SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SHEERWINA MAE G. BALOTITE

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	0.50	3.15	1.58
	b. Student (50%) from Teaching Performance Eval'n. By-Students	0.50	5.00	2.50
	Total for Instruction	100%	4.08	4.08
2.	Administration and Support Services	0%	0.00	0.00
	TOTAL	100%	TOTAL EQUIVALENT NUMERICAL RATING	4.08

EQUIVALENT NUMERICAL RATING: 4.08
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING:

4.08

ADJECTIVAL RATING:
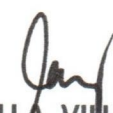
Very Satisfactory

Prepared by: Reviewed by:

SHEERWINA MAE G. BALOTITE   **ROSARIO P. ABELA**
        Name of Faculty   Department Head

                                                Recommending Approval:

                                                ALELI A. VILLOCINO
                                                    Dean/Director

                                                Approved:

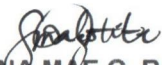   **BEATRIZ S. BELÓNIAS**
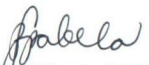   Vice President

Visayas State University

College of Education

VISAYAS STATE UNIVERSITY INTEGRATED HIGH SCHOOL

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEERWINA MAE G. BALOTITE, **Instructor of VSUIHS,** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January, 2019 to June, 2019.**

SHEERWINA MAE G. BALOTITE

Instructor

ROSARIO P. ABELA

Principal, VSUIHS

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	**Advanced Education Services 20%**									
	1. Graduate Degree Program Management Services									
	0 = 3 1 = 4.8 ≥2 = 5.0	**PI 1:** Number of graduate degree specializations offered and monitored		NA						
	1.5 - 2.0 = 4.8 > 2 = 5.0	**PI 2:** Total FTE monitored		NA						
	0-25% = 3.0 26 - 90% = 4.5 >90% = 5.0	**PI 3:** Percentage of students who graduated within the prescribed period		NA						
	2. Graduate Student Management Services									
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	**PI 1:** Percentage of graduate students awarded with honors/distinction		NA						
	0-25%= 3.0 26-50% = 4.5 >50% = 5.0	**PI 2:** Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory		NA						

MFO 3	Research Services								
0 output = 3.0 *1 - 2 output = 4.0* *3 - 5 output = 4.5* *> 5 output = 5.0*	**PI 1.** Number of published papers in peer-reviewed journals	VSUIHS Faculty		0	3	3	3	3	
	In refereed int'l journals								
	In refereed nat'l journals								
	In institutional journals								
	PI 2. Number of patents/Utility Models/copyrights filed and registered	VSUIHS Faculty		0	3	3	3	3.00	
	PI 3. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora and conferences	VSUIHS Faculty		0	3	3	3	3.00	
	In int'l fora/conferences								
	In nat'l fora/conferences								
	In reg'l fora/conferences								
	In institutional fora/conferences								
0 prop/proj = 3.0 *1 - 2 prop/proj = 4.5* *3 or more prop/proj = 5.0*	**PI 4.** Number of research studies conducted	VSUIHS Faculty		0	3	3	3	3.0	
	PI 5. Number of research proposals submitted	VSUIHS Faculty		0	3	3	3	3.00	
	PI 6. Number of research proposals approved	Research Committee		0	3	3	3	3.00	
None = 3.0 *100K - 1M = 4.0* *1.1M - 5M = 4.5* *>5M = 5.0*	**PI 7.** Amount of research money generated from external funding (Thousand PHP)	VSUIHS Faculty		None					

		PI 3: Percentage of graduate school faculty engaged in research work applied in any of the ff:	VSUIHS Faculty		0	3	3	3	3.00	
	0-25% = 3.0 50% = 4.5 26- >50% = 5.0	a. Pursuing advanced research degree program	VSUIHS Faculty		0	3	3	3	3.00	
		b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)	VSUIHS Faculty		0	3	3	3	3.00	
		c. Producing technologies for commercialization or livelihood improvement	VSUIHS Faculty		0	3	3	3	3.00	
		d. Whose research work resulted in an extension program	VSUIHS Faculty		0.00	3	3	3	3	
MFO 2	Higher Education Services									
	1. Curriculum Program Management Services									
	<15 = 4.0 15 - 17.99 = 4.5 18 & above = 5.0	PI 1: Total FTE monitored (Higher Ed and Basic Ed)	VSUIHS Faculty		28.25	5	5	5	5.00	
	0= 3% 1-25%= 4 26-100% = 5.0	PI 2: Percentage of undergraduate curricular program compliant to CMO, approved and offered		NA						
	below nat'l = 4.0 above nat'l up to 75% = 4.5 76 - 100% = 5.0	PI 3: Average percentage passing in licensure exam		NA						
		PI 4: Percentage of first time licensure exam takers who passed the licensure exam		NA						
	0 graduate = 3.0 100% or more = 5.0	PI 5: Number of graduates who graduated within prescribed period		NA						

