

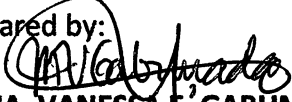
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MA. VANESSA E. GABUNADA

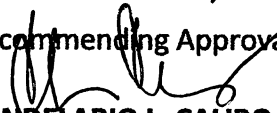
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (70%)	30%	5.00	1.50
b. Students (30%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.50
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	4.00	0.10
TOTAL			4.975

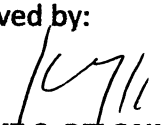
EQUIVALENT NUMERICAL RATING: 4.975  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.975

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
MA. 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

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

MA. VANESSA E. GABUNADA

Name of Faculty Member

Program Involvement (1)	Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3) (4)
1. Instruction			
a. Faculty (70%)	70%	2.00	1.40
b. Students (30%)	30%	2.00	0.60
TOTAL for Instruction	100%		2.00
2. Research	25%	2.00	0.50
3. Extension	25%	2.00	0.50
4. Production	25%	2.00	0.50
5. Administration/Other Services	15%	2.00	0.30
TOTAL			4.80

EQUIVALENT NUMERICAL RATING: 4.80  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

MA. VANESSA E. GABUNADA

GUILLERMO C. FERNANDEZ JR.

Name of Faculty

Department Head

Recommendation Approval:

CANDILARIO L. CALIBO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MA. 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 JANUARY-JUNE 2018.

MA. 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>	
MFO2	Higher Education	FTE									
		Higher Education	Teaching	Teaches English 12 (Writing in the Discipline), English 116 (The Structure of English Language), English 121 (Language and Society), and LITR 113 (Anglo-American Literature)	18.00	27.45	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler	Makes syllabus in Engl 116	2	2	5	5	5	5	
		* Revised IMs within the last 3 years	Author/Compiler	Revises syllabus in Engl 12, Engl 121, And Litr 113	2	3	5	5	5	5.00	
		* Number of visual aids/powerpoint presentations prepared	Author/Compiler	Prepares visual aids for Engl 12, Engl 116, Engl 121, and Litr 113	6	8	5	5	5	5.00	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation			3	3	5	5	5	5	
						Sub-total				25.00	
MF03	Research	Number of Outputs Presented in Regional/National/International Fora/Conferences	Conference	Paper Presenter during the 2nd International Conference on Asian and Philippine Studies	1	1	5	5	5	5.00	Title of Paper: "The Politics of Translation in the Creation, Production, and Canon Formation of Translated Cebuano Literature from the Post-War Period"
						Sub-total				5.00	
MF04	Extension	Number of trainings/seminars attended	Training	Participant	1	2	4	4	4	4.00	
						Sub-total				4.00	
MF05	Production	Number of quizzes prepared and checked		Prepares and checks quizzes in Engl 12, Engl 116, Engl 121, and Litr 113	10	10	5	5	5	5.00	

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MA. VANESSA E. GARCIA, 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 JANUARY 2018.

Approved: GUILBERTO C. BERNARDES JR.

Head of Unit

MA. VANESSA E. GARCIA

Ratee


INFO No.	Description of INFO & PAPS	Success/Performance Indicators and Projects	Program/Activity	Tasks Assigned	Target	Accomplishment	Rating				Remarks
INFO2	Higher Education	Higher Education	Teaching	English 118 (The Structure of English Language), English 121 (Language and Society), and LTR 113 (English-American Literature)	18.00	23.43	3	3	3	4.00	
		Number of Institutional Materials Development									
		* New TMs	Author/Compiled	Materials collation in Engl 118	3	3	3	3	3	3	
		* Revised TMs within the last 3 years	Author/Compiled	Revised syllabus in Engl 118, Engl 121, and LTR 113	1	3	3	3	3	3.00	
		* Number of final papers prepared	Author/Compiled	Final papers submitted for Engl 118, Engl 121, and LTR 113	6	4	3	3	3	3.00	
		Student advising and Consultation Services									
		* Number of hrs per week spent on student consultation									
					3	3	3	3	3	3	
						Sub-total				23.43	
INFO3	Research	Number of Outputs Presented in Regional/International Conferences	Conference	Paper Presented during the 3rd International Conference on Asian and Philippine Studies	1	1	3	2	2	2.00	This output was presented in the 3rd International Conference on Asian and Philippine Studies, held in the Philippines.
						Sub-total				2.00	
INFO4	Extension	Number of trainings/seminars attended	Training	Training	1	3	3	3	3	4.00	
INFO5	Production	Number of quizzes prepared and checked		Prepared and checked quizzes in Engl 118, Engl 121, and LTR 113	10	10	3	3	3	3.00	
						Sub-total				4.00	

