


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANNIE P. GRAVOSO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	5.00	1.50
b. Students (70%)	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%	5.00	0.13
TOTAL			5.0000


EQUIVALENT NUMERICAL RAT 5.0000  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 5.0000

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
ANNIE P. GRAVOSO  
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

Name of Faculty Member		ANNE P. GRAVOSO	
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3) (4)
1. Instruction			
a. Faculty (30%)	30%	3.00	1.20
b. Students (70%)	70%	3.00	3.20
TOTAL for Instruction	90%		4.40
2. Research	2.5%	2.00	0.13
3. Extension	2.5%	2.00	0.13
4. Production	2.5%	2.00	0.13
5. Administration/Other Services	2.5%	2.00	0.13
TOTAL			5.000

EQUIVALENT NUMERICAL RAT 5.0000  
Add Additional Points, if any  
TOTAL NUMERICAL RATING: 5.0000

ADJECTIVATIVE RATING: OUTSTANDING

Prepared by: ANNE P. GRAVOSO  
Reviewed by: GUINALDO C. FERNANDEZ, JR.  
Name of Faculty: Department Head

Recommending Approval: CANDIDAR O. CALIBO  
Dean, CAS

Approved by: BEATRIZ S. BELONIAS  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT REPORT

I, ANNIE P. GRAVOSO, of the Department of Liberal Arts and Behavioral Sciences to commits the 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

ANNIE P. GRAVOSO

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO:1	Advanced Education	Pl. 1 Full time Equivalent (FTE)	Instruction	Taught LTNG 209, LTNG 227, LTNG 299, LTNG 300, ENGL 232, ENGL 229	0.25	14.56	5	5	5	5.00	
MFO2	Higher Education	Full Time Equivalent	Teaching	Taught major undergraduat courses (Engl 124, Engl 199, Engl 200.4, Engl 200.6, Litr 134, Spch 11, Engl 198, engl 200.3)	18.00	25.42	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New Course Syllabi (ROAT evaluation)	Author	Elst 101, Elst 106, Elst 109, Elst 111, Elst 198, Elst 199, Elst 200, ELDS 121, ELDS 122, ELDS 127, ELPr 133	1	11	5	5	5	5.00	
		* Revised Course Syllabi	Author	Revises course syllabi in Litr 134, Engl 124, Engl 198, ENGL 229, ENGL 232	1	5	5	5	5	5.00	
		*Visual Aids prepared	Compiler	Video clips, films, cartolina, etc.	10	15	5	5	5	5.00	
		Student Advising and Consultation Services					5	5	5	5.00	
		* Number of organizations advised	Organization adviser	ABELS, TAU GAMMA PHI/SIGMA	1	2	5	5	5	5.00	
		*Number of thesis advised		Adviser	8	21	5	5	5	5.00	
		*Number of thesis (as chair)		Chairman /Member	5	8	5	5	5	5.00	
		* Number of comprehensive exam attended/advised	Chair, GAC		1	5	5	5	5	5.00	
			Member		1	10	5	5	5	5.00	
		* Number of hrs per week spent on student consultation	Consultation		3	5	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>55.00</b>	
MF03	Research	Number of Outputs Presented in Regional/ National/International For a/Conferences		Paper Presenter	1	1	5	5	5	5.00	Salindunong International Conference
MF04	Extension	Number of editions aired in DYDC	NOSTALGIA, aMusic and info/tips program	Production Assistant	16	25	5	5	5	5.00	



		Number of trainings/seminars attended		Participant	2	5	5	5	5	5.00	
				<b>SUB-TOTAL</b>			5	5	5	15.00	
MF05	Production/Support to Students	Number of orals, quizzes, assignments, seatworks.			201	300	5	5	5	5.00	
		Number of periodic exams prepared and checked			7	24	5	5	5	5.00	
		Number of grade sheets prepared and submitted			7	18	5	5	5	5.00	
				<b>SUB-TOTAL</b>						15.00	
MF06	Other Services	Number of Committees served	Committee Member, Chair, Vice-Chair	Serves as University Curriculum Comm. Member, DLABS Curriculum Comm. Member, DLABS Academic Personnel Committee, Culture and Arts Committee, Marketing and Promotions Committee Member, Univ. Academic Council Member, Graduate School Council Secretary, Instructional Materials Dev. Committee and Publications Vice-Chair, Graduate School Council Member, Chair, AB-EL Program Major Courses Coordinator, Speech Courses Coordinator, CAS Curriculum Committee Member	7	8	5	5	5	5.00	
		Number of participation on the events/program in the dept, college, univ. and other offices		Head, committee member, coordinator, singer, dancer, participant, usherette, sponsor	2	5	5	5	5	5.00	
		* Number of courses coordinated	Coordinator	Coordinates major undergraduate courses	1	1	5	5	5	5.00	
				<b>SUB-TOTAL</b>						15.00	
<b>Total Over-all Rating</b>										100.00	

Average Rating (Total Over-all rating divided by 4)		5.00
Additional Points:		
Approved Additional points (with copy of		
<b>FINAL RATING</b>		5.00
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:**

Miss Fernandez is an excellent teacher. Yet, she has to be involved in research & extension projects of the department in the university.

