# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2024

Name of	Faculty	Member:
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# MARY GRACE P. ENAYA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Ra		Rating	Equivalent Numerical Rating
(1)	(2)	(3	3)		(2x3)
1. Instruction					
a. Head (50%)		4.07 x 10	0% =	4.070	
b. Students (50%)					
TOTAL for Instruction	90%	4.0	07		3.663
2. Research					
a. Client/Director for Research					
b. Dept. Head/Center Director	5%	3.25 X 5	% =	0.163	0.163
TOTAL for Research					
3. Extension					
a. Client/Director for Extension					
b. Dept. Head/Center Director					
TOTAL for Extension			-		
4. Production	5%	4.00 x	5% =	0.200	0.200
5. Administration/Other Services					
TOTAL	100%				4.0

**EQUIVALENT NUMERICAL RATING:** 

4.03

Add: Additional Points, if any:

N/A

TOTAL NUMERICAL RATING:

4.03

ADJECTIVAL RATING:

**VERY SATISFACTORY** 

Prepared by:

Reviewed by:

MARY GRACE P. ENAYA

Name of Faculty

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

Dean, CAS

Approved by

Vice President for Academic Affairs

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY GRACE P. ENAYA, a faculty member of the <u>DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE</u> commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the peric <u>JULY-DECEMBER 2024</u>

MARY GRACE P. ENAYA

Instructor III

Date: January 10, 2025

MARIA VANESSA E. GABUNADA

Department Head

Date: 1-10-25

GLENN G. PAJARES

College Dean

Date: 1-10-25

FTE/sem

4.0

2.5

MFO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/	Tasks Assigned	Target	Actual			Rating	9	REMARKS (Indicators
No.			Activities / Projects			Accomplish ment	Quality	Eficiency	Timeliness	Average	in percentage should be supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION	SERVICES									
OVPI N	IFO 2. Graduate Student Mar	nagement Services									
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE			18 per semester	21	4	4	4	4.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised			NA	NA					
		A3 . Number of students advised on thesis/special problem/dissertation			NA	NA					
		As GAC Chairman			NA	NA					
		AS GAC Member			NA	NA					
		A4 . Number of students entertained for consultation purposes			10	15	4	4	4	4.00	

PI 9: Number o materials devel		<u>A5</u> . Number of on-line ready coursewares developed and submitted for review			1	1	3	3	3	3.00	
		On-line ready courseware			1	1	3	3	3	3.00	
		Supplemental learning resources			10	10	4	4	4	4.00	
		Assessment tools			10	10	4	4	4	4.00	
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor			NONE	NONE					
		A 7 : Number of virtual classroom created and operational			NA	NA					
PI 10 . Addition	nal outputs:	A 8. Other outputs implementing the new normal due to covid 19			NA	NA					
JMFO 2. HIGHER EDL	UCATION SER	VICES									
OVPI UMFO 3. Higher	Education Ma	anagement Services									
PI 5: Total FTE, implemented and	, coordinated,	A9. Actual Faculty's FTE		Handles and teaches courses assigned	18 per semester	21 per semester	4	4	4	4.00	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	6	7	4	4	4	4.00	
		<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					
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	4	4	5	4.33	
		A13 . Number of long examinations administered and checked	exam preparation and checking	Administers and checks examination for subjects taught	5	7	4	4	4	4.00	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec	20	25	4	4	4	4.00	
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	NA	NA					
PI 8: Number of advised: *	of students	A16. Number of students advised:		Acts as academic adviser to students	NA	NA					
		A17 . Number of students advised on thesis/ field practice/special problem:			NA	NA					
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	NA	NA					

	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	NA	NA					
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis, and grades	10	20	4	4	4	4.00	
PI 9: Number of student	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	NA	NA					
	<u>A20</u> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	NA	NA					
	A 21 : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	1	1	4	4	4	4.00	
	On-line ready courseware		Prepares Instructional module	1	1	4	4	4	4.00	
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	8	4	4	4	4.00	
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	4	4	5	4.33	
	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	NONE	NONE					
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	NA	NA					
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:	7.								
	Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	NA	NA					
	Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA	NA					
	A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	NA	NA					
				100000000000000000000000000000000000000	Total:				4.07	

outputs in the last three (3)	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	NA	NA					
years utilized by the industry or by other beneficiaries *	Industry or by other beneficialles									
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	1	3	3	3	3.00	
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	1	3	3	3	3.00	
	In refereed int'l journals			1	1	4	4	4	4.00	
	In refereed nat'l/regional journals			NA	NA					
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 scienfic for a/conferences	NA	NA					
	In int'l fora/conferences			NA	NA					
	In nat'l/regional fora/conferences			NA	NA					
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	1	1	3	3	3	3.00	
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			NA	NA					
	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	NA	NA					
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	NA	NA					
	A 35.Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	NA	NA					
					Total:	1			3.25	

