



## RECOMMENDATION FOR HIRING/ REAPPOINTMENT OF FACULTY

- I. Name of Department/Institute/Center: DEPARTMENT OF TEACHER EDUCATION
- II. College: COLLEGE OF EDUCATION
- III. Name, Employment Status and Educational Background of Recommendee(s):

Name (Last Name, First Name and Middle Initial)	Employment Status Recommended (please check)	Name of Faculty Being Replaced (if any)	Rank in Screening Conducted*	Degree and Major Field/ Specialization		School & Year Obtained	Honors Received
Apostol, Nicko M.	<input type="checkbox"/> Regular- Temporary <input type="checkbox"/> Substitute <input checked="" type="checkbox"/> Part-time	None	1	Under-graduate	Bachelor of Secondary Education major in Filipino	Visayas State University-Baybay Campus, 2019	Cum Laude
				Master's	Master of Arts in Education (Filipino Language Teaching)	On-going (30 units earned)	None
				Doctorate	NA	NA	NA
Into, Windy Paula P	<input type="checkbox"/> Regular- Temporary <input type="checkbox"/> Substitute <input checked="" type="checkbox"/> Part-time	Custodio, April Jae G. (on study leave)	2	Under-graduate	Bachelor of Elementary Education	Visayas State University-Baybay Campus, 2015	None
				Master's	Master of Education major in English	Visayas State University-Baybay Campus, 2019	None
				Doctorate	NA	NA	NA
Mariaca, Alianah Jane A.	<input type="checkbox"/> Regular- Temporary <input type="checkbox"/> Substitute <input checked="" type="checkbox"/> Part-time	None	4	Under-graduate	Bachelor of Secondary Education major in Social Studies	Leyte Normal University, 2023	Magna Cum Laude
				Master's	None	None	None
				Doctorate	NA	NA	NA
Coquilla, Shara Belle T.	<input type="checkbox"/> Regular- Temporary <input type="checkbox"/> Substitute <input checked="" type="checkbox"/> Part-time	Garingalao, Krizia G. (on study leave)	5	Under-graduate	Bachelor of Secondary Education major in English	Visayas State University-Baybay Campus, 2023	Magna Cum Laude
				Master's	None	None	None
				Doctorate	NA	NA	NA
Managbanag, Camille S.	<input type="checkbox"/> Regular- Temporary <input type="checkbox"/> Substitute <input checked="" type="checkbox"/> Part-time	None	6	Under-graduate	Bachelor of Secondary Education major in Science	Visayas State University-Baybay Campus, 2023	Magna Cum Laude
				Master's	None	None	None
				Doctorate	NA	NA	NA

\*Justification(s) if recommendee is not the 5<sup>th</sup> ranked-applicant:

It is recommended that Ms. Camille S. Managbanag, the sixth-ranked applicant, be considered instead of Mr. Jetro L. Macayan, the second-ranked applicant, as Mr. Macayan received an overall rating of "Satisfactory" for the TPES First Semester, AY: 2023-2024.

IV. Date, Time and Venue of Interview and Teaching Demo: July 8, 2024; 8:30 A.M. at DTE-AACCUP Room

Name of APB Representative: Randy G. Omega

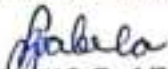
V. Courses/subjects to teach:

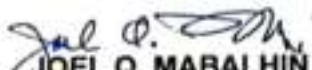
Name (Last Name, First Name and Middle Initial)	Title of Courses/Subjects (2 semesters if 1-year appointment, 1 semester if 1-semester appointment)	
	1 <sup>st</sup> Sem, SY: 2024-2025	2 <sup>nd</sup> Sem, SY 2024-2025
Apostol, Nicko M.	PrEd 131-Building and Enhancing New Literacies Across the Curriculum	
	PrEd 152-Technology for Teaching and Learning 2 (Technology in Language Educ)	
	SpEd 117-Foundation of Special and Inclusive Education	
	PrEd 141-The Teacher and the Community, School Culture and Organization Leadership	
Into, Windy Paula P.	SpEd 117-Foundation of Special and Inclusive Education	
	ECEd 121-Content and Pedagogy in the Mother-Tongue-Based Multilingual Educ	
	PrEd 152-Technology for Teaching and Learning 2 (Technology in Language Educ)	
	ECEd 107-Inclusive Education in Early Childhood Settings	
	ECEd 117-Early Learning Environment	
Mariaca, Allianah Jane A.	PrEd 152-Technology for Teaching and Learning 2 (Technology in Language Educ)	
	SoSt 121-Assessment and Evaluation in Social Sciences	
	SoSt 105-Geography 1	
	SoSt 122-World History 2	
Coquilla, Shara Belle T.	ELng 101n-Introduction to Linguistics	
	PrEd 131-Building and Enhancing New Literacies Across the Curriculum	
	ELng 122-Creative Writing	
	Litr 112-Children and Adolescent Literature	
	ELng 105-Language Programs and Policies in Multilingual Societies	
Managbanag, Camille S.	TEGr 112-Teaching Arts in Elementary Grades	
	TEGr 120-Teaching Multi-grade Classes	
	TEGr 115-Teaching English in the Elementary Grades Through Literature	
	SpEd 117-Foundation of Special and Inclusive Education	