No increase = 4 *1 - 10% = 4.5* *> 10% = 5.0*	**PI 6:** Percentage increase in the number of undergraduate students who graduated within prescribed period			NA					
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies			NA					
0 linkage - 3.0 *1 - 2 linkage = 4.5* *>2 = 5.0*	**PI 8.** Number of academe/industry linkages established			NA					
100% = 5.0	**PI 9:** Number of thesis/special problem students:	VSUIHS Faculty		0	3	3	3	3.00	
	a. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios advised	VSUIHS Faculty		0	3	3	3	3.00	
	b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	VSUIHS Faculty		0	3	3	3	3.00	
0 organization = 3.0 *1 organization = 4.0* *2 or more = 5.0*	**PI 10:** Number of student organizations advised/ assisted	VSUIHS Faculty		1	4	4	4	4.00	
0 IEC = 3.0 *1 IEC = 4.0* *2 or more = 5.0*	**PI 11:** Number of instructional materials developed/revised	VSUIHS Faculty		3	5	5	5	5.00	
	a. OBE-compliant syllabi	VSUIHS Faculty							
	b. Teaching guides/Student guides/ Laboratory Manuals	VSUIHS Faculty							
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	VSUIHS Faculty							
	d. On-line interactive learning resources per subject	VSUIHS Faculty		0	3	3	3	3.00	
	PI 12. Number of instruction-related awards	VSUIHS Faculty		0	3	3	3	3.00	

	None = 3.0 *50K = 4.5* *>50K = 5.0*	**PI 8.** Amount of research money generated from institutional funding (Thousand PHP)	VSUIHS Faculty		None						
	0 awards = 3.0 *1 award =4.5* *2 or more = 5.0*	**PI 9**. Number of research outputs in the last three years utilized by the industry or other beneficiaries	VSUIHS Faculty		0	3	3	3	3.00		
		PI 10. Number of research projects/studies completed within the year	VSUIHS Faculty		0	3	3	3	3.00		
		PI 11. Number of research-related awards (research conducted by faculty or student w/ faculty)	VSUIHS Faculty		0	3	3	3	3.00		
MFO 4	**Extension Services**										
	0 pds = 3.0 *100 - 500 pds = 4.5* *>500 pds = 5.0*	**PI 1**. Number of trainees weighted by the length of training	VSUIHS Faculty		**0**	3	3	3	3.00		
	0 training = 3.0 *1 training = 4.0* *2 or more = 5.0*	**PI 2**: Number of trainings conducted	VSUIHS Faculty		**0**	3	3	3	3.00		
	0 IEC = 3.0 *1 IEC = 4.0* *2 or more = 5.0*	**PI 3.** Number of IEC materials/techno-guides developed/used	VSUIHS Faculty		**0**	3	3	3	3.00		
	0 group/ind = 3.0 *1 grp/ind = 4.0* *> 2 or more = 5.0*	**PI 4.** Number of beneficiaries served	VSUIHS Faculty		**0**	3	3	3	3.00		
		Groups									
		Individuals									
	0 services = 3.0 *1 - 10 services = 4.0* *10 - 20 services = 4.5* *>20 services = 5.0*	**PI 5**. Number of technical/expert services provided/rendered	VSUIHS Faculty		**0**	3	3	3	3.00		
		Research Mentoring			**0**						
		Peer reviewers/Panelists			**0**						
		Resource Persons			**0**						
		Convenor/Organizer			**0**						
		Consultancy			**0**						
		Evaluator			**0**						

	0 proposal = 3.0 1 - 2 proposals = 4.5 3 or more prop = 5.0	**PI 6**. Number of extension projects conducted	VSUIHS Faculty		**0**	3	3	3	3.00	
		PI 7. Number of extension proposals submitted	VSUIHS Faculty		**0**	3	3	3	3.00	
		PI 8. Number of extension proposals approved	VSUIHS Faculty		**0**	3	3	3	3.00	
	None = 3.0 100K - 1M = 4.0 1.1M - 5M = 4.5 >5M = 5.0	**PI 9**. Amount of extension money generated from external funding (Thousand PHP)	VSUIHS Faculty		0	3	3	3	3.00	
	None = 3.0 50K = 4.5 >50K = 5.0	**PI 10**. Amount of extension money generated from institutional funding (Thousand PHP)	VSUIHS Faculty		0	3	3	3	3.00	
	0 awards = 3.0 1 award =4.5 2 or more = 5.0	**PI 11** Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	VSUIHS Faculty		0	3	3	3	3.00	
		PI 12. No. of extension-related awards (extn. conducted by faculty or student & faculty)	VSUIHS Faculty		0	3	3	3	3.00	
MFO 5	*Support to Operations (STO)*									
	1. Faculty Development Services									
	0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	**PI 1:** Number of faculty pursuing advanced degree programs	OVPI, ODAHRD, SFAC, Department		0					
	2. Faculty Recruitment/Hiring Services									
	0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	**PI 2:** Number of faculty recruited/hired aligned with university RSP policy and competency-based HRM	VSULHS Personnel committee & APB		0					