			-		 	 	
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	NA	NA			
	<u>A 37</u> . Number of trainees weighted by the length of training	Conducts trainings among beneficiaries	NA	NA			
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	Implementes duly approved extension projects	NA	NA			
beneficiaries who rated the training course/s and advisory services as satisfactory or	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	NA	NA			
	<u>A 40</u> . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	NA	NA			
Research Mentoring	Research Mentor		NA	NA			
Peer reviewers/Panelists	Peer reviewers/Panelists		NA	NA			
Resource Persons	Resource Persons		NA	NA			
Convenor/Organizer	Convenor/Organizer		NA	NA			
Consultancy	Consultant		NA	NA			
Evaluator	Evaluator		NA	NA			
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	NA	NA			
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student		NA	NA			
	& faculty) *						
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NA	NA			

	nstitutional Accreditation Services		Ensures that all the QMS core processes of the			1				
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	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*		university are complied with in the performance of his/her functions as faculty member	zero non- conformity	zero non- conformity					Zero % non- conformity
9001:2015*										
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	4	4	4	4.00	100% complia
	On program accreditations	Pilot Plant Manager								
		SSF Rootcrop facility incharge								
					Total:				4.00	
O 6. General Admin. 8	Support Services (GASS)									
O 6. General Admin. 8 PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					Zero % non- conformity
PI 2. Zero percent complaint	A 46. Customerly friendly frontline services  A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services  A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other		clients  Initiates/introduces improvements in performfing	complaint	complaint					Zero % non- conformity
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services  A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *  A 48. Other outputs implementing the		Initiates/introduces improvements in performfing functions resulting to best practice  Designs administration/management related activities and other outputs to implement new normal	complaint N/A	complaint N/A					
PI 2. Zero percent complaint from clients served PI 3: Additional Outputs  Total Over-all Rating	A 46. Customerly friendly frontline services  A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *  A 48. Other outputs implementing the		Initiates/introduces improvements in performfing functions resulting to best practice  Designs administration/management related activities and other outputs to implement new	complaint N/A	complaint N/A					
PI 2. Zero percent complaint from clients served PI 3: Additional Outputs	A 46. Customerly friendly frontline services  A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *  A 48. Other outputs implementing the		Initiates/introduces improvements in performfing functions resulting to best practice  Designs administration/management related activities and other outputs to implement new normal  Provides customer friendly frontline services to	complaint N/A	complaint N/A					

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

MARIAVANESSA E. GABUNADA

Department Head

Date: 1-10-21

GLENN G. PAJARES

Recommending Approval

Dean, College of Arts and Sciences

1-10-25 Date:

Comments & Recommendations for Development Purpose: Ms. Enaya performs well in teaching and other department committee-related tasks. Finishing her Ph.D. would be a great development in her profession.

Approved by

Vice President for Academic Affairs Date: 9/1/k/

Exhibit I

# PERFORMANCE MONITORING FORM

Name of Employee: Mary Grace P. Ehaya

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also Constituent in des de la financia de la constituent de la constituent de la constituent de la constituent	Remarks/ Recommendation									
	Over-all assessment of output***	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding	Outstanding
	Quality of Output*	Impressive	Impressive	Impressive	Impressive	Impressive	Impressive	Impressive	Impressive	Impressive
	Actual Date accomplished	Jul-Dec 2024	Jul-Dec 2024	Jul-Dec 2024	Jul-Dec 2024	Jul-Dec 2024	Jul-Dec 2024	Jul-Dec 2024	Jul-Dec 2024	Jul-Dec 2024
	Expected Date to Accomplish	December 2024	December 2024	December 2024	December 2024	December 2024	December 2024	December 2024	December 2024	December 2024
	Date Assigned	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024	July 2024
Ily Grace F. Enaya	Expected Output	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	Will improve students' performance	Will prepare visual aids, quizzes, and activities	Grades will be submitted to the university registrar	Certificate of appearance and- certificate of participation	Attendance sheet; will present certificates if possible	Certificate of the training and workshops, provide minutes of the meeting	Will attend meetings on time	Documents will be submitted to the department head and other offices
Name of Chippoyee: Ivialy Grace L. Chaya	Task Description	Teach three courses (Creative Writing, Purposive Communication, and Philippine Popular Culture)	Assist students' concerns through students' consultation	Class preparation	Submission of midterm grades and final grades	Paper presentations/attendance in conferences	Participate in all activities conducted by the department, college, and the university	Perform other functions assigned by the department head	Attend meetings and participate in the discussion	Endorse courses before study leave
	Task No.	~	2	ო	4	ro	ဖ	7	80	6

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

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

Prepared by:

MARIA VANESSA'E. GABUNADA

Department Head

## **EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: MARY GRACE P. ENAYA

Performance Rating: OUTSTANDING

Aim: To be the alternative dDRC of the department, to be the new socio-cultural committee chairman, and to help in accomplishing the COPC of the AB Literature program.

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

Date: July 2024 Target Date: July 2024 to December 2024

# Step/s:

- a) Reminded Ms. Enaya to handle her assigned tasks (to be the alternative dDRC, to be the new socio-cultural committee chairman, and to help in accomplishing the COPC of the AB Literature program)
- b) Reminded Ms. Enaya to submit one research proporal

### **RESULT:**

- a) Ms. Enaya has done her tasks well
- b) Ms. Enaya has submitted needed documents

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head

Conforme:

MARY GRACE P. ENAYA
Name of Ratee/Faculty/Staff