V. Recommended by:

Department Personnel Committee (DPC):

  
**ROSARIO P. ABELA**  
Chairperson/Head, DTE


  
**JOEL Q. MABALHIN**  
Member

  
**MARILYN N. MANAIG**  
Member

  
**RIZALINA D. TRUYA**  
Member

  
**JAY C. BANSALE**  
Member

Recommending Approval:

  
**BAYRON S. BARREDO**  
College Dean

Recommending Approval:

**ROTACIO S. GRAVOSO**  
APB Chairperson

VI. Approved:

**PROSE IVY G. YEPES**  
University President

Supporting Documents Submitted

Please check (✓)

For New Hire:

- |   |     |
|---|-----|
| 1) Filled-out Rating Instruments to Evaluate Applicants               | [✓] |
| 2) Competency Assessment Rating for Faculty                           | [✓] |
| 3) Ranking of Teaching Applicants                                     | [✓] |
| 4) Background Investigation Report (at least 2 respondents)           | [✓] |
| 5) Department Projected Workload (2 semesters if 1 year appt.)        | [✓] |
| 6) Application letter, TOR, Diploma, Resume of Recommended Applicants | [✓] |

For Renewal/Reappointment:

- |  |     |
|--|-----|
| 1) Projected Workload (one academic year)  | [ ] |
| 2) Summary of TPES Ratings (immediate past 2 semesters)                                  | [ ] |
| 3) Diploma & TOR if obtained a new/advanced degree not reflected in previous appointment | [ ] |

(20% of the total points obtained in the teaching demo)								
Has adequate knowledge of the subject matter	10			9.00	8.00			
Gives clear statement of objectives and content is appropriate in satisfying these objectives	10			9.00	7.00			
Has poise and feels confident, delivers logical and organized presentation	8			8.00	6.00			
Emphasized key points and makes subject matter meaningful (through examples/analogies and/or illustrations)	8			8.00	6.00			
Demonstrates enthusiasm and interest in the subject matter	7			7.00	6.00			
Uses understandable vocabulary, speaks clearly and distinctly with appropriate pacing	10			9.00	8.00			
Can stir up interest and withhold attention of the audiences as well as encourages participatory discussion	10			9.00	7.00			
Answers questions directly with a sensation of accuracy	10			9.00	8.00			
Uses appropriate non-verbal communications (i.e. gestures, facial expressions, etc.) without annoying mannerisms, maintains eye contact	10			9.00	8.00			
Uses and handles teaching aids properly	7			7.00	7.00			
Utilizes time efficiently and punctual in ending topic presentation	5			5.00	5.00			
Summarizes the topic and gives appropriate applications	5			5.00	5.00			
<b>VI. License/eligibility: not to exceed 5 points (rated en banc)</b>			<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
Applicable License	5			5	5			
CSC Eligibility	3			3	3			
Skills training certificate (TESDA & similar trainings) per certificate	1							
<b>VII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted document or en banc)</b>			<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>			<b>100</b>	<b>49.80</b>	<b>45.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

July 08, 2024

Date of Screening/Evaluation

*Rosario P. Abela*  
ROSARIO P. ABELA

Name and Signature of Evaluator

Note: 1) Background investigation (BI) will be conducted by the Department Personnel Committee to validate authenticity of submitted documents and other claims, as well as to give highlights on the applicant's past work performance as well as his/her attitude/character based on accounts of his/her past supervisors, co-workers or classmates and teachers. The result will be part of the requirements for hiring. It is not given points but it can help the unit decide whether to hire or not. Negative findings during the BI will be sufficient reason not to appoint the top ranking candidate.  
2) For applicants with advanced degrees, average GPA will be computation separately for BS, MS, and PhD, then the overall average of the 3 will be obtained and used as basis in giving the rating.

