SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **AVELINA V. OCLINARIA**

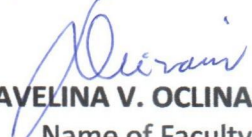| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.85	(2.43)
b. Students (50%)		4.83	(2.42)
Total for Instruction	100%	(4.85)	4.85
2. Research			
3. Extension			
4. Administration			
5. Production			
TOTAL			4.85

EQUIVALENT NUMERICAL RATING: 4.85
Add. Additional Points, if any:
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

AVELINA V. OCLINARIA   **JOEL Q. MABALHIN**
Name of Faculty   Department Head

                                      Recommending Approval:

                                      BAYRON S. BARREDO
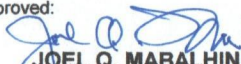   College Dean

                                      Approved:

                                      BEATRIZ S. BELONIAS
                                      VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, AVELINA V. OCLINARIA, a faculty member of the DEPARTMENT OF TEACHER EDUCATION commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the peric JULY - DECEMBER 2023

AVELINA V.OCLINARIA
Asst.Prof.2
Date: Jan.5, 2024

Approved:

JOEL Q. MABALHIN
Department Head
Date: 01-05-mby

BAYRON S. BARREDO
College Dean
Date: 01-05-2024

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	Eficiency	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		Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	**A2.** Number of students advised		Acts as academic adviser to graduate students	N/A						
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A						
	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	N/A						
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A					
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A					
		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	N/A					
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A					
	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	N/A					
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	18units per semester	32.25	5	5	5	5.00	Fili123n , Fili118, Pred119, Fili120 ,Fili115,Fili133
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	5	12	5	5	5	5.00	Fili123n , Fili118, Pred119, Fili120 ,Fili115,Fili133
		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						
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	5	5	5	5.00	Pambansang Webinar ng Kusina ng Talinghaga at ICON Review and Training Center
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	3	10	5	5	5	5.00	
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	15	40	5	5	4	4.66	
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A					
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviserto students		59	5	5	5	5.00	1st year Filipino 4th year Filipino

	PI	A-item	Activity	Description							Remarks
		A17. Number of students advised on thesis/ field practice/special problem:				8	5	5	5	5.00	Humang-it, C., Lopez, MJ.,Orapa,AM.,Tabaranza, P., Gabasa, MA., Geraldo,C., Guya,A., Pacanan, H.
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	none						
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	none						
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	223	5	4	5	4.66	Fili123n , Fili118, Pred119, Fili120 ,Fili115,Fili133, Pred200n
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none						
	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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2						
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	5	4	5	4.66	Fili123n , Fili118, Pred119, Fili120 ,Fili115,Fili133
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	52	4	5	5	4.66	Fili123n , Fili118, Pred119, Fili120 ,Fili115,Fili133
		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							
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2						
	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							

		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A								
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	4								

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	none									
PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *		Conducts and completes research oroject within the year										
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										
	In refereed int'l journals			1									
	In refereed nat'l/regional journals												
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 int'l fora/conferences												
	In nat'l/regional fora/conferences												
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										
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty as student w/ faculty)												
	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										
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output										
	A 35.Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal										

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	none						
	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 of technologies for transfer	1						
	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	none						
	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	N/A						
	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	N/A						
	Research Mentoring	*Research Mentor*									
	Peer reviewers/Panelists	*Peer reviewers/Panelists*									
	Resource Persons	*Resource Persons*									
	Convenor/Organizer	*Convenor/Organizer*									
	Consultancy	*Consultant*									
	Evaluator	*Evaluator*									
	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							
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									

	A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal						

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	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					
	On program accreditations	Pilot Plant Manager							
	On institutional accreditations	SSF Rootcrop facility incharge							

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					
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						
	A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal						
Total Over-all Rating					49	48	48	88.64	
Average Rating					4.9	4.8	4.8	4.83	
Adjectival Rating						Outstanding			

Evaluated & Rated by:

JOEL Q. MABALHIN
Department Head
Date: 01-05-2024

Recommending Approval

BAYRON S. BARREDO
Dean,
Date: 01-05-2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for academic affairs
Date: 02/29/24

Comments and Recommendations for Development Purpose:
Very mother to DTE family.
Very dedicated to her work.
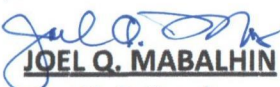
Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **AVELINA V. OCLINARIA**

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 undergraduate courses	18 FTE	3rd week of August 2023	Before the end of semester	December 2023	Very Impressive	Outstanding	32.25 FTE
2	Develop online materials	Develop 1 online courseware & other materials	3rd week of August 2023	Before the end of the semester	December 2023	Impressive	Very Satisfactory	Developed 5 supplemental resources & 52 assessment tools

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:

JOEL Q. MABALHIN
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **AVELINA V. OCLINARIA**
Performance Rating: **4.83**

Aim: Increases involvement in research and extension activities
    Produces instructional materials on handled
    Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June, 2023   Target Date: July-December, 2023

First Step:
Attend Seminars, Trainings, and workshops
Develop at least one Instructional Material
Write Research Proposals for Funding

Result:

Date: June, 2023   Target Date: July-December, 2023

Next Step:
Conduct In-service Trainings
Submit Instructional Materials for ISBN or copyright
Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research
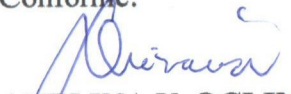
Final Step/Recommendation:

Conduct Research, and Trainings

Prepared by:

JOEL Q. MABALHIN
Unit Head

Conforme:

AVELINA V. OCLINARIA
Name of Ratee Faculty/Staff