

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: January-June 2022

Name of Faculty Member:

**MARY GRACE P. ENAYA**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		4.50 x 50% = 2.250	
TOTAL for Instruction	90%	4.74	4.266
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	10%	5.00 x 10% = 0.500	0.500
TOTAL	100%		4.766

EQUIVALENT NUMERICAL RATING: 4.766

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.766

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

*Mary Grace P. Enaya*  
**MARY GRACE P. ENAYA**

Name of Faculty

Reviewed by:

*Jett C. Quebec*  
**JETT C. QUEBEC**

Department Head

Recommending Approval:

*MA. Theresa P. Loreto*  
**MA. THERESA P. LORETO**

Dean, CAS

Approved by:

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARY GRACE P. ENAYA**, a faculty member 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 JANUARY-JUNE 2022

  
**MARY GRACE P. ENAYA**

Instructor I

Date: July 5, 2022

Approved:

  
**DR. JETT C. QUEBEC**

Department Head

Date: July 6, 2022

  
**DR. MA. THERESA P. LORETO**

College Dean

Date:

**8/4/2022**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	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	N/A	N/A					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A	N/A					
		A3. Number of students advised on thesis/special problem/dissertation		N/A	N/A					
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A	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	N/A					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A					



		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A	N/A					
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	N/A	N/A					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A					
	<b>PI 10</b> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	24	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	6	5	5	5	5.00	
		<b>A11.</b> 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	0	3	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Title: WRITING THE FOREST WITH CERTIFICATE Institution: Forest Sustainability Lab, De La Salle University-The Department of Literature Date: October 29 , 2021-February 5, 2022 Platform: Zoom
		<b>A13.</b> Number of examinations administered and checked	Administers and checks examination for subjects taught	5	12	5	5	5	5.00	M064 Humn 11 - Art Appreption; M111, M113, M116- Humn 15 Great Books; T036, T037 - Littr 135 Afro-Asian Literature
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	24	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	N/A						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	1	17	5	5	5	5.00	ABENOJA, LUJEE JIMENEZ; ABLEN, FRANCES ANGELA MAGDADARO; ABELA, NEHEMIAH GIDEON QUERO; ALISON, ZHYKA AURA ARINGO; AUMAN, IMEE REGULACION; TAGON, HONEY PIE OLIVINA; VARGAS, SHEILLA NAMOC; TORNIO, ARCHIE GARCIANO; SARSONAS, JOSHUA; VELOSO, DREW DAVE JABALLA; TOLEDO, RALPH CAYANONG; VALIDA, ERICCA VILLAMOR; ZACARIAS, SALVE AGNER; SORONIO, RAMON RYAN FAUSTINO; TAFARE, REGINE LAMBANG; SY, JELLY



		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:		3	4	5	5	5	5.00	BAYO, TRIXIE TUBO; BISMANOS, RG ANGEL SABALZA; DE PAZ EFREN JOSEPH GODEZ; NEGAD, CHELSY GWEEN ANCAJAS
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5.00	Yakira P. Montesclaros; Klent Jay Solijon; Lanie Rey Moreno
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5.00	Joyce Mangguardia; Mary Rose Casamayor; Trisha Errua
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis, and grades	5	15	5	5	4	4.67	M064 Humn 11 - Art Appreccion; M111, M113, M116- Humn 15 Great Books; T036, T037 - Litr 135 Afro-Asian Literature
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	N/A						
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	N/A	N/A					
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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	1	NONE					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	M064 Humn 11 - Art Appreccion; M111, M113, M116- Humn 15 Great Books; T036, T037 - Litr 135 Afro-Asian Literature
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	
		<b>A 23</b> : Number of on-line course ware reviewed by TRP & edited by MMDC	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	3	5	5	5	5.00	M064 Humn 11 - Art Appreccion; M111, M113, M116- Humn 15 Great Books; T036, T037 - Litr 135 Afro-Asian Literature
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	NONE					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	3	5	5	5	5.00	M064 Humn 11 - Art Appreccion; M111, M113, M116- Humn 15 Great Books; T036, T037 - Litr 135 Afro-Asian Literature
					SUB-TOTAL				4.98	
<b>UMFO 3 . RESEARCH SERVICES</b>										



	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	N/A	N/A					
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	N/A	N/A					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	1						
		<i>In refereed int'l journals</i>		N/A	N/A					
		<i>In refereed nat'l/regional journals</i>		N/A	N/A					
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	N/A	N/A					
		<i>In international conferences</i>		N/A	N/A					
		<i>In national/regional conferences</i>		N/A	N/A					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	N/A	N/A					
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		N/A	N/A					
		<b>A 33.</b> 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	N/A	N/A					
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NA	NA					
					AVERAGE				0.00	
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	N/A						

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	NONE	Zero % non-complaint	5	5	5	5.00	
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 performing functions resulting to best practice	NONE	NONE					
	Administrative Functions related to Instruction: Department Secretary	Prepares minutes of department meetings	1	6	5	5	5	5.00	Secured minutes of the meeting and other evidence of faculty meetings through online platform and face-to-face platform.
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	NONE	NONE					
				AVERAGE				5.00	
Total Overall Ratng									
Average Rating									
Adjectival Rating									
Average Rating (Total Over-all rating divided by number of entries)				<b>Comments &amp; Recommendations for Development Purpose:</b> Mrs. Enaya is an artistic mind. Her dedication to the department is without doubt. A higher degree is a welcome development.					
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:

  
**DR. JETT C. QUEBEC**

Department Head

Date: July 6, 2022

Recommending Approval

  
**DR. MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: 8/4/2022

Approved by:

  
**DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: \_\_\_\_\_



## PERFORMANCE MONITORING FORM

Name of Employee: Mary Grace P. Enaya

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 two (4) courses (Humn 11n, Humn 15, Litr 135)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops, provide minutes of the meeting	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
8	Attend meetings and write the minutes of meeting	Will provide the minutes of meeting each meeting	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
9	Perform tasks during AACUP PSV and RQAT	Documents will be submitted in the assigned area	August 2022	The semester is not yet over	The semester is not yet over	Impressive	Outstanding	
10	Be part of the committee of the making of AB Literature proposal	Documents will be submitted to the chairman of the committee	August 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

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: MARY GRACE P. ENAYA

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: January 2023

Target Date: December 2023

Step/s:

- a) Reminded Ms. Enaya to publish journal articles
- b) Reminded Ms. Enaya to attend webinars

RESULT:

- a) Waiting for the progress report of Ms. Enaya on the journal articles, and webinars

Prepared by:



**JETT C. QUEBEC**  
Department Head

Conforme:



**MARY GRACE P. ENAYA**

Name of Ratee/Faculty/Staff