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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Has adequate knowledge of the subject matter	10			10.00	8.00			
Gives clear statement of objectives and content is appropriate in satisfying these objectives	10			10.00	10.00			
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Answers questions directly with a sensation of accuracy	10			10.00	10.00			
Uses appropriate non-verbal communications (i.e. gestures, facial expressions, etc.) without annoying mannerisms, maintains eye contact	10			10.00	10.00			
Uses and handles teaching aids properly	7			7.00	5.00			
Utilizes time efficiently and punctual in ending topic presentation	5			5.00	4.00			
Summarizes the topic and gives appropriate applications	5			5.00	4.00			
<b>VI. License/eligibility: not to exceed 5 points (rated en banc)</b>			<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
Applicable License	5			5	5			
CSC Eligibility	3			3	3			
Skills training certificate (TESDA & similar trainings) per certificate	1							
<b>VII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted document or en banc)</b>			<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>			<b>100</b>	<b>51.00</b>	<b>45.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

July 08, 2024

Date of Screening/Evaluation

JAY D. BANSALE

Name and Signature of Evaluator

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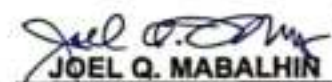
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Summarizes the topic and gives appropriate applications	5			5.00	5.00			
<b>VI. License/eligibility: not to exceed 5 points (rated en banc)</b>			5	5	5	0	0	0
Applicable License	5			5	5			
CSC Eligibility	3			3	3			
Skills training certificate (TESDA & similar trainings) per certificate	1							
<b>VII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted document or en banc)</b>			5	0	0	0	0	0
<b>TOTAL</b>			100	49.20	42.35	0.00	0.00	0.00

July 08, 2024

Date of Screening/Evaluation

  
JOEL Q. MABALHIN

Name and Signature of Evaluator

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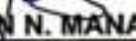
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Utilizes time efficiently and punctual in ending topic presentation	5			5.00	5.00			
Summarizes the topic and gives appropriate applications	5			5.00	3.00			
<b>VI. License/eligibility: not to exceed 5 points (rated en banc)</b>			<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
Applicable License	5			5	5			
CSC Eligibility	3			3	3			
Skills training certificate (TESDA & similar trainings) per certificate	1							
<b>VII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted document or en banc)</b>			<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>			<b>100</b>	<b>48.60</b>	<b>40.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

July 08, 2024  
Date of Screening/Evaluation

  
**MARILYN N. MANAIG**  
Name and Signature of Evaluator

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Utilizes time efficiently and punctual in ending topic presentation	5			5.00	2.00			
Summarizes the topic and gives appropriate applications	5			5.00	2.00			
<b>VI. License/eligibility: not to exceed 5 points (rated en banc)</b>			5	5	5	0	0	0
Applicable License	5			5	5			
CSC Eligibility	3			3	3			
Skills training certificate (TESDA & similar trainings) per certificate	1							
<b>VII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted document or en banc)</b>			5	0	0	0	0	0
<b>TOTAL</b>			100	51.00	38.75	0.00	0.00	0.00

July 08, 2024

Date of Screening/Evaluation

  
RANDY G. OMEGA

Name and Signature of Evaluator

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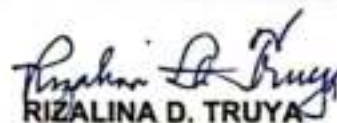
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<b>VI. License/eligibility: not to exceed 5 points (rated en banc)</b>			5	5	5	0	0	0
Applicable License	5			5	5			
CSC Eligibility	3			3	3			
Skills training certificate (TESDA & similar trainings) per certificate	1							
<b>VII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted document or en banc)</b>			5	0	0	0	0	0
<b>TOTAL</b>			100	48.20	41.95	0.00	0.00	0.00

July 08, 2024

Date of Screening/Evaluation

  
RIZALINA D. TRUYA

Name and Signature of Evaluator

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Utilizes time efficiently and punctual in ending topic presentation	5			4.00	5.00			
Summarizes the topic and gives appropriate applications	5			4.00	5.00			
<b>VI. License/eligibility: not to exceed 5 points (rated en banc)</b>			5	5	5	0	0	0
Applicable License	5			5	5			
CSC Eligibility	3			3	3			
Skills training certificate (TESDA & similar trainings) per certificate	1							
<b>VII. Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc. (to be rated individually based on submitted document or en banc)</b>			5	0	0	0	0	0
<b>TOTAL</b>			<b>100</b>	<b>49.80</b>	<b>44.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

