SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SHEERWINA MAE G. BALOTITE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head (50%) from IPCR	100.00	4.52	~~4.52~~ 4.40 _8̶w̶_
b. Student (50%) from Teaching Performance Eval'n. By-	0.00	0.00	0.00
Total for Instruction	100%	2.26	~~4.52~~ 4.40 _̶_
2. Administration and Support Services	0%	0.00	0.00
TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	~~4.52~~ 4.40 _̶_

EQUIVALENT NUMERICAL RATING: ~~4.52~~ 4.40 _̶_
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: ~~4.52~~ 4.40 _̶_

ADJECTIVAL RATING: | Very Satisfactory |

Prepared by: Reviewed by:

SHEERWINA MAE G. BALOTITE   **SHALOM GRACE C. SUGANO**
Name of Faculty   Department Head

Recommending Approval:
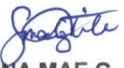
ALELI A. VILLOCINO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEERWINA MAE G. BALOTITE, a faculty member of the _VSU INTEGRATED HIGH SCHOOL_ 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-JUNE 2020.

Approved:

SHEERWINA MAE G. BALOTITE
Instructor
Date:

SHALOM GRACE C. SUGANO
Department Head
Date:

ALELI A. VILLOCINO
College Dean
Date:

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	Eficiency	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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 Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	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							
		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 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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							
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	28.15	5	5	5	5.00	English IV - Neptune; English IV-Saturn; English IV- Uranus; Reading & Writing Skills- STEM A Grade 11; TVL-CAP Grade 11

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5.00	English IV - Neptune; English IV-Saturn; English IV- Uranus; Reading & Writing Skills- STEM A Grade 11; TVL-CAP Grade 11
		A 11. 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	0	0					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Google Classroom Online Training; Enhancing Resilience in the Workplace; Understanding Flexible Learning"
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	4	5	4	4.33	English IV; Reading and Writing Skills
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	2	4	5	4	4.33	English IV; Reading and Writing Skills
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	30	163	5	5	5	5.00	Grade 10- Neptune Adviser; Grade 12 Coordinator
		A17. Number of students advised on thesis/ field practice/special problem:		0	0					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	163	5	5	5	5.00	Grade 10- Neptune Adviser; Grade 12 Coordinator

PI	A	Description							Remarks
PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	Advises student organizations recognized by USOO	0	0					
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	1	5	4	4	4.33	The Tiller (Official School Publication of VSUIHS)
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	1	1	4	4	4	4.00	English IV (English Grammar, Composition and World Literature)
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	4	4.00	English IV (English Grammar, Composition and World Literature)
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00	English IV; Reading and Writing Skills
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	4	5	4	4.33	English IV; Reading and Writing Skills
	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	1	1	4	5	4	4.00	English IV (English Grammar, Composition and World Literature)
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	4	5	5	4.00	English IV (English Grammar, Composition and World Literature)
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							

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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 oroject 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							
		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							
		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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or								

		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							
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								
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 of technologies for transfer								
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	Implementes duly approved extension projects								
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								

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*							
Peer reviewers/Panelists	*Peer reviewers/Panelists*							
Resource Persons	*Resource Persons*							
Convenor/Organizer	*Convenor/Organizer*							
Consultancy	*Consultant*							
Evaluator	*Evaluator*							
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						
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 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 theQMS 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 non-conformity				

	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						
	On program accreditations									
	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						
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 performfing 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								Comments & Recommendation for Development Purpose:
Total Over-all Rating									63.32	She is a team player. She is also efficient in dealing all her assigned tasks.
Average Rating									4.52 4.40	
Adjectival Rating								Very Satisfactory		

Evaluated & Rated by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval

ALELI A. VILLOCINO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 12/10/20
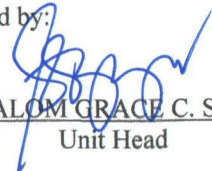
PERFORMANCE MONITORING FORM

Name of Employee: SHEERWINA MAE G. BALOTITE

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	Teach English IV	Deliver quality learning to students in the junior high school	January 2020	June 2020	June 2020	Very impressive	Outstanding	
2	Revised syllabi in English IV within the school year	Revised syllabi that addresses the needs of learners	January 2020	June 2019	June 2020	Very impressive	Outstanding	
3	Develop teaching English IV	A more comprehensive ppt presentation	January 2020	June 2020	June 2020	Very Impressive	Outstanding	
4	Develop teaching guide/ handouts	Develop teaching guide and handouts suitable to junior high school students	January - June 2020			Very impressive	Outstanding	
5	Number of student-related activities assisted	Assisted eleven (11) student related activities	January - June 2020			Very Impressive	Outstanding	
6	Field study students assisted	Assisted three (3) field study students from the college of education	January - June 2020			Very Impressive	Outstanding	
7	Special assignments from the principal	Guidance Facilitator	January - June 2020			Very Impressive	Outstanding	

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

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

Prepared by:

SHALOM GRACE C. SUGANO
Unit Head