

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

MARY GRACE P. ENAYA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty <i>Head</i>	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	90-95% <i>92.5%</i>		4.50 <i>4.75</i>
2. Research	2.5%	5.00	0.13
3. Extension	2.5%		
4. Production			
5. Administration/Other Services	<i>5.0%</i>	<i>4.00</i>	<i>0.2</i>
TOTAL			4.625 <i>4.875</i>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Mary Grace P. Enaya
MARY GRACE P. ENAYA

Name of Faculty

Reviewed by:

Jett C. Quebec
JETT C. QUEBEC

Department Head

Recommending Approval:

MA. Theresa P. Loreto
MA. THERESA P. LORETO

Dean, CAS


Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY GRACE P. ENAYA**, a faculty member of the DEPARTMENT OF LIBERAL ART AND BEHAVIORAL SCIENCES 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 July-December 2020.


MARY GRACE P. ENAYA
 Instructor I
 Date:

Approved:

JETT C. QUEBEC
 Department Head
 Date: 1-24-21


MA. THRESEA P. LORETO
 College Dean
 Date: 2/15/2021

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	Timeline	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated,	A1. Actual Faculty's FTE	Handles subjects/courses	N/A	N/A					
	PI 8: Number of graduate	A2. Number of students	Acts as academic adviser to	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	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					

		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	N/A	N/A					
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	N/A	N/A					
		<i>A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor</i>	<i>Submits the course were duly reviewed by TRP for editing by MMDC editor</i>	N/A	N/A					
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	N/A	N/A					
	PI 10 . Additional outputs:	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>	N/A	N/A					
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	<i>Handles and teaches courses assigned</i>	<i>18 per semester</i>	<i>36.76</i>	5	5	5	5.00	Humn 13n Philippine Popular Culture, Engl 122 Creative Writing, CAEd 152 Creative Industries as Culture and Arts Practice, Engl 101n Introduction to Linguistics
		A10 . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	<i>5</i>	<i>7</i>					
		A 11 . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>	<i>0</i>	<i>0</i>					

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Sustaining Research Excellence and Production During the 2020 Pandemic Lockdowns, Business & Social Sciences Cluster , De La Salle University-Manila, The Office of the Vice Chancellor for Research and Innovation (VCRI) and University Research Coordination Office (URCO),November 27, 2020 Platform: Zoom and Facebook live Title: Of Books and Pathogens: Southeast Asia in the Eyes of Empire Institution: Literature: De La Salle University Date: November 7, 2020
		A13 . Number of examinations administered and checked	Administers and checks examination for subjects taught	5	10	5	5	5	5.00	M826 Humn 13n Philippine Popular Culture; M853 Humn 13n Philippine Popular Culture, M831 Humn 13n Philippine Popular Culture, T008 EngL Creative Writing, T050 EIng 101n Introduction to Linguistics, T041 CAEd 152 Creative Industries as Culture and Arts Practice, T047 CAEd 152 Creative Industries as Culture
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A	N/A					
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	N/A	N/A					
		A17 . Number of students advised on thesis/ field practice/special problem:		N/A	N/A					
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP	N/A	N/A					
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	N/A	N/A					

		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis, and grades	5	15	5	5	5	5.00	M826 Humn 13n Philippine Popular Culture; M853 Humn 13n Philippine Popular Culture, M831 Humn 13n Philippine Popular Culture, T008 EngL 122 Creative Writing, T050 Eng 101n Introduction to Linguistics, T041 CAEd 152 Creative Industries as Culture and Arts Practice, T047 CAEd 152 Creative Industries as Culture and Arts Practice
	PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	N/A	N/A					
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					
	PI 10: Number of instructional materials developed *	<u>A 21</u> : Number of online course ware developed and submitted	Prepares and submits for review by the Technical Review Panel	1	4	5	5	5	5.00	Humn 13n Philippine Popular Culture, EngL 122 Creative Writing, CAEd 152 Creative Industries as Culture and Arts Practice, EngL 101n Introduction to Linguistics
		On-line ready courseware	Prepares Instructional module	1	2	5	5	5	5.00	
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	M826 Humn 13n Philippine Popular Culture; M853 Humn 13n Philippine Popular Culture, M831 Humn 13n Philippine Popular Culture, T008 EngL 122 Creative Writing, T050 Eng 101n Introduction to Linguistics, T041 CAEd 152 Creative Industries as Culture and Arts Practice, T047 CAEd 152 Creative Industries as Culture and Arts Practice

