

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: MAY C. PASCUAL

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.89	1.47
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.47
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			4.945


EQUIVALENT NUMERICAL RATING: 4.945


Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.945**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: 
MAY C. PASCUAL
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 AND REVIEW FORM

I, MAY C. PASCUAL, of the Department of Liberal Arts and Behavioral Sciences commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period AUGUST - DECEMBER 2019.

MAY C. PASCUAL

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

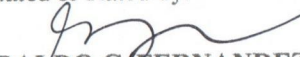
Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in Social Science subjects	18.00	40.05	5	5	5	5.00	7 sections (3 sections for Understanding the Self sections for Readings in Phil History; and 1 section for Life and Works of Rizal)
		Number of Instructional Materials Developed/Revised and Utilized	Revising	ISO format Syllabus	1	2	5	5	4	4.67	Understanding the Self and Readings in Philippine History Course syllabus in OBE-ISO format
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	5	5	5	5	5	Students academic needs are addressed
				SUB-TOTAL						14.67	
MF02	Research	Number of research conducted	Publishable research article	Author	1	1	5	5	5	5.00	Study on the Hallway Language of Generation Z Learners
				SUB-TOTAL						5.00	
MF04	Extension	Number of trainings/seminars/international conferences attended		Secretariat/ Participant	2	2	5	5	5	5.00	PACERS Midyear Conference & UGAT International Conference
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	30	69	5	5	5	5.00	7 sections (3 sections for Understanding the Self sections for Readings in Phil History; and 1 section for Life and Works of Rizal)
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	6	6	5	5	5	5.00	7 sections (3 sections for Understanding the Self sections for Readings in Phil History; and 1 section for Life and Works of Rizal)
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	14	15	5	5	5	5.00	7 sections (3 sections for Understanding the Self sections for Readings in Phil History; and 1 section for Life and Works of Rizal)


		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	14	14	5	5	5	5.00	7 sections (3 sections for Understanding the Self sections for Readings in Phil History; and 1 section for Life and Works of Rizal)
				SUB-TOTAL						20.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university, and other offices		Participant	2	10	5	5	5	5.00	Department Teambuilding Activity, Orientation New Faculty, Intramural/Sports Fest Parade and Opening, DLABS anniversary celebration, UGA International Conference Local Secretariat Preparation and actual event, CSC Anniversary Celebration, University Students Services Days Celebration, Christmas Tree Lighting Ceremony
		Number of committees served			1	2	5	5	5	5.00	Department-based Guidance Facilitator, GA
		Number of meetings attended		Attendee	5	8	5	5	5	5.00	Department Meetings, UGAT Conference Meetings, USSO Meetings, VSUFA Meeting,
Total Over-all Rating				SUB-TOTAL						15.00	
	TOTAL									59.67	

Average Rating (Total Over-all rating divided by number of entries)		4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING

Evaluated & Rated by:


GUIRALDO C. FERNANDEZ, JR.
 Department Head
 Date: _____


Recommending Approval:


CANDELARIO L. CALIBO
 College Dean
 Date: _____

Comments & Recommendations for Development Purpose:

Ms. Pascual serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep 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.

Approved:


BEATRIZ S. BELONIAS
 Vice-President for Instruction
 Date: _____

PERFORMANCE MONITORING FORM

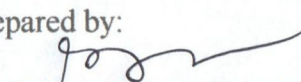
Name of Employee:  May C. Pascual

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 three (3) course subjects (ScSc11n, ScSc12, ScSc16)	Attendance sheets of the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2019	November 2019	November 2019	Impressive	Outstanding	Improve performance vis-à-vis students' comments on TPES.
2	Prepare instructional materials for courses taught	Varied instructional materials that matches student learning styles	August 2019	November 2019	November 2019	Impressive	Outstanding	Identify effective teaching-learning styles that match
3	Assist students' concerns through student consultations	Improved student performance	August 2019	November 2019	November 2019	Impressive	Outstanding	Provide more interventions to improve student academic performance
4	Prepare course syllabi updates	Approved course syllabi in ScSc11n, ScSc12, ScSc16	August 2019	November 2019	November 2019	Impressive	Outstanding	Follow OBE and ISO format as prescribed
5	Submission of midterm and final grades	Grades submitted to Registrar's Office on time	August 2019	November 2019	November 2019	Impressive	Outstanding	Submit grades ahead of the deadline
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2019	November 2019	November 2019	Impressive	Outstanding	Active participation in all activities
7	Perform other functions assigned by the Department head and university administrators	Induction into office as DBGF, Active involvement in the USSO programs related to Department-based guidance facilitation and in UGAT International Conference Local Secretariat	August 2019	November 2019	November 2019	Impressive	Outstanding	Submission of semestral report of accomplishment as DBGF

* 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

Performance Rating: N/A

Aim: To pursue dissertation writing and graduate from current postgraduate program in Guidance and Counseling, and improve teaching strategies.

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

Date: August 1, 2019

Target Date: one year from today

First Step:

Encouraged Ms. Pascual to begin working on her doctoral dissertation and finish within the school year.

She has consulted with the Guidance Coordinator of the University Student Services Office for possible dissertation topics which will be applicable to both her degree and for the benefit of the university. Moreover, she was designated as the Department-Based Guidance Facilitator of the Department of Liberal Arts and Behavioral Sciences for the next two years.

Date: September 2019

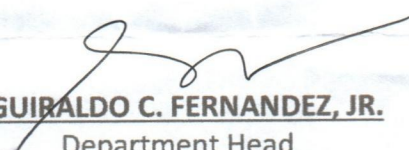
Target Date: January 2020

Next Step:

Conduct classroom observation and identify areas for improvement on teaching students. Follow up on the update of her dissertation writing.


Outcome: NA

Final Step/Recommendation: NA


GUIRALDO C. FERNANDEZ, JR.

Department Head

Conforme:


MAY C. PASCUAL

Name of Ratee/Faculty/Staff