

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: IANVIE NOREAN A. MIAGA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.86 x 50% = 2.431	
b. Students (50%)		4.43 x 50% = 2.215	
TOTAL for Instruction	95%	4.65	4.413
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5.0%	5.00 x 0.05 = 0.250	0.250
TOTAL	100%		4.663

EQUIVALENT NUMERICAL RATING: 4.663  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.663

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
IANVIE NOREAN A. MIAGA  
Name of Faculty

Reviewed by:  
JETT C. QUEBEC  
Department Head

Recommending Approval:  
MA. THERESA P. LORETO  
Dean, CAS

Approved by:  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, IANVIE NOREAN MIAGA, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2021

IANVIE NOREAN MIAGA

Instructor 1

Date:

Approved:

JETT C. QUEBEC

Department Head

Date: July 30, 2021

MA. THERESA P. LORETO

College Dean

Date: Aug. 10, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	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	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					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		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	N/A	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A					
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	21	40.2	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	5	5	5	5.00	
		<u>A 11</u> . 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	NONE	NONE					
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2	4	5	5	4.67	
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	5	5.00	
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	3	5	5	5	5.00	
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A	N/A					





		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4	4	4	4.00	
					AVERAGE				4.86	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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		NONE					
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year		NONE					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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		NONE					
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences		NONE					
		<i>In int'l fora/conferences</i>			NONE					
		<i>In nat'l/regional fora/conferences</i>			NONE					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		NONE					

	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)			NONE					
		<b>A 33.</b> 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		NONE					
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output		NONE					
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal		NONE					
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	N/A	N/A					
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	N/A	N/A					
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	N/A	N/A					
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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					
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	N/A	N/A					
	Research Mentoring	Research Mentor		NONE	NONE					
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE	NONE					
	Resource Persons	Resource Persons		NONE	NONE					



	Convenor/Organizer	Convenor/Organizer		NONE	NONE					
	Consultancy	Consultant		NONE	NONE					
	Evaluator	Evaluator		NONE	NONE					
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non-conformity	zero non-conformity					
		<b>A 45.</b> 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	100% compliant					
		On program accreditations		1	2	5	5	5	5.00	
		On institutional accreditations		N/A	N/A					
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	N/A	N/A					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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	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					
					AVERAGE				5.00	
		Total Over-all Rating								
		Average Rating							4.93	
		Adjectival Rating							0	

Average Rating (Total Over-all rating divided by number of entries)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

**Comments & Recommendations for Development**  
**Purpose:** Ms. Miaga is very enthusiastic towards work, work well with others and gets things donw when given a task. A masters dgree is a welcome development.

Evaluated & Rated by:

  
**JETT C. QUEBEC**

Department Head

Date: 8-4-21

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: Aug. 10, 2021

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 8/13/21



**PERFORMANCE MONITORING FORM**Name of Employee: IANVIE NOREAN A. MIAGA

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	Write Learning Guide for assigned course	Learning Guide in SCSC 13n	March 2021	April 2021	April 2021	Impressive	Outstanding	
2	Update virtual classroom in E-learning Portal	Active and operational virtual classroom in e-learning Portal for SCSC13n	March 2021	April 2021	April 2021	Impressive	Outstanding	
3	Create virtual classroom in Google Classroom for submission of outputs	Active and operational classroom in Google Classroom for SCSC13n	March 2021	April 2021	April 2021	Impressive	Outstanding	
4	Teach assigned course (s): a. SCSC13n- The Contemporary World	-Updated virtual classrooms -Grade Sheets -Instructional Materials	March 2021	July 2021	July 2021	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Certificate of Participation	March 2021	July 2021	July 2021	Impressive	Outstanding	
6.	Participate in the preparation of the documents for the Preliminary Survey Visit of the programs in the department	Pass the Preliminary Survey Visit	March 2021	April 2021	April 2021	Impressive	Outstanding	

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IANVIE NOREAN A. MIAGA

Performance Rating: \_\_\_\_\_

Aim: To pursue Master's degree for professional growth and development, and improve ways of teaching.

Proposed Interventions to Improve Performance:

Enroll in graduate school this semester; Attend webinars and trainings on improving teaching approaches and strategies for the teaching-learning process.

Date: August 2020 Target Date: December 2020

First Step:

Conduct classroom observations and evaluate the areas for improvement on teaching based on the results of the classroom observation.

Result:

Continued working on Master's coursework.

Date: January 2021 Target Date: August 2021

Next Step:

To pass all subjects in Master's and prepare for comprehensive exams; Publish papers.

Outcome:

Complying the last requirements for the last semester of coursework and is preparing for the comprehensive examination. Looking for free journals where to publish the finished study.

Final Step/Recommendation:

N/A

Prepared by:



JETT C. QUEBEC  
Head

Conforme:

  
IANVIE NOREAN A. MIAGA  
Name of Ratee Faculty/Staff