July 08, 2024

Date of Screening/Evaluation

  
HELMAR G. YCONG

Name and Signature of Evaluator

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Functional Competencies	Behavioural Indicators	Rating					Remarks
		Camille S. Managbanag	Maricon D. Lapiana	Applicant 8	Applicant 9	Applicant 10	
<b>Functional 7 : Facilitating Learner-Centered Environment (Level 1)</b> Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning	<ul style="list-style-type: none"> <li>Ensures that learners are involve the learning process.</li> <li>Identifies various types of learners.</li> <li>Uses effective questioning technique, observing group behavior, listening actively and summarizing.</li> <li>Creates conducive learning environment.</li> </ul>	5.00	5.00				
<b>Functional 9 : Filipino Values Restoration (Level 1)</b> Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature	<ul style="list-style-type: none"> <li>Expresses verbally the importance of the Filipino values.</li> <li>Manifests good manners and right conduct.</li> </ul>	5.00	5.00				
<b>Functional 14 : Innovative Instructional Materials Development (Level 1)</b> Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.	<ul style="list-style-type: none"> <li>Manifests solid foundation in instructional design and learning theory.</li> <li>Possesses soft skills and technical skills and has the willingness to learn on the job.</li> </ul>	5.00	5.00				
<b>Functional 15 : Innovative Teaching Strategies (Level 1)</b> Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.	<ul style="list-style-type: none"> <li>Introduces appropriate innovative strategies in conducting lessons.</li> <li>Applies pedagogical knowledge in the curriculum.</li> </ul>	5.00	5.00				
<b>AVERAGE</b>		5.00	5.00	0.00	0.00	0.00	

  
**ROSARIO P. ABELA**  
 Name & Signature of Rater

**Vision:** A globally competitive university for science, technology and environmental conservation.


**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Functional Competencies	Behavioural Indicators	Rating					Remarks
		Camille S. Managbanag	Maricon D. Laplana	Applicant 8	Applicant 9	Applicant 10	
<b>Functional 7 : Facilitating Learner-Centered Environment (Level 1)</b> Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning	<ul style="list-style-type: none"> <li>Ensures that learners are involve the learning process.</li> <li>Identifies various types of learners.</li> <li>Uses effective questioning technique, observing group behavior, listening actively and summarizing.</li> <li>Creates conducive learning environment.</li> </ul>	5.00	4.00				
<b>Functional 9 : Filipino Values Restoration (Level 1)</b> Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature	<ul style="list-style-type: none"> <li>Expresses verbally the importance of the Filipino values.</li> <li>Manifests good manners and right conduct.</li> </ul>	5.00	4.00				
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<b>AVERAGE</b>		5.00	4.00	0.00	0.00	0.00	

  
**JAY C. BANSALE**  
 Name & Signature of Rater



Functional Competencies	Behavioural Indicators	Rating					Remarks
		Camille S. Managbanag	Maricon D. Lapiana	Applicant 8	Applicant 9	Applicant 10	
<b>Functional 7 : Facilitating Learner-Centered Environment</b> (Level 1) Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning	<ul style="list-style-type: none"> <li>Ensures that learners are involve the learning process.</li> <li>Identifies various types of learners.</li> <li>Uses effective questioning technique, observing group behavior, listening actively and summarizing.</li> <li>Creates conducive learning environment.</li> </ul>	4.00	4.00				
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<b>AVERAGE</b>		4.75	4.25	0.00	0.00	0.00	

  
**JOEL Q. MABALIN**  
 Name & Signature of Rater

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Functional Competencies	Behavioural Indicators	Rating					Remarks
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<b>Functional 15 : Innovative Teaching Strategies (Level 1)</b> Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.	<ul style="list-style-type: none"> <li>Introduces appropriate innovative strategies in conducting lessons.</li> <li>Applies pedagogical knowledge in the curriculum.</li> </ul>	4.00	4.00				
<b>AVERAGE</b>		4.00	4.00	0.00	0.00	0.00	

**MARILYN N. MANAIG**  
Name & Signature of Rater

**Vision:** A globally competitive university for science, technology and environmental conservation.

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Functional Competencies	Behavioural Indicators	Rating					Remarks
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<b>Functional 14 : Innovative Instructional Materials Development (Level 1)</b> Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.	<ul style="list-style-type: none"> <li>Manifests solid foundation in instructional design and learning theory.</li> <li>Possesses soft skills and technical skills and has the willingness to learn on the job.</li> </ul>	4.00	4.00				
<b>Functional 15 : Innovative Teaching Strategies (Level 1)</b> Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.	<ul style="list-style-type: none"> <li>Introduces appropriate innovative strategies in conducting lessons.</li> <li>Applies pedagogical knowledge in the curriculum.</li> </ul>	4.00	4.00				
<b>AVERAGE</b>		4.00	4.00	0.00	0.00	0.00	

