

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: JULY-DECEMBER 2023

Name of Faculty Member:

SHEENA MAE P. LUBRIO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.95 x 50% = 2.475	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	100%	4.98	4.975
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			
TOTAL	100%		4.975

EQUIVALENT NUMERICAL RATING: 4.975

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.975

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

SHEENA MAE P. LUBRIO

Name of Faculty

Reviewed by:

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

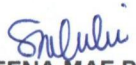
Approved by:


BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA MAE P. LUBRIO, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER 2023


SHEENA MAE P. LUBRIO
 Assistant Professor II
 Date: 04 JAN 2024

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 17 0 JAN 2024


MA. THERESA P. LORETO
 College Dean
 Date: JAN 23 2024

FTE/sem

4.0
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities Projects	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	2	1	5	5	5	5.00	Handles LTNG 214 (1 section)
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation		NA							
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	NA	NA					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	GAC for Jenny Permejo
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	1	2	5	5	5	5.00	Consultations for LTNG 214 students
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Modules and notes for LTNG 214

Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	4	5	5	5	5.00	Presentations for LTNG 214 class
Assessment tools			Prepares assessment tools such as long exam, quizzes, problem sets, etc.	1	4	5	5	5	5.00	Assessment tools for LTNG 214 class
A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor			Submits the course were duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	Courseware for LTNG 214
A 7 : Number of virtual classroom created and operational			Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	Google Classroom for LTNG 214
PI 10 : Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Reporting and assessment activities for LTNG 214 students
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	18	33.15	5	5	5	5.00	Handles Comm 11 (3 sections), Litr 132 (1 section), and ELPr 133 (1 section)
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	5	5	5	4	4.67	Grade sheets for Comm 11 (3 sections), Litr 132 (1 section), and ELPr 133 (1 section)
	A11. Number of INC forms with grade submitted within prescribed period		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	0	4	5	5	5	5.00	Former students whose INCs would lapse this sem in the ff. subject: Litr 132
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	5	5	5	5.00	Curriculum review, syllabus writing, and strategic planning at DAI
	A13. Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	1	6	5	5	4	4.67	Exams in Comm 11, Litr 132, and ELPr 133
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lecture	2	20	5	5	4	4.67	Quizzes and learning tasks in Comm 11, Litr 132, and ELPr 133
	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	NA	NA					NA
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	1	9	5	5	5	5.00	Academic adviser for ABELS students
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	For ABELS graduating students
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Thesis advisees assigned this sem (ABELS candidate for graduation)

		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	1	4	5	5	5	5.00	Consultations regarding thesis and subject matter-related among ABELS students
	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USOO	0	0					NA
		A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	0	0					NA
	PI 10: Number of instructional materials developed *	A 21: Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	For subjects handled this sem: Comm 11, Litr 132, and ELPr 133
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	20	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	6	5	5	4	4.67	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor		Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	For the subjects handled
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	6	5	5	5	5.00	For Comm 11, Litr 132, and ELPr 133
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	Syllabi for Litr 132 and Humn 15n
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						NA
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Online classes and blended learning for Comm 11
											4.95
UMFO 3 . RESEARCH SERVICES											
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		Conducts research for possible utilization by industry or other beneficiaries	0	0					NA
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	0	0					NA

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication	0	0						NA
		<i>In refereed int'l journals</i>										
		<i>In refereed nat'l/regional journals</i>										
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences	0	0						NA
		<i>In int'l fora/conferences</i>										
		<i>In nat'l/regional fora/conferences</i>										
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	0	0						NA
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)										NA
		A 33. 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 duly reviewed paper	0	0						NA
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	0	0						NA
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	0	0						NA
UMFO 4. EXTENSION SERVICES												
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	0	0						NA
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	0	0						NA
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects	0	0						NA

	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		Provides quality and relevant training courses and advisory services	0	0					NA
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	0	0					NA
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0					NA
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	0	0					NA
UMFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 4. Program and Institutional Accreditation Services											
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	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 his/her functions as faculty member	zero non-conformity						Zero % non-conformity
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						100% compliant
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								

UMFO 6. General Admin. & Support Services (GASS)

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint						Zero % non-conformity
	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	N/A	N/A					NA
		A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal	N/A	N/A					NA

PERFORMANCE MONITORING FORM

Name of Employee: **SHEENA MAE P. LUBRIO**

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.	Teaches a GE and major courses both in the graduate school and higher education (undergrad)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2023	December 2023	Ongoing	Impressive	Outstanding	
2	Acts as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	January 2023	December 2023	Ongoing	Impressive	Outstanding	
3	Prepares Learning Guides of the assigned subjects	Course syllabi in Litr 132, Comm 11, LTNG 214, and ELPr 133 and online-ready materials	August 2023	September 2023 2022	Semptember 2023	Impressive	Outstanding	
4	Allot time for student consultation	Spend 4 hrs. a week for consultation	August 2023	December 2023	Ongoing	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2023	December 2023	Ongoing	Impressive	Outstanding	
7	Prepares Midterm Exam, Final Exam, and TOS for subjects taught	Approved exams and TOS in Litr 132, LTNG 214, Comm 11, and ELPR 133 and online-ready exams	August 2023	December 2023	Ongoing	Impressive	Outstanding	
8	Submit INC forms with grades	Accomplished INC forms	August 2023	November 2023	November 2023	Impressive	Outstanding	
9	Acts as thesis adviser and approves thesis topics	Approved undergraduate theses titles	September 2023	December 2023	Ongoing	Impressive	Outstanding	
10	Acts as thesis defense examiner/observer	Accomplished form by the examiner set by the Graduate School	September 2023	November 2023	November 2023	Impressive	Outstanding	

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

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

Prepared by: 
MARIA VANESSA E. GABUNADA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheena Mae P. Lubrio

Performance Rating:

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials for new elective courses

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

Date: January 2023

Target Date: One year from today

First Step:

- a) Encouraged her to finish her dissertation
- b) Encouraged her to attend seminars on research methodologies
- c) Advised her to revise modules for new subjects

Result:

She has already defended her dissertation proposal in July 2023; attended mandated trainings; submitted papers to conferences.

Date: July 2023

Target Date: End of 2nd semester

Next Step:

She will be advised to conduct her study as soon as possible while also accomplishing her teaching tasks at the department.


Outcome: She has finished her pilot testing and is expected to start pre-testing while also holding classes.

Final Step/Recommendation: NA

Prepared by:


MARIA VANESSA E. GABUNADA
Department Head

Conforme:


SHEENA MAE P. LUBRIO
Faculty