

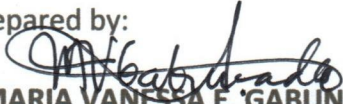
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARIA VANESSA E. GABUNADA


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	90%	5.00	4.50
b. Students (70%)	10%	0.00	0.00
TOTAL for Instruction	90%		4.05
2. Research	2.5%	0.00	0.00
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			4.400


EQUIVALENT NUMERICAL RATING: 4.400  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.400

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:  
  
MARIA VANESSA E. GABUNADA  
Name of Faculty

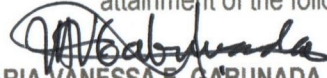
Reviewed by:  
  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Recommending Approval:  
  
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:  
  
BEATRIZ S. BELONIAS  
Vice President for Instruction

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MARIA VANESSA E. GABUNADA, 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 JULY - DECEMBER 2019.

  
**MARIA VANESSA E. GABUNADA**

Ratee

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

MFO No.	Description 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>	
MF02	Higher Education	FTE									
		Higher Education	Teaching	NONE (MATERNITY LEAVE EFFECTIVE AUGUST 27, 2019)							NONE (MATERNITY LEAVE EFFECTIVE AUGUST 27, 2019)
		<b>Number of Instructional Materials Developed/Revised and Utilized</b>									
		* New IMs	Author/Compiler								
		*Humn 13 and Humn 15 Syllabus	Author/Compiler	Writes Humn 13 and Humn 15 Syllabus	2	2	5	5	5	5.00	
		* Powerpoint presentations prepared	Author/Compiler								
		<b>Student Research/Thesis Advising</b>	Author/Compiler								
						Sub-total				5.0	
MF03	Research	Number of Outputs Presented in Regional/National/International Forum/Conferences		NONE (MATERNITY LEAVE EFFECTIVE AUGUST 27, 2019)							
		Number of Publishable Research Article	Publication	None							
						Sub-total				0.00	
MF04	Extension	Number of midterm and final exams preapred and checked.	Midterm and Final exams	NONE (MATERNITY LEAVE EFFECTIVE AUGUST 27, 2019)							
		Number of trainings/seminars/Workshops attended	Writeshop	Facilitator/Participant	1	1	5	5	5	5.00	
		Number of oral recitations graded/evaluated	Oral Recitation	NONE (MATERNITY LEAVE EFFECTIVE AUGUST 27, 2019)							
						Sub-total				5.00	
MF05	Production/Support to Students	Number of midterma and final gradesheets submitted	Submission of Grades	NONE (MATERNITY LEAVE EFFECTIVE AUGUST 27, 2019)							



		Number of quizzes prepared and checked	Quizzes	NONE (MATERNITY LEAVE EFFECTIVE AUGUST 27, 2019)							
						<b>Sub-total</b>				0.00	
MF06	Other Services	Number of meetings attended		Attends department and committee meetings	2	2	5	5	5	5.00	
		Number of events that rendered expert services in the dept/college/university/ and other offices	Facilitator	Facilitates writeshop in the department	1	1	5	5	5	5.00	
						<b>Sub-Total</b>				<b>10.00</b>	

		Average Rating (Total Over-all rating divided by no. of entries)		5.00
	<b>Total Over-all Rating</b>	Additional Points:		
		Approved Additional points (with copy of approval)		
		<b>FINAL RATING</b>		5.00
		<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

### Comments & Recommendations for Development

**Purpose:** Dr. Gabunada 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**

Vice-President for Instruction

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

PERFORMANCE MONITORING FORM

Name of Employee:   
**MARIA VANESSA E. GABUNADA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/Recommendations
1.	Prepares course syllabi	Approved course syllabi in Humn 13 and Humn 15	August 2019	August 2019	August 2019	Impressive	Outstanding	
2.	Facilitates writeshop in New GE Electives as replacement for Filipino subjects	Certificate of appearance, certificate of attendance and certificate of participation	August 2019	August 2019	August 2019	Impressive	Outstanding	
3.	Participate in some activities conducted by the department.	Attendance, certificates if applicable	August 2019	August 2019	August 2019	Impressive	Outstanding	

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

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

Prepared by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To publish in a ISI/SCOPUS/CHED IJP Journals; Conduct Research; Write textbook in RIPH, and Initiate Extension Programs

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

Date: January 2019

Target Date: One year from today

First Step:

- a) Encouraged her to polish journal articles for publication
- b) Reminded her to compile materials and write the textbook in RIPH
- c) Advised her to write research proposal in English Language/Literature
- d) Encouraged her to join extension programs

Result:

She has received letter of acceptance for publication in an ISI journal and her article will be published on Kritika Kultura February 2019 Issue.

Date: January 2019

Target Date: End of second semester

Next Step:

She is in the process of writing research proposal and textbook in RIPH.

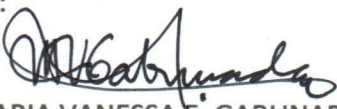
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
MARIA VANESSA E. GABUNADA  
Employee