3. Faculty Evaluation Services									
0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 3: Number of seminars/trainings/conventions/workshops organized/coordinated for the entire university	OVPRE		0					
0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 4: Number of seminars/trainings/conventions/workshops organized/coordinated outside the university	OVPRE		0					
90 - 100% = 5.0 60 - 89% = 4.5 <60% = 4.0	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	OVPI, Department, admin staff		80					
0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 6: Number of college/department-level seminars/trainings/workshops/reviews conducted/ attended/ facilitated	OVPRE		1					
4. Program and Institutional Accreditation Services									
100% programs = 5.0 <100% programs = 4.5	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1		NA						
100% compliant = 5.0 <100% compliant = 4.5	PI 2: Degree program compliant with CHED requirements		NA						

MFO 6	General Admin. & Support Services (GASS)											
	0 complaint = 5.0 1 or more = 4.5	PI 1. Zero complaint from clients (complaints dropped in suggestion boxes, complaints on change of grades and other complaints)	OVPI, College, Department, Units		0							
		PI 2. Number of complaints addressed within the prescribed time	OVPI, College, Department, Units		0							
		PI 3: Additional Outputs										
	No initiative = 3.0 1 initiative = 4.5 2 or more initiatives = 5.0	Best practices/new initiatives/innovations	OVPI, College, Department, Units		1							
		Values Restoration Program										
Total Over-all Rating				107.00								
Average Rating (Total Over-all rating)				3.15								

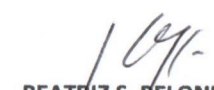| Additional Points:		Comments & Recommendations for Development Purpose:
Punctuality		She diligently accomplishes tasks assigned to her.
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING	Satisfactory	

Evaluated & Received by:

SHALOM GRACE C. SUGANO
Department Head
Date:

Recommending Approval:

ALELI A. VILLOCINO
Dean, College of Education
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date:

Legend:
- Q^1 - Quality
- E^2 - Efficiency
- T^2 - Timeliness
- A^4 - Average

Rating Scale:
- 4.6 - 5.0 Outstanding
- 3.8 - 4.5 Very Satisfactory
- 3.0 - 3.7 Satisfactory
- 2.2 - 2.9 Unsatisfactory
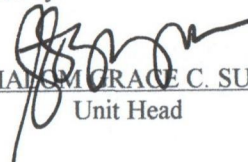- 2.1 - & below Poor

PERFORMANCE MONITORING FORM

Name of Employee: SHEERWINA MAE G. BALOTITE

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 English IV	Deliver quality learning to students in the junior high school	January 2019	June 2019	June 2019	Very impressive	Outstanding	
2	Revised syllabi in English IV within the school year	Revised syllabi that addresses the needs of learners	January 2019	June 2019	June 2019	Very impressive	Outstanding	
3	Develop teaching English IV	A more comprehensive ppt presentation	January 2019	June 2019	June 2019	Very Impressive	Outstanding	
4	Develop teaching guide/ handouts	Develop teaching guide and handouts suitable to junior high school students	January - June 2019			Very impressive	Outstanding	
5	Number of student-related activities assisted	Assisted eleven (11) student related activities	January - June 2019			Very Impressive	Outstanding	
6	Field study students assisted	Assisted three (3) field study students from the college of education	January - June 2019			Very Impressive	Outstanding	
7	Special assignments from the principal	Guidance Facilitator	January - June 2019			Very Impressive	Outstanding	

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

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

Prepared by:

SHALOM GRACE C. SUGANO
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Sheerwina Mae G. Balotite
Performance Rating: Very Satisfactory

Aim: To produce instructional materials on subjects handled.

Proposed Interventions to Improve Performance:

Date: January 2019   Target Date: March to June 2019

First Step:
        To produce at least 1 IM/subject.

Result:
        Carry out responsibilities as an instructor and use the IM's produced to facilitate
        Students' learning.

Date: January 2019   Target Date: March 2019

Next Step:
        Attend seminars related to the field of specialization.

Outcome: Achieved goals and objectives in instruction.

Final Step/Recommendation:

        Carry out responsibilities as an instructor.

                                Prepared by:

                                SHALOM GRACE C. SUGANO, Ph.D.
                                        Unit Head

Conforme:

SHEERWINA MAE A. GONZAGA, M.Ed.
        Name of Ratee Faculty/Staff