

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DAISY P. ACORITAY

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.78	1.43
b. Students	70%	4.67	3.27
TOTAL for Instruction	90%		4.23
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.608

EQUIVALENT NUMERICAL RATING: 4.608
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.608

ADJECTIVAL RATING: OUTSTANDING

Prepared by:
Daisy P. Acoritay
DAISY P. ACORITAY
Name of Faculty

Reviewed by:
[Signature]
GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:
[Signature]
CANDELARIO L. CALIBO
Dean, CAS

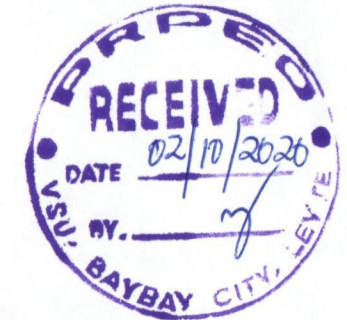
Approved by:
[Signature]
BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, DAISY P. ACORITAY, of the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2019.

Daisy P. Acoritay
DAISY P. ACORITAY
Ratee

Approved: *Guinaldo C. Fernandez, Jr.*
GUINALDO C. FERNANDEZ, JR.
Head of Unit



MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in Purposive Comm, Discourse in English, Register in English, and Undergraduate Thesis	18.00	33.30	4.7	4.67	4.67	4.67	8 sections (4 sections for Purposive Comm, 2 sections for Discourse in English, 1 Register in English, and 1 in Undergraduate Thesis)
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus	2	2	5	5	4	4.67	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	4	5	5	5	5	5.00	Instructor III of Department of Liberal Arts and Behavioral Sciences
				SUB-TOTAL						14.34	
MF02	Research	NONE								0.00	
				SUB-TOTAL						0.00	
MF03	Extension	Number of trainings/seminars attended	Seminar Workshop on Personality Development and Challenges	Lecturer/Resource Person	1	1	5	5	5	5.00	The seminar was delivered in Eastern Visayas State University Ormoc Campus with the Pre-Service and In-Service Teachers on November 25, 2019
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	Quizzes	Production of quizzes and oral practical tests in digital, spoken, and written communication	7	43	5	5	5	5.00	8 sections (4 sections for Purposive Comm, 2 sections for Discourse in English, 1 Register in English, and 1 in Undergraduate Thesis)
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	8	16	5	5	5	5.00	8 sections (4 sections for Purposive Comm, 2 sections for Discourse in English, 1 Register in English, and 1 in Undergraduate Thesis)
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	10	16	5	5	5	5.00	8 sections (4 sections for Purposive Comm, 2 sections for Discourse in English, 1 Register in English, and 1 in Undergraduate Thesis)

Control No-24

		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	8	8	5	5	5	5.00	8 sections (4 sections for Purposive Comm, 2 sections for Discourse in English, 1 Register in English, and 1 in Undergraduate Thesis)
				SUB-TOTAL						20.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university, and other offices			1	2	5	5	5	5.00	DLABS Anniversary
				Participant							VSU Sportsfest
		Number of meetings attended									Pamublikong forum ukol sa sitwasyon sa sitwasyon, nilalaman at direksyon ng asignaturang Filipino sa Senior High School at Kolehivo August 26, 2019
				Attendee	3	6	5	5	5	5.00	Consultative meeting with CAS faculty and staff
											Departmental meeting
				SUB-TOTAL						10.00	VSUFA (with Pres. Tulin) meeting, August 28, 2019
Total Over-all Rating										49.34	

Average Rating (Total Over-all rating divided by number of entries)		4.49
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.49
ADJECTIVAL RATING		VERY SATISFACTORY

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Comments & Recommendations for Development

Purpose: Ms. Acoritay serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement. She should also engage in research/extension and submit outputs for publication.

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Daisy P. Acorita

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	Teaches Purposive Communication for Summer Classes from Monday to Saturday	Deliver lessons on Purposive Communication among the Civil and Mechanical Engineering students	July 2019	August 2019	August 2019	Impressive	Outstanding	
2	Teaches Purposive Communication, Registers in English, and Discourse in English Language Classes. In addition, an adviser for two ABEL advisees	Deliver lessons and appropriate evaluation procedures for the learners. In addition, she prepares appropriate instructional materials for the improvement of the learners' skills in communication, discourse competence, and research skills.	August 2019	December 2019	December 2019	Impressive	Outstanding	
3	Assist students' concerns through students consultation	Addresses students' concerns in relation to their academic performance.	August 2019	December 2019	December 2019	Impressive	Outstanding	
4	Class preparation	Prepare relevant language learning materials, quizzes, and activities	August 2019	December 2019	December 2019	Impressive	Outstanding	
5	Submission of midterm grades and final grades	Provides copy on academic performance and evaluations for midterm and final grades	August 2019	December 2019	December 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	August 2019	December 2019	December 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	August 2019	December 2019	December 2019	Impressive	Outstanding	
8	Delivered a lecture on Teacher Development in Eastern Visayas State University-Ormoc City	Certificate from EVSU Ormoc City from the extension services offered.	November 25, 2019	November 25, 2019	November 2019	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DAISY P. ACORITAY, M.E.

Performance Rating: VERY SATISFACTORY

Aim: To improve student evaluation ratings, attend research conferences in language studies and education either national or international field.

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

Date: July 2019

Target Date: One year from date of one-on-one meeting with students and involve in the international, national and local language studies and education research conferences to present research papers qualified for publication. Comply the necessary requirements in CNU while taking the required number of units before the dissertation writing stage.

First Step:

Review the lessons in language education and linguistics and the tailor them according to the needs of the students.

Result:

Promise to improve her style of teaching by being more considerate and slowing down in her presentation of lessons, taking into consideration the slow learners. As a faculty, she is encouraged to attend research conferences.

Date: December 2019

Target Date: End- of first semester

Next Step:

To review her teaching effectiveness by evaluating the student teaching instruments in all her classes especially her weak points and strengths. In addition, she has to comply the necessary requirements in CNU while taking the required number of units before the dissertation writing stage.

Outcome: NA


Final Step/Recommendation: NA

Prepared by:


 GUIRALDO C. FERNANDEZ, JR. Ph.D.

Unit Head

Conforme:


 DAISY P. ACORITAY
 Faculty /Employee