  
**RANDY G. OMEGA**  
 Name & Signature of Rater

**Vision:** A globally competitive university for science, technology and environmental conservation.

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Functional Competencies	Behavioural Indicators	Rating					Remarks
		Camille S. Managbanag	Maricon D. Laplana	Applicant 8	Applicant 9	Applicant 10	
<b>Functional 7 : Facilitating Learner-Centered Environment (Level 1)</b> Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning	<ul style="list-style-type: none"> <li>Ensures that learners are involve the learning process.</li> <li>Identifies various types of learners.</li> <li>Uses effective questioning technique, observing group behavior, listening actively and summarizing.</li> <li>Creates conducive learning environment.</li> </ul>	4.00	4.00				
<b>Functional 9 : Filipino Values Restoration (Level 1)</b> Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature	<ul style="list-style-type: none"> <li>Expresses verbally the importance of the Filipino values.</li> <li>Manifests good manners and right conduct.</li> </ul>	5.00	5.00				
<b>Functional 14 : Innovative Instructional Materials Development (Level 1)</b> Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.	<ul style="list-style-type: none"> <li>Manifests solid foundation in instructional design and learning theory.</li> <li>Possesses soft skills and technical skills and has the willingness to learn on the job.</li> </ul>	4.00	4.00				
<b>Functional 15 : Innovative Teaching Strategies (Level 1)</b> Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.	<ul style="list-style-type: none"> <li>Introduces appropriate innovative strategies in conducting lessons.</li> <li>Applies pedagogical knowledge in the curriculum.</li> </ul>	4.00	4.00				
<b>AVERAGE</b>		4.25	4.25	0.00	0.00	0.00	


  
**RIZALINA D. TRUYA**  
 Name & Signature of Rater

**Vision:** A globally competitive university for science, technology and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Functional Competencies	Behavioural Indicators	Rating					Remarks
		Camille S. Managbanag	Maricon D. Laplana	Applicant 8	Applicant 9	Applicant 10	
<b>Functional 7 : Facilitating Learner-Centered Environment (Level 1)</b> Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning	<ul style="list-style-type: none"> <li>Ensures that learners are involve the learning process.</li> <li>Identifies various types of learners.</li> <li>Uses effective questioning technique, observing group behavior, listening actively and summarizing.</li> <li>Creates conducive learning environment.</li> </ul>	4.00	4.00				
<b>Functional 9 : Filipino Values Restoration (Level 1)</b> Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature	<ul style="list-style-type: none"> <li>Expresses verbally the importance of the Filipino values.</li> <li>Manifests good manners and right conduct.</li> </ul>	5.00	5.00				
<b>Functional 14 : Innovative Instructional Materials Development (Level 1)</b> Designs and creates learning lessons, teaching-learning experiences that utilize appropriate traditional and innovative technologies in various learning environment.	<ul style="list-style-type: none"> <li>Manifests solid foundation in instructional design and learning theory.</li> <li>Possesses soft skills and technical skills and has the willingness to learn on the job.</li> </ul>	4.00	4.00				
<b>Functional 15 : Innovative Teaching Strategies (Level 1)</b> Adopts principles and develops teaching strategies by retooling faculty through learning interventions and designing outcomes-based course syllabi to adapt to the changing educational landscape.	<ul style="list-style-type: none"> <li>Introduces appropriate innovative strategies in conducting lessons.</li> <li>Applies pedagogical knowledge in the curriculum.</li> </ul>	3.00	3.00				
<b>AVERAGE</b>		4.00	4.00	0.00	0.00	0.00	

  
**HELMAR G. YCONG**  
 Name & Signature of Rater

**Vision:** A globally competitive university for science, technology and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



## RANKING OF TEACHING APPLICANTS

Name of Applicant	Academic Background (40%)	Work Experience (10%)	Professional Development Achievement & Honors (10%)	Interview (10%)	Teaching Demonstration (20%)	Eligibility (5%)	Other Qualification (5%)	Total (100%)	Rank
1) Nicko M. Apostol	18.00	6.00	3.60	5.71	15.40	5.00	0.00	53.71	1
2) Windy Paula P. Into	19.00	3.75	1.45	5.75	15.68	5.00	0.00	50.63	2
3) Jetro L. Macayan	14.50	1.50	3.00	5.64	15.25	5.00	0.00	44.89	3
4) Allianah Jane A. Mariaca	14.00	0.00	2.00	5.95	16.75	5.00	0.00	43.70	4
5) Shara Belle T. Coquilla	14.00	0.00	2.00	5.61	15.68	5.00	0.00	42.29	5
6) Camille S. Managbanag	14.00	0.00	2.50	5.46	14.50	5.00	0.00	41.46	6
7) Maricon D. Laplana	13.00	0.00	1.75	5.26	12.85	5.00	0.00	37.86	7

