

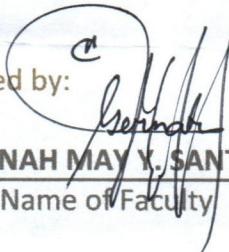
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: GERNAH MAY Y. SANTIANES


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.80	1.44
b. Students	70%	4.33	3.03
TOTAL for Instruction	90%		<b>4.02</b>
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	4.00	0.10
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			<b>4.499</b>

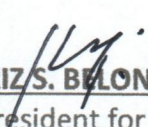
EQUIVALENT NUMERICAL RATING: 4.499  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.499

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:   
GERNAH MAY Y. SANTIANES  
Name of Faculty

Reviewed by:   
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Recommending Approval:   
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:   
BEATRIZ S. BELONIAS  
Vice President for Instruction



GERNAH MAY Y. SANTIANES

Approved: GUIRALDO C. FERNANDEZ, JR.  
Head of Unit

MFO No.	of MFO & PAPs	Success/Performance Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1	Higher Education	Full Time Equivalent	Teaching	Instruction	18	36	4.3	4.33	4.33	4.33	Teaches English Language subject (Purposive Communication, Creative Writing, Introduction to Literature, Thesis adviser, CAED 117, Speech 11, NSTP Coordinator)
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compiler	Revision	1	3	5	5	4	4.67	Revises course syllabi in English Language
		* Powerpoint presentations prepared	Author/Compiler	Author	15	20	5	5	5	5	Created powerpoint presentations for classroom use
		Student Advising and Consultation Services									
		* Number of students advised	Advising	Adviser	1	2	5	5	5	5	ABEL students adviser
		* Number of hrs per week spent on student consultation	Consultation		3	3	5	5	5	5	Teacher Consultation time/ 3 hrs a week
				SUB-TOTAL						24.00	
MF02	Research	Number of papers published in other peer-reviewed publications (proceedings, books, monographs, etc.)		Author	1	1	5	5	5	5.00	Art Appreciation Textbook
				SUB-TOTAL						5.00	
MF04	Extension	Number of trainings/seminars attended	International Conference	Working Secretariat	1	1	5	5	5	5.00	International Conference on Anthropology of Food and Eating Nov. 7-9, 2019
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked		Purposive Communication, Creative Writing, Speech 11, Introduction to Literature, CAED 117 Thesis adviser	20	30	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.		Purposive Communication, Creative Writing, Speech 11, Introduction to Literature, CAED 117 Thesis adviser	10	10	5	5	5	5.00	Purposive Communication, Creative Writing, Speech 11, Introduction to Literature, CAED 117 Thesis adviser



		Number of oral recitations graded/evaluated		Purposive Communication, Creative Writing, Speech 11, Introduction to Literature, CAED 117 Thesis adviser	10	30	5	5	5	5.00	Purposive Communication, Creative Writing, Speech 11, Introduction to Literature, CAED 117 Thesis adviser
		Number of midterm and final gradesheets submitted		Purposive Communication, Creative Writing, Speech 11, Introduction to Literature, CAED 117 Thesis adviser	10	10	5	5	5	5.00	Purposive Communication, Creative Writing, Speech 11, Introduction to Literature, CAED 117 Thesis adviser
				<b>SUB-TOTAL</b>						<b>20.00</b>	
MF05	General Admin & Support Services	Number of participation on the events/program in the dept, college, univ. and other offices	Department activity	Participant	2	3	5	5	5	5.00	Monthly activities, Department gathering
			Socio- Cultural Committee; English Committee	Member	1	2	5	5	5	5.00	Socio- Cultural Committee; English Committee
		Number of meetings attended	Meetings	Attendance	2	4	5	5	5	5.00	Departmental meeting, Aug. 24, 2019
											Departmental meeting ISO result
											UGAT Int'l Conf. Meeting, October, 2019
											Departmental meeting (re approaching midterms week), Oct. 4, 2019
				<b>SUB-TOTAL</b>						<b>15.00</b>	

Average Rating (Total Over-all rating divided by number of entries)		4.93
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		

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

Evaluated & Rated by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

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

Recommending approval:

**CANDELARIO L. CALIBO**

College Dean

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

Approved:

**BEATRIZ S. BELONIAS**

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

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **GERNAH MAY Y. SANTIANES**

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 (2) courses	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	Aug 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	Aug 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	Aug 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	Aug 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
5	Publish written essays	Published manuscript will be submitted to the department secretary	Aug 2019	Dec 2019	September 2019	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	Aug 2019	Dec 2019	September 2019	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	Aug 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Aug 2019	Nov 2018	Dec 2019	Impressive	Outstanding	

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

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

Prepared by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: GERNAH MAY Y. SANTIANES

Performance Rating: Very Satisfactory

Aim: To improve student evaluation ratings in all her classes

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

Date: August 15, 2019

Target Date: One year from date of one-on-one meeting

First Step:

Understanding the limitations of oneself and man in particular, looking back when we were students in the 1980s (one-on-one meeting)

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Result:

Promise to improve her style of teaching by being more considerate and slowing down in her presentation of lessons, taking into consideration the slow learners

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Date: December 15, 2019

Target Date: End- of first semester

Next Step:

To review her teaching effectiveness by evaluating the student teaching instruments in all her classes especially her weak points and strengths.

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Outcome: NA

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Final Step/Recommendation: NA

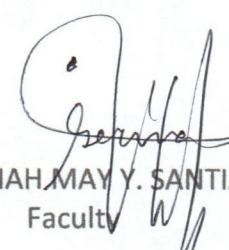
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Prepared by:

  
GUIRALDO C. FERNANDEZ

Unit Head

Conforme:

  
GERNAH MAY Y. SANTIANES  
Faculty