		Number of midterm and final exams prepared and checked.		Prepares and checks midterm and final exams in Engl 12, Engl 116, Engl 121, and Litr 113	8	8	5	5	5	5.00	
		Number of oral recitations graded/evaluated		Evaluates oral recitations in Engl 12, Engl 116, Engl 121, and Litr 113	10	10	5	5	5	5.00	
						Sub-total				15.00	
MF06	Other Services	Number of participation in the events/program of the dept./college/university and other		Participates in events/program of the dept./college/university and other offices	1	1	4	4	4	4.00	
		Number of events that rendered expert services in the dept./college/university/and other	Speaker		1	1	4	4	4	4.00	
		Number of meetings attended		Attends department meetings	2	2	4	4	4	4.00	
						Sub-total				12.00	
Total Over-all Rating										61.00	


Average Rating (Total Over-all rating divided by 4)		4.69
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.69
ADJECTIVAL RATING		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:** Mrs. Flabundia is an excellent teacher. She rates outstanding in the student evaluation. Yet, she has to engage more in research & extension activities.

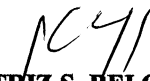
Evaluated & Rated by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
 Department Head  
 Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 College Dean  
 Date: \_\_\_\_\_

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice-President for Instruction  
 Date: \_\_\_\_\_



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To finish the revisions of her dissertation for the degree PhD in English Language and Literature; Reinstate and resume teaching in the second semester of S.Y 2017-2018

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

Date: January 2018

Target Date: One year from today

First Step:

- a) Encouraged her to finish the revision of her dissertation
- b) Required her to reinstate and resume teaching after the one semester extension of her study leave.

Result:

She has reinstated and resumed teaching while doing the revisions of her dissertation.

Date: June 2018

Target Date: End of first semester

Next Step:

She was advised to participate in conferences and training as presenter/resource speaker as well as encouraged to submit dissertation chapters for possible publications.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
MA. VANESSA E. GABUNADA  
Name of Ratee/Faculty/Staff

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Martha Vanessa E. Garunada

Performance Rating: Outstanding

Aim: To finish the revisions of her dissertation for the degree PhD in English Language and Literature; Reinstated and resume teaching in the second semester of S.Y. 2017-2018

Proposed interventions to improve performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2018 Target Date: One year from today

First Step:

- a) Encouraged her to finish the revision of her dissertation
- b) Required her to reinstate and resume teaching after the one semester extension of her study leave.

Result: She has reinstated and resumed teaching while doing the revisions of her dissertation.

Date: June 2018 Target Date: End of first semester

Next Step:

Well as encouraged to submit dissertation chapters for possible publications.  
She was advised to participate in conferences and training as presenter/resource speaker as

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

GUINALDO C. FERNANDEZ JR.  
Department Head

Conformer:

MA. VANESSA E. GARUNADA  
Name of Ratee/Faculty/Staff



# 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/ Recommendation
1.	Teaches 3 major subjects of AB English Language (Engl 116: 2 classes, Engl 121, LITR 113) and 1 minor class (Engl 12: 3 classes)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	June 2018	June 2018	Impressive	Outstanding	
2.	Prepares/revises course syllabi	Approved course syllabi in Engl 116, Engl 121, LITR 113, and Engl 12	January 2018	February 2018	February 2018	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	June 2018	June 2018	Impressive	Outstanding	
4.	Paper presentation in an international conference	Certificate of appearance, certificate of attendance and certificate of recognition	January 2018	July 2018	May 2018	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	May 2018	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

\* Outstanding: very satisfactory, exceptionally good  
\* Either very impressive, impressive, needs improvement, poor, very poor

Unit Head  
GABRIEL DO CARVALHO  
Elected by

No. Task	Task Description	Subsidiary Attendance, certificates if reproducing and certificate of completion of attendance Certificate of attendance register	2018 January	January 2018	May 2018	Impressive	Outstanding	Recommendation
2	the adjustment, conduct and the participation in all activities conducted by the group	Attendance, certificates if reproducing and certificate of completion of attendance Certificate of attendance register	2018 January	January 2018	May 2018	Impressive	Outstanding	
3	conferences Exhibit presentation in an international diagonal	Certificate of attendance Certificates reproduced in 113 and 114 15	2018 January	June 2018	June 2018	Impressive	Outstanding	
4	participation of international classes and final 113 and 114 15	Attendance, certificates if reproducing and certificate of completion of attendance Certificate of attendance register	2018 January	June 2018	June 2018	Impressive	Outstanding	
5	participation of international classes and final 113 and 114 15	Attendance, certificates if reproducing and certificate of completion of attendance Certificate of attendance register	2018 January	June 2018	June 2018	Impressive	Outstanding	
6	participation of international classes and final 113 and 114 15	Attendance, certificates if reproducing and certificate of completion of attendance Certificate of attendance register	2018 January	June 2018	June 2018	Impressive	Outstanding	

Name of Employee: MARIA JANEIRA E GABRIELA

PERFORMANCE MONITORING FORM

Example