  
**ROSARIO P. ABELA**


Department Head and  
Chairman, DPC

  
**MARILYN N. MANAIG**

DPC Member

  
**JAY C. BANSALE**

DPC Member

  
**BAYRON S. BARREDO**

Dean/Director

  
**RIZALINA D. TRUYA**

DPC Member

  
**RANDY G. OMEGA**

APB Representative

  
**JOEL Q. MABALHIN**

DPC Member





## BACKGROUND INVESTIGATION REPORT

Name of Applicant: CAMILLE S. MANAGBANAG

Position applied for: PART-TIME INSTRUCTOR

### (Summary of the report)

According to Mrs. Lewellyn Patrocinio, the candidate, Ms. Managbanag, possesses positive competencies as a teacher. She is diligent, time-on-task, and resourceful (she creates original learning materials such as PowerPoint). Additionally, Ms. Patrocinio observed her to be respectful, a team worker, and observant. In stressful situations, of which Ms. Managbanag had personal experience managing learners with special needs, she demonstrated what she was capable of. During her student teaching, she observed the leader in their group action project and schoolwide exit conference. The reference-Ms. Patrocinio highly recommends that Ms. Camille Managbanag be hired at the institution.

  
**JOYA BELLEN**

Name and Signature of the Background Investigator

July 12, 2024  
Date

**To the background investigators:** Please use this guide when conducting background investigations to the top five shortlisted candidates to any vacant position.

1. Introduce yourself and state the purpose of your coming or call (when doing thru telephone call).
2. Confirm if it is a convenient time for you to seek a little of his time to briefly answer queries about the applicant whom you are asking for reference
3. Briefly describe the position for which the applicant has applied
4. Confirm the respondent's relationship with the applicant whether a former colleague or superior or just an ordinary acquaintance.
5. Be consistent by asking the same questions to all the top five final candidates and weigh the information equally; what disqualifies one should be the basis for disqualifying any others.
6. Write the Candidate's Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_
7. Initially, the background investigator **should first check on the authenticity of all the documents/credentials the applicant submitted** most especially, of the transcript of records and diploma from the school where it was earned by the applicant
8. **After documents have been authenticated**, the background investigator can proceed by asking the following questions from at least three (3) persons/respondents:
  - a. How long did you know the candidate and in what manner?
  - b. How would you describe the candidate's working attitude, behaviour and skills?
  - c. Please describe how the candidate work and interact with other workers in your organization? In short, is a candidate a team worker?
  - d. Please describe how the candidate work with senior leadership?
  - e. Why did he/she leave the position? (only if relevant)
  - f. In stressful situations, describe how the candidate reacted. Can you please be specific?
  - g. Additionally, how does s/he handle difficult people? Can you describe his/her conflict resolution protocol?
  - h. From your observation, has the candidate mainly been in the role of an implementer or had he been initiator of projects, proposals and a change agent for improved services?
  - i. How independently does the candidate work?
  - j. Does the candidate always conduct his/her dealings with others in a tactful manner? Please elaborate.
  - k. What are the candidate's key accomplishments or impact on the organization?
  - l. What area of development in any organization could the candidate focus on?
  - m. If you were going to provide advice on how to best guide this person, what would it be?
  - n. Would you hire or want to work with this individual again? \_\_\_\_ Yes \_\_\_\_ No
  - o. If No, Then Why? Please elaborate.





## BACKGROUND INVESTIGATION REPORT

Name of Applicant: Aliana Jane Mariaca

Position applied for: Part time Instructor

(Summary of the report)

- a. How long did you know the candidate and in what manner?

I have known Ms. Mariaca for three years as she was my student in one of the courses under Professional Education and as a former staffer of the official tertiary school publication of Leyte Normal University, An Lantawan as I served as an adviser for a year.

- b. How would you describe the candidate's working attitude, behaviour and skills?

Regarding Ms. Mariaca's working attitude and behavior, she is hard-working, proactive, and eager to take on challenges. She is also reliable and trustworthy in terms of handling big projects and leading the team. As I observed, she is multi-skilled taking different roles inside the publication, not only competent in terms of her role as an associate editor and news, feature, and literary writer but also as an executive producer, moderator, and project head of The AL Podcast, the newest platform of the said publication. In addition, she is also versatile and always ready to learn, with a strong desire to venture into new endeavors beyond her comfort zone.

- c. Please describe how the candidate work and interact with other workers in your organization? In short, is a candidate a team worker?

Yes, she is definitely a team player. Having been a news editor, literary editor as well as associate editor, she was able to handle her colleagues and co-staffers in a way that fostered a harmonious and collaborative environment within the organization. Even amidst the pandemic, she was able to guide neophytes and junior staffers in a virtual environment. She was able to collaborate effectively, communicate openly, respect others' viewpoints, and be reliable in fulfilling her responsibilities. She was also willing to go the extra mile to achieve the aspirations of the publication.

- d. Please describe how the candidate works with senior leadership?

