

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

Rating Period: July-December 2024

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. Head (50%)		4.07 x 100% = 4.070	
b. Students (50%)			
TOTAL for Instruction	90%	4.07	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%		4.03

EQUIVALENT NUMERICAL RATING: 4.03

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: 4.03

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

MARY GRACE P. ENAYA

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean, CAS

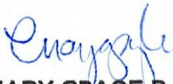
Approved by:


ROTACIO S. GRAVOSO


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY GRACE P. ENAYA, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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 JULY-DECEMBER 2024


MARY GRACE P. ENAYA
 Instructor III
 Date: January 10, 2025

Approved: 
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 No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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			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 of instructional materials developed *	A5. 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. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19			NA	NA					
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 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	
		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	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 students advised: *	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 organizations advised/assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	NA	NA						
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	NA	NA						
	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	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:										
		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						
						Total:				4.07		
UMFO 3 . RESEARCH SERVICES												

[illegible]

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					Zero % non-conformity
		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% compliant
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
						Total:				4.00	
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	Zero % complaint	Zero % complaint					Zero % non-conformity
	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	N/A					
	Total Over-all Rating										
	Average Rating			Provides customer friendly frontline services to clients							
	Adjectival Rating			Initiates/introduces improvements in performing functions resulting to best practice							

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

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 1-10-25

Recommending Approval


GLENN C. PAJARES

Dean, College of Arts and Sciences

Date: 1-10-25

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:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/11/25

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**	Remarks/ Recommendation
1	Teach three courses (Creative Writing, Purposive Communication, and Philippine Popular Culture)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
2	Assist students' concerns through students' consultation	Will improve students' performance	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college, and the university	Attendance sheet, will present certificates if possible	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the training and workshops, provide minutes of the meeting	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
8	Attend meetings and participate in the discussion	Will attend meetings on time	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	
9	Endorse courses before study leave	Documents will be submitted to the department head and other offices	July 2024	December 2024	Jul-Dec 2024	Impressive	Outstanding	

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

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

Prepared by: Maria Vanessa E. Gabunada
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 proposal

RESULT:

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

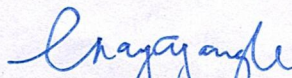
Prepared by:



MARIA VANESSA E. GABUNADA

Department Head

Conforme:



MARY GRACE P. ENAYA

Name of Ratee/Faculty/Staff