

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ANNIE FAMELA B. RODRIGUEZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction		<del>4.45</del> <sup>8</sup> 2.225	
a. Head/Dean (50%)		$4.70 \times 50\% = 2.35$	
b. Students (50%)		$5.00 \times 50\% = 2.50$	
Total for Instruction	100%	<del>4.85</del> <sup>8</sup> 4.725	<del>4.85</del> <sup>8</sup> 4.725
2. Research			
a. Client/Dir. for Research (50%)	0		0
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	0		0
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension		<sup>8</sup> 5	0
4. Administration	0%	<sup>5</sup> 5	0
5. Production	0		0
TOTAL	100		<del>4.85</del> <sup>8</sup> 4.725

## EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.85~~ <sup>8</sup> 4.725


ADJECTIVAL RATING:

Outstanding

Prepared by:

  
**ANNIE FAMELA B. RODRIGUEZ**  
Name of Faculty

Reviewed by:

  
**ROSARIO P. ABELA**  
Department Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
Dean/Director

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNIE FAMELA B. RODRIGUEZ, a faculty member of the DEPARTMENT OF TEACHER EDUCATION 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 JANUARY to JUNE 2024.

ANNIE FAMELA B. RODRIGUEZ

Instructor

Date: 7/26/24

Approved:

ROSARIO P. ABELA

Department Head

Date: 8/12/24

BAYRON S. BARREDO

College Dean

Date: 8-28-24

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										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	<u>A1.</u> Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> Number of graduate students advised *	<u>A2.</u> Number of students advised	Acts as academic adviser to graduate students							
		<u>A3.</u> Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<u>A4.</u> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		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 Moddle or Google Classroom							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	22.25	5	5	5	5.00	CPAR-STEM A, CPAR-HUMSS, CPAR-ABM, RWS-HUMSS, RWS-ABM, PRED129-BSED1
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	6	5	5	5	5.00	CPAR-STEM A, CPAR-HUMSS, CPAR-ABM, RWS-HUMSS, RWS-ABM, PRED129-BSED1
		<b>A 11.</b> 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	0	0					

		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Basic Life Support Training
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	CPAR-STEM A, CPAR-HUMSS, CPAR-ABM, RWS-HUMSS, RWS-ABM, PRED129-BSED1
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	9	5	5	5	5.00	CPAR-STEM A, CPAR-HUMSS, CPAR-ABM, RWS-HUMSS, RWS-ABM, PRED129-BSED1
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	10	12	5	5	5	5.00	HUMSS12
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	Advises, and corrects research outline and manuscript of highschool students	1	6	5	5	5	5.00	HUMSS12
			Advises, and corrects lesson plans, dtr, accomplishment reports, demo-teaching, etc.	1	2	5	5	5	5.00	BSED in English Student Teachers
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	121	5	5	5	5.00	CPAR-STEM A, CPAR-HUMSS, CPAR-ABM, RWS-HUMSS, RWS-ABM, PRED129-BSED1
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	2	5	5	5	5.00	ENGLISH CLUB, COED SSC
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	3	5	5	5	5.00	English Club of VSUIHS and The Musicurom (Glee Club), COED SSC



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	2	5	5	5	5.00	PRED129
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	CPAR, PRED129
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	CPAR, PRED129, RWS
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	5	5.00	CPAR, PRED129, RWS
	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	1	1	5	5	5	5.00	RWS
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	5	5.00	CPAR, PRED129, RWS
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			3	3	3	3.00	
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU			3	3	3	3.00	
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal			3	3	3	3.00	
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							

<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 project within the year							
<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-referred 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>								
	<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 scientific fora/conferences							
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								
<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or								
	<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							
	<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	<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							
<b>UMFO 4. EXTENSION SERVICES</b>									





	Evaluator	Evaluator								
	<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					
		<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					
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</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		Zero % complaint					
	<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							



[illegible]

Comments & Recommendations for Development  
Purposes:

Evaluated & Rated by:



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS**

**1<sup>ST</sup> Semester AY 2023 - 2024**

**Name of Faculty :** RODRIGUEZ, ANNIE FAMELA B.

**Department:** VSU -Integrated High School

**College:** TEACHER EDUCATION

College: TEACHER EDUCATION					
Course No. & Descriptive Title		Lec./ Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
	Oral Communication	Lec	5.00	Outstanding	100.0 %
	English for Academic Purposes	Lec	5.00	Outstanding	100.0 %
	English for Academic Purposes	Lec	5.00	Outstanding	100.0 %
	English for Academic Purposes	Lec	5.00	Outstanding	100.0 %
EIng 120	Campus Journalism	Lec	5.00	Outstanding	100.0 %
Average Rating			5.00	Outstanding	100.00 %

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES In-Charge

Date: May 09, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 09, 2024

Received by:

ANNIE FAMELA B. RODRIGUEZ

Name and Signature of Faculty

Date: \_\_\_\_\_

Distribution of copies: IEO, College, Department, Faculty (all in original signature)





## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
/	3rd	
/	4th	

Name of Office: VSU INTEGRATED HIGH SCHOOL

Head of Office: DR. ROSARIO P. ABELA

Number of Personnel: 17


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Review and Finalization of the IHS Individual Targets (January – December 2024) and Accomplishments (January – June 2024)		Faculty Meeting  January 8, 2024  Consolidation of IPCR Accomplishments  May 14, 2023			Each faculty finalize their IPCR Targets (January – December 2024) and Accomplishments (January – June 2024)
<b>Coaching</b>  Review the need support to facilitate the attainment of the IHS Targets		Faculty Meeting  February 26, 2024 March 17, 2024  Consolidation of IPCR Accomplishments  August 2, 2024			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

  
ROSARIO P. ABELA  
Department Head

  
BAYRON S. BARREDO  
Dean, College of Education

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Annie Famela B. Rodriguez

Performance Rating: Outstanding

Aim: To level up teaching effectiveness and enrich knowledge related to instruction.  
To attend trainings and seminars related to research and extension

Proposed Interventions to Improve Performance:

Date: February 2024

Target Date: July 2024

First Step:

1. Develop instructional materials (LGs) ready to be used for flexible learning.
2. Revise and develop OBEdized teaching materials.

Result:

1. Carry out responsibilities as an instructor.
2. Developed OBEdized instructional materials used in the instruction.

Date: June 2024

Target Date: December 2024

Next Step:

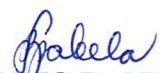
Attend seminars, trainings and conferences for self-enhancement and professional development.

Outcome: Attended seminars organized by the college or university.  
Produce proposal for research, extension and instruction.

Final Step/Recommendation:

Be involved in planning/crafting research and extension proposals with faculty of the department.

Prepared by:

  
**ROSARIO P. ABELA**  
Unit Head

Conforme:

  
**ANNIE FAMELA B. RODRIGUEZ**

Name of Ratee Faculty/Staff