When it comes to her relationship and how she works with senior leadership, Ms. Mariaca was able to foster collaboration with her seniors in order to align the publication's strategic goals and initiatives through her ability to listen actively, incorporate feedback, and work toward consensus on important decisions. This

was very evident when she was able to come up with creative ideas and suggestions for the special publication in commemoration of the 100th Founding Anniversary of Leyte Normal University. When it comes to presenting her ideas to her seniors, she makes sure that her suggestions come with well-reasoned arguments, and she provides data-driven insights while demonstrating a deep understanding of the organization's priorities and challenges. Moreover, she also makes sure to show respect among her seniors which results in earning trust and fostering a collaborative environment that encourages open dialogue and mutual respect.

- e. Why did he/she leave the position? (only if relevant)
- f. In stressful situations, describe how the candidate reacted. Can you please be specific?

There were numerous times wherein the publication was able to face a lot of tight deadlines or when projects faced a lot of sudden changes which led to stressful situations, yet Ms. Mariaca was able to remain calm even under pressure, making tough and timely decisions while reassuring co-staffers during these challenging times. She was also able to quickly mitigate risks or capitalize on emerging opportunities in order to bring good results aligned with the mission, vision, and core values of the organization.

- g. Additionally, how does s/he handle difficult people? Can you describe his/her conflict resolution protocol?

When handling difficult people in the organization, I observed that she would listen attentively to understand the perspectives of difficult individuals and demonstrate empathy by acknowledging the concerns or frustrations of others, even remaining calm and professional which helps in de-escalating tense situations.

- h. From your observation, has the candidate mainly been in the role of an implementer, or had he been initiator of projects, proposals and a change agent for improved services?

As observed, Ms. Mariaca is more of an initiator, than an implementer. She would bring fresh ideas to the table, and encourage her teammates to go beyond the box of their comfort zone in order to provide new and interesting projects for their main clientele, the Normalistas.



i. How independently does the candidate work?

I noticed that Ms. Mariaca was able to work independently through her initiative to kick off projects, solve problems, as well as make decisions without constant supervision from the adviser, while also working interdependently with the members of the organization, fueling the spirit of collaboration and cooperation.

j. Does the candidate always conduct his/her dealings with others in a tactful manner? Please elaborate.

Yes, the applicant constantly exhibits tact in her relationship with other staffers by being kind and respectful, while being sensitive enough to take into account other's points of view. She also exhibits a balanced approach in the way she communicates and relays information, ensuring that interactions are constructive and conducive to favorable outcomes. With this, she is able to contribute to effective collaboration and maintains a harmonious environment with her everyday interaction with others, may it be under peaceful and nonaggravating situations or challenging, and exhausting circumstances.

k. What are the candidate's key accomplishments or impact on the organization?

Through Ms. Mariaca's continuous display of commitment, passion, admirable leadership, and unconditional perseverance in the organization, she led various newsletter publications which helped in the core duty of the organization, which is to disseminate up-to-date news and information to the campus. Also, she brought honor to the organization by bagging awards in the 5th Organization of Student Services Educators, Inc. National Webinars and Journalism Competitions in Data Journalism and Copyreading as well as leading the podcast team as the executive producer and project head to victory, clinching the Best Podcast and Best Female Podcaster during the PUP Radio Festival 2023.

l. What area of development in any organization could the candidate focus on?

While Ms. Mariaca is a hard worker, she tends to hyperfocus on the finest details which can lead to overthinking, stress, and even burnout. While being diligent and dedicated are commendable traits, hyper fixation can sometimes lead to tunnel vision and waste of resources. With this, the candidate should be encouraged to develop a balance between dedication to their work and maintaining a healthy perspective in order to enhance productivity and one's well-being.

m. If you were going to provide advice on how to best guide this person, what would it be?

As Ms. Mariaca personifies as a good listener, I would suggest leveraging this strength to further her effectiveness and impact which can be through providing

constructive feedback, communicating lapses, pinpointing demands as well as validating feelings and perspective which will result in fostering trust and openness in communication- an integral tool in maintaining a harmonious environment and boosting productivity.

- n. Would you hire or want to work with this individual again? ☒ Yes ☐ No
- o. If No, Then Why? Please elaborate.

JAY O. BANSALE

Name and Signature of the Background Investigator

7-27-2024  
Date



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Organization: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_
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  - l. What area of development in any organization could the candidate focus on?
  - m. If you were going to provide advice on how to best guide this person, what would it be?
  - n. Would you hire or want to work with this individual again? \_\_\_\_ Yes \_\_\_\_ No
  - o. If No, Then Why? Please elaborate.