		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	5	10	5	5	5	5.00	M826 Humn 13n Philippine Popular Culture; M853 Humn 13n Philippine Popular Culture, M831 Humn 13n Philippine Popular Culture, T008 EngL 122 Creative Writing, T050 Elng 101n Introduction to Linguistics, T041 CAEd 152 Creative Industries as Culture and Arts Practice, T047 CAEd 152 Creative Industries as Culture and Arts Practice
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1	4	5	5	5	5.00	Humn 13n Philippine Popular Culture, Engl 122 Creative Writing, CAEd 152 Creative Industries as Culture and Arts Practice, Engl 101n Introduction to Linguistics
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	4	7	5	5	5	5.00	M826 Humn 13n Philippine Popular Culture; M853 Humn 13n Philippine Popular Culture, M831 Humn 13n Philippine Popular Culture, T008 EngL 122 Creative Writing, T050 Elng 101n Introduction to Linguistics, T041 CAEd 152 Creative Industries as Culture and Arts Practice, T047 CAEd 152 Creative Industries as Culture and Arts Practice
	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	1	6	5	5	5	5.00	Minutes of the Meeting of faculty meetings

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	4	5	5	5	5.00	Learning Guide for the following subjects: Humn 13n Philippine Popular Culture, Engl 122 Creative Writing, CAEd 152 Creative Industries as Culture and Arts Practice, Engl 101n Introduction to Linguistics
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	0	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the	Conducts and completes research project within the year	0	0					
	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	1	3	5	5	5	5.00	
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	ASEAN Citation Index (International): Social Science Diliman (SSD vol 15, no. 2, Jul-Dec 2019 issue): "Isog Ka?": <i>Komparatibong Pananaliksik sa mga Etnikong Estereotipo sa mga Cebuano at Waray sa Visayas State University</i> (co-authors: Romeo J. Toring, Jr. Hilda S. Pedrera, Mary Grace P. Enaya, and Precious Elaine D. Tubigan)
		<i>In refereed nat'l/regional journals</i>		N/A	N/A					

	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 * <i>In international conferences</i>	Prepares, submits and presents research paper in scientific fora/conferences	N/A	N/A					
		<i>In national/regional conferences</i>		N/A	N/A					
				N/A	N/A					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	N/A	N/A					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		N/A	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	N/A	N/A					
		A 34. Number of UMs submitted to ITS0, VSU	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	1	1	5	5	5	5.00	Secured minutes of the meeting and other evidence of faculty meetings through online platform.
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	N/A	N/A					
	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	N/A	N/A					
	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	N/A	N/A					

	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	0% compli	100% compliant					
	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		N/A	N/A					
				N/A	N/A					
	Peer reviewers/Panelists	Peer reviewers/Panelists		N/A	N/A					
	Resource Persons	Resource Persons		N/A	N/A					
				N/A	N/A					
				N/A	N/A					
				N/A	N/A					
	Convenor/Organizer	Convenor/Organizer		N/A	N/A					
	Consultancy	Consultant		N/A	N/A					
	Evaluator	Evaluator		N/A	N/A					
	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	N/A	N/A					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		N/A	N/A					
		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 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	4	4	4	4.00	

		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	N/A	N/A					
		On program accreditations		N/A	N/A					
		On institutional accreditations		N/A	N/A					
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	NONE	Zero % non-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 performing functions resulting to best practice	NONE	NONE					
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total Over-all rating divided by number of entries)	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	OUTSTANDING

Comments & Recommendations for Development Purpose: Mrs. Enaya is an artistic mind. Her dedication to the department is without doubt. A higher degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC

Department Head

Date:

Recommending Approval

MA. THERESA P. LORETO

Dean,

Date: 2/15/2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/19/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Mary Grace P. Enaya

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Ren Recomm
1	Teach two (2) courses (Litr 135, Humn 13n)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	Aug 2020	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	Aug 2020	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	Aug 2020	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	Aug 2020	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	Aug 2020	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	Aug 2020	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops, provide minutes of the meeting	Aug 2020	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
8								

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

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

Prepared by:



JETT C. QUEBEC
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY GRACE P. ENAYA

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: June 2020

Target Date: August 2020

Step/s:

- a) Reminded Ms. Enaya to publish journal articles
- b) Reminded Ms. Enaya to attend webinars

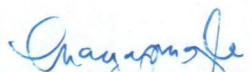
RESULT:

- a) Ms. Enaya co-authored a journal article;
- b) Ms. Enaya attended different webinars organized by different organizations.

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


MARY GRACE C. PEREZ
Name of Ratee/Faculty/Staff