

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

Rating Period: JULY-DECEMBER 2022

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%)		4.98 x 50% = 2.490	
b. Students (50%)		3.83 x 50% = 1.915	
TOTAL for Instruction	95%	4.41	4.185
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	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.435

EQUIVALENT NUMERICAL RATING: 4.435

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.435

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

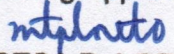

SHEENA MAE P. LUBRIO

Name of Faculty

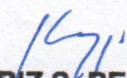
Reviewed by:


JETT C. QUEBEC
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 LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 2022

Sheena

SHEENA MAE P. LUBRIO

Assistant Professor 1

Date: December 16, 2022

Approved:

Jett C. Quebec
JETT C. QUEBEC

Department Head

Date: January 6, 2023

Theresa P. Loreto

MA. THERESA P. LORETO

College Dean

Date: **JAN 13 2023**

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
							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	N/A	1.33	5	5	5	5.00	LTNG 214
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	2	5	5	5	5.00	2 graduate students, MagDev
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	2	5	5	4	4.67	2 graduate students, MagDev
	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	2	2	5	5	5	5.00	LTNG 214
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	LTNG 214

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	LTNG 214
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	7	5	5	5	5.00	LTNG 214
		A 6 : 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	2	2	5	5	5	5.00	LTNG 214
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	LTNG 214
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		Designs experiential learning activities and other outputs to implement new normal	2	2	5	5	5	5.00	LTNG 214
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	24.9	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections); ELSt 200.1 (3 advisees)
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	14	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections); ELSt 200.1 (3 advisees)
		A 11. 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	5	5	5	5	5	5.00	Humn 15n; ELPr 133; Litr 132; Litr 112
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	3	3	5	5	5	5.00	By VSU
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	6	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections); ELSt 200.1 (3 advisees)
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec	40	40	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections); ELSt 200.1 (3 advisees)
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	40	40	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections); ELSt 200.1 (3 advisees)
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	10	5	5	5	5.00	ABELS

		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	1	5	5	5	5.00	ELSt 200.1
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	ELSt 200.1 (3 advisees)
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	3	5	5	4	4.67	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections); ELSt 200.1 (3 advisees)
	PI 9: Number of student organizations advised/ assisted	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none	0					
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	0					
	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	4	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections)
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	8	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections)
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections)
		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	3	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections)
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	5	6	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections)
	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	AACUP Accreditation (Area IV)

		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	none						
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	5	5	5	5	5	5.00	Humn 15n (1 section); ELPr 133 (2 sections); Litr 132 (1 section); Litr 112 (2 sections)	
						SUB-TOTAL				4.98		
UMFO 3 . RESEARCH SERVICES												
	PI 1. Number of research outputs in the last three (3) years utilized	A27. Number of research outputs in the last three (3) years utilized by the		Conducts research for possible utilization by industry	none	none					NONE	
	PI 2. Number of research outputs	A 28. Number of research outputs		Conducts and completes	none	none					NONE	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication	none	none					NONE	
		<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	none	none					NONE	
		<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 of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate	none	none					NONE	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student			none	none					NONE	
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer		Acts as peer reviewer of journal articles/scientific	N/A	none					NONE	
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A	none					NONE	
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	N/A	none					NONE	
						SUB-TOTAL				NONE		
UMFO 4. EXTENSION SERVICES												
	PI 1. Number of active	A 36. Number of active partnerships with		Identifies and links with	N/A	none					NONE	
	PI 2. Number of trainees weighted by the length of	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	N/A	none					NONE	

PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented		Implementes duly approved extension projects	N/A	none					NONE
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	N/A	none					NONE
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	N/A	none					NONE
Research Mentoring	Research Mentor			N/A	none					NONE
Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	none					NONE
Resource Persons	Resource Persons			N/A	none					NONE
Convenor/Organizer	Convenor/Organizer			N/A	none					NONE
Consultancy	Consultant			N/A	none					NONE
Evaluator	Evaluator			N/A	none					None
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	N/A	none					NONE
PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			N/A	none					NONE
	A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A	none					NONE
				SUB-TOTAL						NONE
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	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		5	5	5	5.00	
	A 45. Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
	On program accreditations			1	2	5	5	5	5.00	ABELS & MSLT

		On institutional accreditations									
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	no complaint	Zero % complaint	5	5	5	5.00	
	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							
		A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
					SUB-TOTAL					5.00	
	Total Over-all Rating										
	Average Rating										
	Adjectival Rating										

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

Comments & Recommendations for Development Purpose: Ms. Lubrio commitment to DLABS is without doubt. She is intellectual and academic which makes her a valuable member of the DLABS workforce. A doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: January 6, 2023


Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: **JAN 13 2023**

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

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	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2022	January 2023	Ongoing	Impressive	Outstanding	
2	Acts as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	August 2022	January 2023	Ongoing	Impressive	Outstanding	
3	Prepares Learning Guides of the assigned subjects	Course syllabi in Humn 15n, ELPr 133, Litr 132, Litr 112, LTNG 214 and online-ready materials	August 2022	August 2022	August 2022	Impressive	Outstanding	
4	Allot time for student consultation	Spend 4 hrs. a week for consultation	August 2022	December 2022	Ongoing	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2022	December 2022	December 2022	Impressive	Outstanding	
6	Prepares additional documents for Level 1 AACCUP	Compiled documents for Level 1 AACCUP	September 2022	September 2022	September 2022	Impressive	Outstanding	
7	Prepares Midterm Exam and TOS for subjects taught	Approved Midterm Exam and TOS in Humn 15n, ELPr 133, Litr 132, Litr 112, LTNG 214 and online-ready midterm exam	October 2022	October 2022	October 2022	Impressive	Outstanding	
8	Submit INC and Def forms with grades	Letter to the Registrar informing of the students' grades	September 2022	December 2022	November 2022	Impressive	Outstanding	
9	Acts as thesis adviser and approves thesis topics	Approved undergraduate theses titles	November 2022	November 2022	November 2022	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheena Mae P. Lubrio

Performance Rating: Outstanding

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 2022

Target Date: One year from today

First Step:

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

Result:

She has already submitted her second draft and has been advised to do some revisions.

Date: July 2022

Target Date: End of 2nd semester

Next Step:

She will be advised to finalize and defend her proposal successfully.


Outcome: She has been advised to do Chapter 2 revisions and finalize Chs. 1 and 3. In preparation for defense.

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


SHEENA MAE P. LUBRIO
Faculty