## BACKGROUND INVESTIGATION REPORT

Name of Applicant: SHARA BELLE T. COQUILLA  
Position applied for: PART-TIME INSTRUCTOR

(Summary of the report)

The respondent has been the academic adviser of the candidate for four years as a supervising instructor. She describes Ms. Coquilla's working attitude, behavior, and skills as highly dedicated. The candidate is a team worker, a good follower, and very dependable in consistently producing high-quality outputs. She knew how to break down multiple responsibilities into smaller, manageable tasks. Additionally, she acknowledges the feelings of her groupmates or co-interns, despite differences in viewpoints. She can work efficiently with minimal or no supervision at all. She is very polite when conveying and sharing her plans and ideas with her groupmates. She can focus on planning and implementation in the area of development in any organization.

  
ROSARIO P. ABELA

Name and Signature of the Background Investigator

7/11/24  
Date



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Organization: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_
7. Initially, the background investigator **should first check on the authenticity of all the documents/credentials the applicant submitted** most especially, of the transcript of records and diploma from the school where it was earned by the applicant
8. **After documents have been authenticated**, the background investigator can proceed by asking the following questions from at least three (3) persons/respondents:
  - a. How long did you know the candidate and in what manner?
  - b. How would you describe the candidate's working attitude, behaviour and skills?
  - c. Please describe how the candidate work and interact with other workers in your organization? In short, is a candidate a team worker?
  - d. Please describe how the candidate work with senior leadership?
  - e. Why did he/she leave the position? (only if relevant)
  - f. In stressful situations, describe how the candidate reacted. Can you please be specific?
  - g. Additionally, how does s/he handle difficult people? Can you describe his/her conflict resolution protocol?
  - h. From your observation, has the candidate mainly been in the role of an implementer or had he been initiator of projects, proposals and a change agent for improved services?
  - i. How independently does the candidate work?
  - j. Does the candidate always conduct his/her dealings with others in a tactful manner? Please elaborate.
  - k. What are the candidate's key accomplishments or impact on the organization?
  - l. What area of development in any organization could the candidate focus on?
  - m. If you were going to provide advice on how to best guide this person, what would it be?
  - n. Would you hire or want to work with this individual again? \_\_\_\_ Yes \_\_\_\_ No
  - o. If No, Then Why? Please elaborate.



## BACKGROUND INVESTIGATION REPORT

Name of Applicant: NICKO M. APOSTOL

Position applied for: PART-TIME INSTRUCTOR

(Summary of the report)

The Candidate is very hardworking. He reports to work on time and even ahead of his assigned time schedule. His accomplishments have great impact to the operation of the department especially on the making of course modules during the start of the pandemic. He does his assigned tasks promptly and submits quality output.

  
ROSARIO P. ABELA

Name and Signature of the Background Investigator

7-11-24

Date



**To the background investigators:** Please use this guide when conducting background investigations to the top five shortlisted candidates to any vacant position.

1. Introduce yourself and state the purpose of your coming or call (when doing thru telephone call).
2. Confirm if it is a convenient time for you to seek a little of his time to briefly answer queries about the applicant whom you are asking for reference
3. Briefly describe the position for which the applicant has applied
4. Confirm the respondent's relationship with the applicant whether a former colleague or superior or just an ordinary acquaintance.
5. Be consistent by asking the same questions to all the top five final candidates and weigh the information equally; what disqualifies one should be the basis for disqualifying any others.
6. Write the Candidate's Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_
7. Initially, the background investigator **should first check on the authenticity of all the documents/credentials the applicant submitted** most especially, of the transcript of records and diploma from the school where it was earned by the applicant
8. **After documents have been authenticated**, the background investigator can proceed by asking the following questions from at least three (3) persons/respondents:
  - a. How long did you know the candidate and in what manner?
  - b. How would you describe the candidate's working attitude, behaviour and skills?
  - c. Please describe how the candidate work and interact with other workers in your organization? In short, is a candidate a team worker?
  - d. Please describe how the candidate work with senior leadership?
  - e. Why did he/she leave the position? (only if relevant)
  - f. In stressful situations, describe how the candidate reacted. Can you please be specific?
  - g. Additionally, how does s/he handle difficult people? Can you describe his/her conflict resolution protocol?
  - h. From your observation, has the candidate mainly been in the role of an implementer or had he been initiator of projects, proposals and a change agent for improved services?
  - i. How independently does the candidate work?
  - j. Does the candidate always conduct his/her dealings with others in a tactful manner? Please elaborate.
  - k. What are the candidate's key accomplishments or impact on the organization?
  - l. What area of development in any organization could the candidate focus on?
  - m. If you were going to provide advice on how to best guide this person, what would it be?
  - n. Would you hire or want to work with this individual again? \_\_\_\_ Yes \_\_\_\_ No
  - o. If No, Then Why? Please elaborate.