

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2022

Name of Faculty Member:

KAY T. JUANILLO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		3.83 x 50% = 1.915	
TOTAL for Instruction	90%	4.41	3.965
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.465

EQUIVALENT NUMERICAL RATING: 4.465

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.465

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

KAY T. JUANILLO

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, KAY T. JUANILLO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated me JULY-DECEMBER 2022

KAY T. JUANILLO

Instructor I

Date: December 19, 2022

Approved:

JETT C. QUEBEC

Department Head

Date: January 6, 2023

MA. THERESA P. LORETO

College Dean

Date: JAN 13 2023

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								
		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	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 presentation, video clips, movie clips, reading assignments depending on course taught	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,	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 Moddle or Google Classroom	N/A	N/A						
	<u>PI 10</u> . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	N/A	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18	28.95	5	5	4.5	4.83	Comm11 (3 section), Humn12n (3 sections), Humn15n (1 Section), Elst 200.1 (1 section)
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	12	8	5	5	5	5.00	Midterm and Final GradeSheet for Comm11 Midyear Class (1 section), Midterm Gradesheet
		<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	8	12	5	5	5	5.00	
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	International Webinar on The Learner Centered and Inclusive
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	14	10	5	5	5	5.00	Humn12n, Humn15n, Comm11
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	5	5	5	5.00	Humn12n, Humn15n, Comm11

		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	3	5	5	5	5.00	Humn12n, Humn15n, ELST200.1
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	8	16	5	5	5	5.00	ABELS Students
		A17. Number of students advised on thesis/ field practice/special problem:		1	2	5	5	5	5.00	ABELS Students
		<i>As SRC Chairman</i>	Advises, and corrects research outline and	1	2	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	4	4.67	Humn12n, Humn15n, Comm11
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	none	1	5	5	5	5.00	AB English Language Studies Society (ABELSS)
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	none	1	5	5	5	5.00	AB English Language Studies Society (ABELSS)
	PI 10: Number of instructional materials developed *	A21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	3	5	5	5	5.00	Humn12n, Humn15n, Comm11
		<i>On-line ready courseware</i>	Prepares instructional module/laboratory guide/workbook or a combination thereof	2	3	5	5	5	5.00	Virtual Classrooms for Humn15n, Humn12n, Comm11
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on	10	10	5	5	5	5.00	Learning Materials for Humn15n, Humn12n, Comm11
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	10	5	5	5	5.00	Assessments Tasks for Humn15n, Humn12n, Comm11
		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	2	3	5	5	5	5.00	Virtual Classrooms for Humn15n, Humn12n, Comm11
	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	1	2	5	5	5	5.00	Level 1 AACUP Accreditation for MSIT Level 1
		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	N/A	N/A					
					SUB-TOTAL				4.98	
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	none	none					
	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	1	2	5	5	5	5.00	(1) The Search for Truth: An Analysis of the Derivational Affixes Found in the Selected Poems of Fernando A. Bernardo's The Silent Voice of Your Soul, (2) The Analysis of Cohesive Devices in the Selected Poems of Nick Joaquin
	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							
		<i>In refereed int'l journals</i>		0	1	5	5	5	5.00	The Search for Truth: An Analysis of the Derivational Affixes Found in the Selected Poems of Fernando A. Bernardo's The Silent Voice of Your Soul

		<i>In refereed nat'l/regional journals</i>		0	1	5	5	5	5.00	The Analysis of Cohesive Devices in the Selected Poems of Nick Joaquin
	PI 4. Number of research outputs presented in regional/national/int'l	A 30. Number of research outputs presented in regional/national/int'l fora/conferences*	Prepares, submits and presents research paper in scientific fora/conferences	1	none					
		<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 research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	"Forda, Fersons, Sana all": Netspeak and its Influence to the academic language of VSU students
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	none					
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific	1	none					
		A 34. Number of UMs submitted to ITSO, 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	N/A	N/A					
					SUB-TOTAL				5.00	
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active	A 36. Number of active partnerships	Identifies and links with	N/A	N/A					
	PI 2. Number of trainees	A 37. Number of trainees weighted	Conducts trainings among	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	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	Provides quality and relevant training courses and advisory services	N/A	N/A					
	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		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					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and	none	none					
	PI 11. Additional outputs *	A 42. No. of extension-related								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	N/A	N/A					
				SUB-TOTAL					NONE	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. Compliance to all requirements thru the established/adequate implementation	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	zero non-conformity	zero non-conformity	5	5	5	5.00	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	100% compliant	5	5	5	5.00	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	no complaint	5	5	5	5.00	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	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						
	A.49 Number of meetings attended	Serves as alumni communicator of the dept.	1	2	5	5	5	5.00	
				SUB-TOTAL				5.00	
Adjectival Rating									
Total Over-all Rating									
Average Rating									

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 Juanillo is a welcome addition to the teaching force of DLABS. She showed intellect fit to that of a future professor. A doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: January 6, 2023

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: JAN 13 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: KAY T. JUANILLO

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 courses: <ul style="list-style-type: none"> • Reading Visual Arts • Purposive Communication • Great Books • Language Research 2: Undergraduate Thesis 	Conducted classes (synchronous and Asynchronous), computed grades per course, and achieve an outstanding result in students' performance evaluation	July 2022	December 2022	July to December 2022	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Aid in students' concerns on the subject (Humn12n, Comm11, Humn15n, Elst 200.1)	July 2022	December 2022	July to December 2022	Impressive	Outstanding	
3	Class preparation	Prepared modules, assessment activities, learning materials, videos, and virtual classroom	July 2022	December 2022	July to December 2022	Impressive	Outstanding	
4	Checked student outputs	Collated and checked students submitted output (Humn12n, Comm11, Humn15n, ELST200.1)	July 2022	December 2022	July to December 2022	Impressive	Outstanding	
5	Publish written essays	The published manuscript submitted to the department secretary	July 2022	December 2022	July to December 2022	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; Present certificates if possible	July 2022	December 2022	July to December 2022	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2022	December 2022	July to December 2022	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Department Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **KAY T. JUANILLO**

Performance Rating:

Aims:

- To deliver quality education to students and engage them in diverse activities related to the course.
- To create and adopt multiple teaching and learning strategies that will encourage the acquisition of knowledge appropriate to the new academic setup.
- To enhance knowledge and gain new skills and ideas by attending professional conferences and publishing research outputs..
- To promote a healthy working environment by strengthening the interpersonal relationship among co-workers.

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

Date: JANUARY 2023

Target Date: JUNE 2023

- Review and revise learning materials that improve student learning.
- Provide support to students and develop new learning skills.
- Attend seminars and training related to the field of specialization.
- Publish research outputs to enhance knowledge and skills.
- Participate in university and department activities that promote relationship-building among employees.

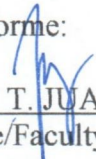
Outcome: N/A

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


KAY T. JUANILLO
Ratee/Faculty