

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: JOY A. BELLEN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
a. Head/Dean (50%)		4.38	
b. Students (50%)			
Total for Instruction	80%	4.38	3.50
7. Research	20%	5.00	1.00
8. Extension			
9. Administration			
10. Production			
TOTAL			4.50


EQUIVALENT NUMERICAL RATING: 4.50
Add. Additional Points, if any 50
TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


JOY A. BELLEN
Name of Faculty

Reviewed by:


JOEL Q. MABALHIN
Department Head

Recommending Approval:



BAYRON S. BARREDO
Dean

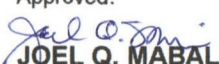
Approved:



BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOY A. BELLEN, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December 2020.


JOY A. BELLEN
 Assistant Professor
 Date: *Dec. 23, 2020*

Approved:

JOEL Q. MABALHIN
 Department Head
 Date: *Dec. 23, 2020*


BAYRON S. BARREDO
 College Dean
 Date: *12/23/2020*

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	Teach undergraduate courses Teach graduate courses	2						
	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								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	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	1	1	4	4	4	4.00	EDUC 201
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00	EDUC 201
		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 Moodle 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						
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4						
		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	1	3	5	5	5	5.00	Webinar on writing and packaging research articles; Introduction to copyright and fair use for educators; ISO
	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	25	5	5	5	5.00	
PI 8 : Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students							
	A17 . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	50	5	5	5	5.00	Action research plan
PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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	3	4	4	4	4.00	TEGr 119, ELNG 111n; NSTP 11c

		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	3	4	4	4	4.00	TEGr 119, ELNG 111n; NSTP 11c
		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 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 Moddle or Google Classroom	1	1	4	4	4	4.00	TEGr 119, ELNG 111n; NSTP 11c
	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 project 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	1	3	5	5	5	5.00	Journal of Academic Research 5 (5), 1-16; Asia Pacific Journal of Education, Arts and Sciences 7 (3), 8-13; International Journal of Research Studies in Education 9 (5), 1-13
	<i>In refereed int'l journals</i>								
	<i>In refereed nat'l/regional journals</i>								
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 fora/conferences							
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								
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 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							

	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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) *								
		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					
		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 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										
	Total Over-all Rating												
	Average Rating												
	Adjectival Rating												

Evaluated & Rated by:

Joel Q. Mabalhin
JOEL Q. MABALHIN

Department Head

Date: *Dec. 23, 2020*

Recommending Approval

Bayron S. Barredo
BAYRON S. BARREDO

Dean, CoEd

Date: *12/27/2020*

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: *1/28/21*

*Your expertise in instructions and Research give more meaning to our department.
 Keep it up.*

PERFORMANCE MONITORING FORM

Name of Employee: JOY A. BELLEN

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 Graduate & undergraduate courses	18 FTE	1st week of January, 2020	Before the end semester	May, 2020	Very Impressive	VS	18 FTE
2	Develop on-line courseware, supplemental learning resources & assessment tools	Develop 1 course ware, 1 supplemental learning & 1 assessment tool	May, 2020	Before end of the semester	June, 2020	Impressive	VS	Developed 1 course ware, 1 supplemental learning & 2 assessment toos lfor
3	Develop virtual classroom	Develop 1 vrtual classroom	May, 2020	Before end of the semester	May, 2020	Impressive	VS	Developed 1 Virtual Classroom

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:

Joel Q. Mabalin
JOEL Q. MABALHIN
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOY A. BELLEN**

Performance Rating: **4.65**

Aim: Increases involvement in research and extension activities

Produces instructional materials on handled

Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December 2020

Target Date: January-June, 2021

First Step:

Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: December 2020

Target Date: January - June, 2021

Next Step:

Conduct In-service Trainings

Submit Instructional Materials fo ISBN or copyright


Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Reccomendation:

Conduct Research, Trainings and Extension Activities

Prepared by:


JOEL O. MABALHIN
Unit Head

Conforms:


JOY A. BELLEN

Name of Ratee Faculty/Staff