ONS core processes of the university under ISO 9001:2015* A 45. Compliance to all requirements of his/her functions as faculty member Prepares required documents and complies all requirements and institutional accreditations: On program accreditations Pilot Plant Manager On institutional accreditations SSF Rootcrop facility incharge A 46. Customerly friendly frontline services A 47. Number of /new initiatives introduced replicated/benchmarked by other practice replicated/benchmarked by other practice A 48. Other outputs implementing the new normal due to covid 19 Comments & Recommendations for Development and the program and other powers and other outputs to implement new normal Comments & Recommendations for Development and the program and the program accreditation tools and the program accreditations Provides customer friendly frontline services to clients A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other practice A 48. Other outputs implementing the new normal due to covid 19 Comments & Recommendations for Development related activities and other outputs to implement new normal	A.45. Compliance to all requirements of the OMS core processes of the university under ISO 9001:2015* A.45. Compliance to all requirements of his/her functions as faculty member Prepares required documents and complies all requirements of the program and institutional accreditations: On program accreditations On program accreditations On institutional accreditations SSF Rootcrop facility incharge A.46. Customerly friendly frontline services A.47. Number of /new initiatives introduced replicated/benchmarked by other deplis/agencies introduced resulting to best practice replicated/benchmarked by other deplis/agencies administration/management related activities and other outputs to implementing the new normal due to covid 19 Comments & Recommendations for Development Percomment Percomm

Evaluated & Rated by:

MARIA VANESSA E: GABUNADA

ADJECTIVAL RATING

Recommending Approval

GLENN G PAJARES

Dean, College of Arts and Sciences

Date:

Approved by

colleagues and be more visible in the office.

Vice President for Academic Affairs

PERFORMANCE MONITORING & COACHING JOURNAL

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	2 nd	Α
		R
	3 rd	Т
	4.1	Е
	4th	R

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

Head of Office: Maria Vanesaa E. Gabunada

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

Activity Monitoring	Mee One-on-One	eting Group	Memo	Others (Pls. specify)	Remarks
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. Daisy P. Acoritay	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.

	y			
	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	The faculty	-	The faculty	The faculty
Bantasan	concerned was		was called	concerned was
	informed of her		regarding	informed of the
	TPES concerns		he TPES	TPES results
	again. He was		esults of the	of the 1st
	given a chance		1st semester	semester SY
	to explain his	1	SY 2023-	2023-2024 and
	reaction to the	1	2024.	was given
	TPES results.	1	2024.	advice and
	He informed the			reminders by
	Head that he			the Department
	was also			Head.
				пеац.
	surprised of the TPES result as			
	The second secon			
	he only followed the			
	syllabus and			
	the learning			
	guide to all his			
	classes. He			
	further			
	explained that			
	maybe it was	Total Control		
	due to the			
	crowded class	Vicini		
	size and the			
	unholy class	The state of the s		
	schedule as	- Control of the Cont		
	well conflict of	average said.		
	class	NAME OF TAXABLE PARTY.		
	schedules. Mr.			
	Bantasan			

	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		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.	TPES results. The faculty		The faculty	The faculty
Paquibulan	concerned was informed of her		was called regarding	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	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	TPES results. 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. Santiane	S		
assured the			
Head that			
specific			
adjustments			
would be made	de		
to address the	e		
issues.			
A discussion			
also ensued			
regarding way	ys		
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

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

			T	TASK STATUS				
Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	April- June 2023	July- Septem ber 2023	Octob er- Decem ber 2023	REMARKS	
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	January- July 2024		✓		Actual accomplishments exceeded the targets	
		Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie						
		Sorono, Ramon Ryan Pitogo, Heziel					/	
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided	

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	A	44 1 - 144 - 1					
Services PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		V	1	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	✓	V	V	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuance 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	V	✓	√	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/works hops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		√	V	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		√	1	
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	✓	V	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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **KAY T. JUANILLO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplis h	Actual Date accomplish ed	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen dation
1	Teach courses: Reading Visual Arts Art Appreciation Language Research 2	Conducted classes, computed grades per course, provided additional learning materials, and achieve an outstanding result in students' performance evaluation	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
2	Assist students' concerns through student consultation	Aid in students' concerns on the subject (Humn12n, Humn11, Elst200, ABELS Academic Advisees)	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
3	Class preparation	Prepared modules, learning materials, and virtual classroom	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn12n, Humn11, Elst200)	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
5	Participate in network building activities among different institutions.	Certificate of participation and open opportunities for the colleagues.	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	January 2024	June 2024	January to June 2024	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2024	June 2024	January to June 2024	Impressive	Outstanding	

^{*} Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

MARIA VANESSA E. GABUNA?

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: KAY T. JUANILLO

Performance Rating: Outstanding

Aims:

- To deliver quality education and enhance student engagement in the classroom by providing diverse activities related to the course.
- To contribute to departmental committees and university initiatives.
 To expand knowledge and gain new skills through higher education.
- To foster a healthy working environment and strengthen interpersonal relationships among co-workers.

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

Date: JULY 2024 Target Date: DECEMBER 2024

- -Explore varied teaching methods, provide mixed assessment activities, and foster inclusivity in the classroom.
- Participate in university and department activities.
- Submit admission applications to institutions that resonate with specializations and interests.
- Attend team meetings and engage in relationship building activities.

Outcome: N/A

Final Step/Recommendation: NA

Prepared by:

<u>MARIA VANESSA E. GABUNADA</u>

Department Head

Conforme:

KAY T. JUANILLO

Ratee/Facult



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TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: JUANILLO, KAY T.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

	Course No. &			% Evaluation		
Descriptive Title		Lec	Num.	Adjec.	Rating	
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%	
Humn 12n	READING VISUAL ARTS	LEC	4.00	Very Satisfactory	80.0%	
Humn 13n	PHILIPPINE POPULAR CULTURE	LEC	4.00	Very Satisfactory	80.0%	
Humn 13n	PHILIPPINE POPULAR CULTURE	LEC	3.00	Satisfactory	60.0%	
Humn 11	ART APPRECIATION	LEC	4.00	Very Satisfactory	80.0%	
Humn 13n	PHILIPPINE POPULAR CULTURE	LEC	4.00	Very Satisfactory	80.0%	
		Average Rating	4.00	Very Satisfactory	80.00%	

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:

VANESSAW

TPES in-Charge Date: May 03, 2024

Received by:

JUANILLO KAY T.

Name and Signature of Faculty

1-28-24

Distribution of copies: ODIE, College, Department, Faculty

Attested by:

MA. RACHEL'RIM L

Director, Instruction and Evaluation

Date: May 03, 2024