

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MERRY JEAN A. CAPARAS

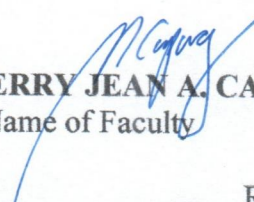
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	40%	4.55	1.82
b. Students	40%	-	-
Total for Instruction	80%	4.55	3.64
2. Research		-	-
3. Extension	20%	4.44	.86
4. Administration		-	-
TOTAL	100		4.53

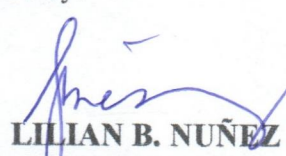
EQUIVALENT NUMERICAL RATING: 4.53
 Add: Additional Points, if any: --
 TOTAL NUMERICAL RATING: 4.53

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


MERRY JEAN A. CAPARAS
 Name of Faculty


LILIAN B. NUÑEZ
 Department Head

Recommending Approval:


MOISES NEIL V. SERINO
 Dean, CME

Approved:


BEATRIZ S. BELONIAS
 Vice President- Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERRY JEAN A. CAPARAS**, a faculty member of the **Institute for Strategic Research and Development Studies**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period 24 OCTOBER - 31 DECEMBER 2022.

Prepared:

MERRY JEAN A. CAPARAS

Instructor I

Date: 4 January 2023

Approved:

LILIAN B. NUÑEZ

Director, ISRDS

Date: Jan. 13, 2023

MOISES NEIL V. SERIÑO

Dean, CME

Date: Jan 25, 23

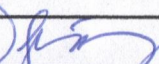
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										4.5
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned		2	4.5	4.5	4.5	4.5	DSOC/LAMP 221; DSOC 241
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	NA	NA					
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairperson	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0	2	4.5	4.5	4.5	4.5	Montecafias (MS LAM); Silao (MS DevSoc)
	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	0	0					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	1	4.5	4.5	4.5	4.5	DSOC 241 Gender, Work, and Food in Rural Society
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	15	4.5	4.5	4.5	4.5	(3) power point presentations for DSOC/LAMP 221 (7) Reading Assignment for DSOC 241 (5) Reading Assignment for DSOC/LAMP221
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	17	4.5	4.5	4.5	4.5	(2) case studies for DSOC 241 and DSOC/LAMP 221 (3) students presentations for DSOC/LAMP 221 (7) Discussion Papers for DSOC 241 (5) Response Papers for
		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	0	0					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	0	0					

	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	0	0					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										4.6
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned		1	4.5	4.5	4.5	4.5	Soci11
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	1	4.5	4.5	4.5	4.5	VSU On-boarding
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	0	1	4.5	4.5	4.5	4.5	(1) Midterm exam for Soci11
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	0	1	4.5	4.5	4.5	4.5	(1) Quiz for Soci11
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	60	4.5	4	4	4.2	2 essays for Soci11 * 30 students
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	NA						
		A17. Number of students advised on thesis/ field practice/special problem:								

		As SRC Chairperson	Advises and corrects research outline and thesis/SP	NA						
		As SRC Member	Advises and corrects research outline and thesis/SP	NA						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	0	1	✓	✓	✓	✓	Silvosa (BS ES)
	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 activities	0	0					
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resour	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	3	✓	✓	✓	✓	(3) power point presentations for Soci11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	9					(1) Midterm exam (6) students presentations (2) essays
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							

	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										<i>None yet</i>
	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						
	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						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (%) *	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						
		In refereed int'l journals								
		In refereed nat'l/regional								

	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional								
	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						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		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										(4.4) 
	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		3	4.5	4.5	4.0	4.3	COLLABDev Project: AER, ELAC, Inopacan LGU

	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	Implements duly approved extension projects		3	4	4	4	4	Team member: BIDANI & COLLABDev Project Leader: MAGPANGUAPA
	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 (Newsletter editor)								
	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 (extrn. conducted by faculty or student & faculty) *			1 (team effort)	✓	✓	✓	✓	BIDANI - 5th Best Poster in RDE Symposium (Nov. 2022)
		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										None
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	NA						
		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							
		On program								
		On institutional accreditations								
UMFO 6. General Administration & Support Services (GASS)										None
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
		Perform supervisory activities		NA						
		Other responsibilities		NA						

	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice						
		A 48. Other outputs implementing the new normal due to Covid 19	Designs administration/ management related activities and other outputs to implement new normal			Comments and Recommendations for Development Purposes <i>Pursue your good ideas in research on water governance.</i>			
	Total Over-all Rating	<i>13.54</i>							
	Average Rating	<i>4.51</i>							
	Adjectival Rating	<i>Outstanding</i>							

Evaluated & Rated by:

Lilian B. Nuñez
LILIAN B. NUÑEZ

Director, ISRDS

Date: *Jan 13, 2023*

Recommending Approval:

Moises Neil V. Serino
MOISES NEIL V. SERIÑO

Dean, CME

Date: *Jan 25, 2023*

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

VP-Academic Affairs

Date: *Jan 26, 2023*

Edgardo E. Tulin
EDGARDO E. TULIN

President

Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERRY JEAN A. CAPARAS

Performance Rating: 4.50

Aim: To implement research project and publish research outputs

Proposed Interventions to Improve Performance:

Date: January 3, 2023

Target Date: March 31, 2023

First Step:

Prepare one research proposal.

Result:

Submit research proposal to ISRDS Project Development and Ethics Review Committee and VSU or external funding agencies

Date: July 1, 2023

Target Date: September 30, 2023

Next Step:

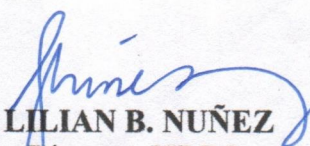
Implement approved project.

Outcome: Knowledge generated for dissemination and policy recommendation

Final Step/Recommendation:

Submit research outputs for publication and policy recommendations.

Prepared by:


LILIAN B. NUÑEZ
Director, ISRDS

Conforme:


MERRY JEAN A. CAPARAS

Ratee