

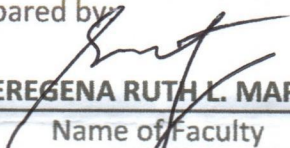
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: SEREGENA RUTH L. MARTINEZ

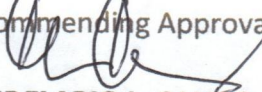
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	5.00	1.50
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		<b>4.50</b>
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			<b>5.000</b>

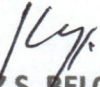
EQUIVALENT NUMERICAL RATING: 5.000  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
SEREGENA RUTH L. MARTINEZ  
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

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT REPORT

I, SEREGENA RUTH L. MARTINEZ of the Department of Liberal Arts and Behavioral Sciences commits to deliver and agree to be rated on the attained of the following targets in accordance with the indicated measures for the period January - June 2019

SEREGENA RUTH L. MARTINEZ

Ratee

Approved:

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO:1	Advanced Education	PI. 1 Full time Equivalent (FTE)	Instruction	Taught LT 211, LT 216	7	6.33	5	5	5	5	as graduate faculty
		Number of Comprehensive Exams/Thesis Defense attended as GAC Member/Observer	Compre Exam/thesis Defense	GAC chair/member/thesis adviser	1	3	5	5	5	5	
MF02	Higher Education	Full Time Equivalent	Teaching	Taught undergraduate courses	18.00	13.65	5	5	5	5.00	TL status
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation	Alloted 3 hrs or more/week	3	4	5	5	5	5	
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF03	Research	Number of Outputs Presented in Regional/National/International For a/Conferences	International Conference	Paper Presenter	1	1	5	5	5	5	The Image of Woman in Wilfrido Ma. Guerrero's One -Act Play
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Extension	Number of beneficiaries served	Community Outreach	Organizer/Coordinator	100	135	5	5	5	5	Pansagan Elemenatary School
		Number of trainings/workshop attended		Participant	1	1	5	5	5	5	A seminar conducted by VSU about its online program (OPO) of the Graduate School
				<b>SUB-TOTAL</b>						<b>10.00</b>	
MF05	Production/Support to Students	Number of orals, quizzes, seatworks prepared and checked.		Undergraduate and graduate courses	5	10	5	5	5	5	
		Number of gradesheets submitted on time		Undergraduate and graduate courses	4	10	5	5	5	5	
		Number of periodic exams prepared and checked		Undergraduate and graduate courses	4	10	5	5	5	5	
				<b>SUB-TOTAL</b>						<b>15.00</b>	



MF06	Other Services	Number of articles collected and edited		Collected and edited student articles for the DLABS Literary Bulletin	25	35	5	5	5	5	Poems
		Number of committees served	Member, Coordinator	Member of DLABS Academic Personnel Committee, Socio-Cultural Committee, Graduate School Admissions Committee, Graduate School Council, DLABS Museum	2	5	5	5	5	5	
		Number of students advised	Thesis Writing (undergraduate students); Academic Adviser (graduate)	Assisted graduating students in their thesis writing	5	5	5	5	5	5	
		Number of subjects coordinated	Coordinator	English subjects	1	1	5	5	5	5	
		Number of participation in the events/program of the dept./college/university and other offices	DLABS Anniversary		1	3	5	5	5	5	
		Number of department meetings/applicants' screening attended/	Meetings/Screening of Applicants		2	2	5	5	5	5	
					SUB-TOTAL					30.00	
TOTAL OVER-ALL RATING							75.00				

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

Comments & Recommendations for Development Purpose:
Dr. Martinez 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.

Evaluated & Rated by:

GUINALDO C. FERNANDEZ, JR.

Department Head

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

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

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

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

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

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: **SEREGENA RUTH L. MARTINEZ**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Overall Assessment of Output**	Remarks/ Recommendation
1	Teaches courses in the Graduate School (LT 205, LT 211, LT 212, Thesis Writing) and in the undergraduate level (ELSt 105, Engl 199, Spch 11, Engl 11)	Attendance sheets, midterm and final grade sheets, students' performance evaluation results	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
2	Assists students' concerns through scheduled consultation	Outstanding students' performance evaluation result	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
3	Prepares materials and activities for the handled courses	PowerPoint presentations, assessment activities, Undergraduate seminar, Speech Choir Expo	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
4	Submits midterm grades and final grades	Submitted grades to the university registrar	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
5	Publishes written essays and other creative works of students	"Published" works of students on the Literary Bulletin	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
6	Participates in international conference	Certificate of recognition and / or certificate of participation; travel report	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
7	Participates in all activities conducted by the department, college, and the university	Attendance sheet; certificates	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
8	Performs other functions assigned by the department head	Certificates of the trainings/workshops, program	Jan 2019	Dec 2019	Dec 2019	Impressive	Outstanding	

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

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

Prepared by:

**DR. GUINALDO C. FERNANDEZ, JR.**

Department Head



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: SEREGENA RUTH L. MARTINEZ

Aim: To prepare a course syllabus for the newly offered subject (ELSt 105) and a Workbook for it.

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

Date: June 15, 2019 Target Date: For the syllabus – ASAP; for the Workbook one year

First Step:  
To start writing the Workbook as soon as possible so that the instructional material will be ready for use next SY.

\_\_\_\_\_

Result:  
Promised to accomplish requirements as mentioned the soonest time possible.

\_\_\_\_\_

Date: November 21, 2019 Target Date: Next SY 2020

Next Step:  
To remind Ms. Martinez about the Workbook.

\_\_\_\_\_

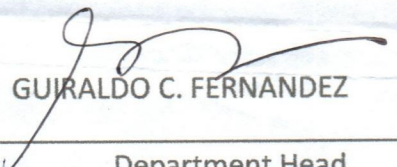
Outcome: N/A

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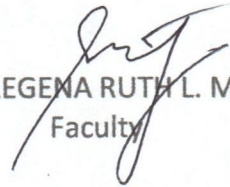
Final Step/Recommendation: N/A

\_\_\_\_\_

Prepared by:

  
\_\_\_\_\_  
GUIRALDO C. FERNANDEZ  
Department Head

Conforme:

  
SEREGENA RUTH L. MARTINEZ  
Faculty