

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JANUARY-JUNE 2023

Name of Faculty Member:

**GERNAH MAY Y. SANTIANES**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		5.00 x 50% = 2.500	
b. Students (50%)		4.17 x 50% = 2.085	
TOTAL for Instruction	95%	4.59	4.356
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	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.606

EQUIVALENT NUMERICAL RATING: 4.606

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.606

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**GERNAH MAY Y. SANTIANES**

Name of Faculty

Reviewed by:

**MARIA VANESSA E. GABUNADA**

Department Head

Recommending Approval:

**MA. THERESA P. LORETO**

Dean, CAS


Approved by:


**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GERNAH MAY Y SANTIANES, 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 2023.

  
**GERNAH MAY Y SANTIANES**  
 Instructor I  
 Date:

Approved:  
  
**MARIA VANESSA E. GABUNADA**  
 Department Head  
 Date: 7-19-23

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JUL 25 2023

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						
	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		N/A						
		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						



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A						
		<b>A 6 . Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b>	Submits the course ware duly reviewed by TRP for editing by MMDC editor	N/A						
		<b>A 7 : Number of virtual classroom created and operational</b>	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal	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	29.7	5	5	5	5.00	
		<b>A10 . Number of grade sheets submitted within prescribed period</b>	Prepares gradesheet and submits on or before deadline	10	14	5	5	5	5.00	
		<b>A 11 . Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and	5	10	5	5	5	5.00	
		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	2	0					
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	5	12	5	5	5	5.00	
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	15	30	5	5	5	5.00	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	NONE	NOne					
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	15	23	5	5	5	5.00	

		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>		3	3	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	6	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	Advises student organizations recognized by USOO	1	0					
		<b>A20 . Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student related activities	1	0					
	<b>PI 10:</b> Number of instructional materials	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel	1	0					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2		5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	16	5	5	5	5.00	
		<b>A 23 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b>	Submits the course ware duly reviewed by TRP for editing by MMDC editor	2	0					
		<b>A 24 : Number of virtual classroom created and operational</b>	Creates virtual classroom using either Moodle or Google Classroom	10	6	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs:	<b>A 25. Number of Additional outputs</b>								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	0					
		Agency/firm/Industry linkages	Coordinates with potential firms	N/A	0					



	<b>A 26.</b> Other outputs implementing the	Designs experiential learning	2	0					
				TOTAL				5.00	
<b>UMFO 3. RESEARCH SERVICES</b>									
<b>PI 1.</b> Number of research outputs in the last three (3)	<b>A 27.</b> Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other	1	none					
<b>PI 2.</b> Number of research	<b>A 28.</b> Number of research outputs	Conducts and completes research	1	none					
<b>PI 3.</b> Percentage of research	<b>A 29.</b> Percentage of research outputs	Writes publishable materials out of	1	none					
	In refereed int'l journals								
	In refereed nat'l/regional journals								
<b>PI 4.</b> Number of research outputs presented in	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scientific for a/conferences	2	none					
	In int'l fora/conferences		1	none					
	In nat'l/regional fora/conferences		1	none					
<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and follows up its	1	none					
<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards		1	none					
	<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	1	none					
	<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	none					
	<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	1	none					
				TOTAL				NONE	
<b>UMFO 4. EXTENSION SERVICES</b>									
<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	<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	1	NONE					
<b>PI 2.</b> Number of trainees	<b>A 37.</b> Number of trainees weighted by	Conducts trainings among	1						
<b>PI 3.</b> Number of extension	<b>A 38.</b> Number of extension	Implements duly approved	1						
<b>PI 4.</b> Percentage of	<b>A 39.</b> Percentage of beneficiaries who	Provides quality and relevant training courses and advisory	1	NONE					
<b>PI 5.</b> Number of	<b>A 40.</b> Number of technical/expert	Provides the technical and expert	N/A						
Research Mentoring	Research Mentor		NONE						
Peer	Peer reviewers/Panelists		NONE						



	Resource Persons	Resource Persons		1	NONE					
	Convenor/Organizer	Convenor/Organizer		1	NONE					
	Consultancy	Consultant		1	NONE					
	Evaluator	Evaluator		1	NONE					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up	1	NONE					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & ...)		1	NONE					
		A 43. Other outputs implementing the new normal due to covid 19	activities and other outputs to implement new normal	1	NONE					
					TOTAL				NONE	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	PI 8. Compliance to all requirements thru the established/adequate	A 44. Compliance to all requirements of the QMS 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 the functions of faculty							
		A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all requirements as prescribed in the accreditation	100% compliant						
		On program accreditations		1	NONE					
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	1	1	5	5	5	5.00	Department Enrollment Focal Person
	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						
		A.48 Number of activities facilitated	Serves as Chair of the Dept. Socio-Cultural Committee	1	2	5	5	5	5.00	Flag Ceremony, CAS Month
		A 49. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

					TOTAL				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

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

**Comments & Recommendations for Development Purpose:** Ms. Santianes is very skillful in terms of organizing events in the department. She is recommended to pursue her doctorate degree for the development of her teaching and sholarly endeavor.

Evaluated & Rated by:



**MARIA VANESSA E. GABUNADA**

Department Head

Date: 7-19-23

Recommending Approval



**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: JUL 25 2023

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

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 (3) courses	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	January 2023	June 2023	June 2023	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Will improve students' performance	January 2023	June 2023	June 2023	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2023	June 2023	June 2023	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2023	June 2023	June 2023	Impressive	Outstanding	
5	Performed duties based on appointment from the Department	Will perform duties based on the assignment or task given by the department as the Chair of a committee	January 2023	June 2023	June 2023	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	January 2023	June 2023	June 2023	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2023	June 2023	June 2023	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Participate in the planning and preparations on the department's activities.	January 2023	June 2023	June 2023	Impressive	Outstanding	
9	Perform functions related to the department's evaluation in the AACCUPP	Gather documents necessary for the completion of the areas assigned	January 2023	June 2023	June 2023	Impressive	Outstanding	

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

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

Prepared by:

MARIA VANESSA E. GABUNADA

Department Head



**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: **GERNAH MAY Y. SANTIANES**

Performance Rating:

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

Date: January 2023

Target Date: June 2023

First Step:

- Provide teaching strategies according to the needs of the learners. Conduct needs analysis prior to providing instruction.
- Assess students' capacity in language and tailor fit the subject to their level and needs.
- To improve classroom management and teaching strategies
- To continue seeking for effective and efficient methods and strategies that will help learners acquire meaningful learning experience in the new normal.
- To continue building partnership and seeking new opportunities for personal and professional growth.
- To attend and present papers in local and international conferences.
- To submit papers for publication.

Outcome:

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Final Step/Recommendation: NA

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Prepared by:



MARIA VANESSA E. GABUNADA

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Unit Head

Conformer

  
GERNAH MAY Y. SANTIANES

Faculty