

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARY GRACE P. ENAYA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	4.67	1.40
b. Students (70%)	70%	4.00	2.80
TOTAL for Instruction	90%		3.78
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			4.256

EQUIVALENT NUMERICAL RATING: 4.256

Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.256

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: MARY GRACE P. ENAYA
Name of Faculty

Reviewed by: GUINALDO 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, **MARY GRACE P. ENAYA**, 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 - DEC 2019**.

Mary Grace P. Enaya
MARY GRACE P. ENAYA

Ratee

Guinaldo C. Fernandez, Jr.
Approved: **GUIRALDO C. FERNANDEZ, JR.**

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in Language and Social Sciences subjects	18.00	36.15	4	4	4	4.00	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	ISO format Syllabus	2	5	5	5	4	4.67	
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period / Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	1	3	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	1	3	5	5	5	5	
				SUB-TOTAL						18.67	
MF02	Research	Number of research conducted	Publishable research article	Author / Co-author	1	1	5	5	5	5.00	*Art Appreciation textbook
				SUB-TOTAL						5.00	
MF04	Extension	Number of trainings/seminars attended		Participant	1	3	5	5	5	5.00	*Syllabus Writeshop for New GE Courses *Reecho Training * UGAT Conference
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	20	35	5	5	5	5.00	

		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	8	14	5	5	5	5.00	
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	8	15	5	5	5	5.00	
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	10	14	5	5	5	5.00	
				SUB-TOTAL						20.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college,		Resource Person	1	5	5	5	5	5.00	
		Number of committees served		Participant			5	5	5	5.00	
		Number of meetings attended		Lecturers Committee	1	2	5	5	5	5.00	
				Attendee	5	11	5	5	5	5.00	
				SUB-TOTAL						15.00	

Average Rating (Total Over-all rating divided by number of entries)		4.90
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.90
ADJECTIVAL RATING		OUTSTANDING

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

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: _____

Exhibit I

PERFORMANCE MONITORING FORMName 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 (2) courses (Litr 133, Humn 13n)	Will provide attendance sheets of assigned classes, midterm and final gradesheets 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	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	Aug 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
6	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	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
8								

* 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: 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 2019

Target Date: June 2019

Step/s:

- a) Reminded Ms. Enaya to conduct other activities in the department
- b) Reminded Ms. Enaya to continue working on the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".

RESULT:

- a) Ms. Enaya joined the committee of the DLABS Lecture Series;
- b) The proposal of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas" was submitted.

Date: August 2019

Target Date: November 2019

Step/s:

- a) Reminded Mrs. Enaya to continue working on the DLABS Lecture Series with her other teammates;
- b) Reminded Mrs. Enaya to continue working on the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".


RESULT:

- a) The DLABS Lecture Series was able to conduct two lecture series this semester. The first one was on August 28, 2019 titled "Pamublikong Forum ukol sa Sitwasyon, Nilalaman, at Direksyon ng Asignaturang Filipino sa SHS at Kolehiyo". The speaker was Dr. David Michael M. San Juan, a convenor of Tanggol Wika. The second was on September 30, 2019 titled "Ethnography: As Experienced by a Female Ethnographer". The speaker was Ms. Bethlehem Ponce, a faculty member of the Department of Liberal Arts and Behavioral Sciences of Visayas State University;
- b) The proposal of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas" was edited and resubmitted.

Prepared by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


MARY GRACE C. PEREZ
Name of Ratee/Faculty/Staff