SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: September-December 2022

Name of Faculty Member: **ALAINA G. LARRAZABAL**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.91 x 50% = 2.455	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	95%	4.96	4.707
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
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%		4.957

EQUIVALENT NUMERICAL RATING: 4.957
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.957**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ALAINA G. LARRAZABAL
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

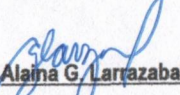Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

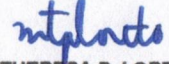Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALAINA G. LARRAZABAL, a faculty member of the <u>DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES,</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the peri **September 2022-December 2022**

Approved:

<u>Alaina G. Larrazabal</u>
Instructor I
Date: December 7, 2022

<u>DR. JETT C. QUEBEC</u>
Department Head
Date: January 6, 2023

<u>DR. MA. THERESA P. LORETO</u>
College Dean
Date: **JAN 1 3 2023**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	NA	NA					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to undergraduate students (BA Philosophy	NA	NA					
		A3 . Number of students advised on thesis/special problem/dissertation		NA	NA					
		Thesis Adviser	guides in the writing of the entrie undergraduate thesis	NA	NA					
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	NA	NA					
	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	NA	NA					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA	NA					

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	NA	NA				
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	NA	NA				
		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	NA	NA				
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	NA	NA				
	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	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	25.95	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	
	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	NA	NA					
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	NA	NA					
	A13 . Number of examinations administered and checked	Administers and checks examination for subjects taught	6	6	5	5	5	5.00	
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	12	5	5	5	5.00	
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A	N/A					
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A	N/A					

PI	Activity	Description							Remarks
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	NA	NA					
	As SRC Member	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	5	15	5	5	4	4.67	Philippine Indigenous Communities students
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 online course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
	On-line ready courseware	Prepares Instructional module	NA	NA					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	7	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	12	5	5	4	4.67	Mastery Tests, outcomes-based assessments
	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	NA	NA					
	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	N/A	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						
				SUB-TOTAL				4.91		

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	NA	NA						
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	NA	NA						
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	NA	NA						
	In refereed int'l journals		NA	NA						
	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								
	In international conferences		NA	NA						
	In national/regional 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	NA	NA						
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	Prepares and submits application for UM of technology generated out of research output	N/A	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				
UMFO 4. EXTENSION SERVICES									
PI 1. Number of active 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				
PI 2. Number of trainees weighted by the length of training		**A 37**. 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				
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		**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				
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		NA					
Peer reviewers/Panelists		Peer reviewers/Panelists		NA					
Resource Persons		Resource Persons		NA					
Convenor/Organizer		Convenor/Organizer		NA					
Consultancy		Consultant		NA					
Evaluator		Evaluator		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 & faculty) *		NA	NA						
	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						
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 theQMS 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	100% compliance	100% compliance	5	5	5	5.00	
	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	N/A						
	On program accreditations		N/A						
	On institutional accreditations		N/A						
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	NONE						
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 performfing functions resulting to best practice	NONE						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NA	NA						
				SUB-TOTAL				5.00	
Total Over-all Rating										
Average Rating										

Adjectival 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:
Miss Alaina is a dedicated and loyal employee of DLABS. She showed willingness to learn and improve her craft. Miss Larrazabal is an asset to the department. A masters degree is a welcome development.

Evaluated & Rated by:

JETT C. QUEBEC, Ph.D.
Department Head
Date: January 6, 2023

Recommending Approval

MA. THERESA P. LORETO, Ph.D.
Dean, College of Arts and Sciences
Date: JAN 1 3 2023

Approved by:

BEATRIZ S. BELONIAS Ph.D.
Vice President for Instruction
Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Alaina G. Larrazabal**

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 one (1) course (Philippine Indigenous Communities) in Social Sciences	Submits midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	September 2022	December 2022	December 2022	Impressive	Outstanding	
2	Assist students' concerns through student consultation and monitoring	Will address students' concerns and improve their future performance in the class	September 2022	December 2022	December 2022	Impressive	Outstanding	
3	Class preparations	Will prepare quizzes, exams, and supplementary materials	September 2022	December 2022	December 2022	Impressive	Outstanding	
4	Submission of midterm and final grades	Grades will be submitted to the university registrar	September 2022	December 2022	December 2022	Impressive	Outstanding	
5	Attendance on section and department meetings	Needs to attend meetings arranged by the department head and the section head	September 2022	December 2022	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

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Alaina G. Larrazabal

Performance Rating:

Aim:
    To continue delivering quality instruction to students and continue participating in department-related tasks and assignments

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

Date: September 1, 2022   Target Date: December 31, 2022

First Step:

    a) Encouraged to be active in department-based activities
    b) Encouraged to pursue a Master's program that is aligned to the department

Result:
    a) She is appointed as member of the Socio-cultural committee
    b) Currently pursuing a Master's degree in Development Sociology at Visayas State University

Date: September 1, 2022   Target Date: December 31, 2022

Next Step:
    She is advised to complete her Master's program on time.
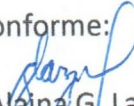
Outcome: N/A

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

Alaina G. Larrazabal
Employee [Faculty]