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: \_\_\_\_\_



**PERFORMANCE MONITORING FORM**

Name of Employee: **ANNIE P. GRAVOSO**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1.	Prepared course syllabi	-	-	-	-	Impressive	Outstanding	No comment
2.	Prepared handouts	-	-	-	-	Impressive	Outstanding	No comment
3.	Taught subjects assigned	-	-	-	-	Impressive	Outstanding	No comment
4.	Advised theses	-	-	-	-	Impressive	Outstanding	No comment
5.	Prepared other instructional materials	-	-	-	-	Impressive	Outstanding	No comment
6.	Advised student organizations	-	-	-	-	Impressive	Outstanding	No comment
7.	Participated in university, college and department activities	-	-	-	-	Impressive	Outstanding	No comment
8.	Served as an usherette during designated occasions	-	-	-	-	Impressive	Outstanding	No comment
9.	Attended conferences and seminar-workshops	-	-	-	-	Impressive	Outstanding	No comment
10.	Made paper for paper presentations	-	-	-	-	Impressive	Outstanding	No comment
11.	Active in community engagement	-	-	-	-	Impressive	Outstanding	No comment
12.	Performed other functions assigned by the head	-	-	-	-	Impressive	Outstanding	No comment
13.	Required student to submit videos in a flash drive	-	-	-	-	Impressive	Outstanding	No comment
14.	Required students to submit scrapbooks	-	-	-	-	Impressive	Outstanding	No comment
15.	Required students to perform tasks assigned	-	-	-	-	Impressive	Outstanding	No comment
16.	Write script for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
17.	Recorded editions for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
18.	Live broadcasting for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
19.	Attended university, college, department activities	-	-	-	-	Impressive	Outstanding	No comment
20.	Sat as GAC chair (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
21.	Sat as GAC Member (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
22.	Made student consultations	-	-	-	-	Impressive	Outstanding	No comment

33	Made student contributions comprehensive exam	-	-	-	-	impressive	Outstanding	No comment
34	Sat as GAC Member (Master's Comprehensive Exam)	-	-	-	-	impressive	Outstanding	No comment
35	Sat as GAC chair (Master's activities)	-	-	-	-	impressive	Outstanding	No comment
17	Attended university college department program	-	-	-	-	impressive	Outstanding	No comment
18	File proposals for master's (radio program)	-	-	-	-	impressive	Outstanding	No comment
19	Recorded editions for master's (radio program)	-	-	-	-	impressive	Outstanding	No comment
20	Write script for master's (radio assigned)	-	-	-	-	impressive	Outstanding	No comment
21	Recorded students to perform tasks	-	-	-	-	impressive	Outstanding	No comment
22	Recorded students to submit assignments each cycle	-	-	-	-	impressive	Outstanding	No comment
23	Recorded student to submit videos in a file folder	-	-	-	-	impressive	Outstanding	No comment
24	Performed other functions assigned by	-	-	-	-	impressive	Outstanding	No comment
25	Active in community engagement	-	-	-	-	impressive	Outstanding	No comment
26	Made paper for paper presentations workshops	-	-	-	-	impressive	Outstanding	No comment
27	Attended conferences and seminar-designated occasions	-	-	-	-	impressive	Outstanding	No comment
28	Served as an alternate during department activities	-	-	-	-	impressive	Outstanding	No comment
29	Participated in university college and	-	-	-	-	impressive	Outstanding	No comment
30	Advised student organizations	-	-	-	-	impressive	Outstanding	No comment
31	Prepared other institutional materials	-	-	-	-	impressive	Outstanding	No comment
32	Advised classes	-	-	-	-	impressive	Outstanding	No comment
33	Teught subjects assigned	-	-	-	-	impressive	Outstanding	No comment
34	Prepared handouts	-	-	-	-	impressive	Outstanding	No comment
35	Prepared course syllabi	-	-	-	-	impressive	Outstanding	No comment
Task	Task Description	Expected Output	Due Date	Accomplish Date to Expected	Actual Date	Quality of Output	Overall Assessment	Recommendation

Name of Employee: AMIE E. BRAYSON

## PERFORMANCE MONITORING FORM

EXAMPLE



**PERFORMANCE MONITORING FORM**

Name of Employee: **ANNIE P. GRAVOSO**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1.	Prepared course syllabi	-	-	-	-	Impressive	Outstanding	No comment
2.	Prepared handouts	-	-	-	-	Impressive	Outstanding	No comment
3.	Taught subjects assigned	-	-	-	-	Impressive	Outstanding	No comment
4.	Advised theses	-	-	-	-	Impressive	Outstanding	No comment
5.	Prepared other instructional materials	-	-	-	-	Impressive	Outstanding	No comment
6.	Advised student organizations	-	-	-	-	Impressive	Outstanding	No comment
7.	Participated in university, college and department activities	-	-	-	-	Impressive	Outstanding	No comment
8.	Served as an usherette during designated occasions	-	-	-	-	Impressive	Outstanding	No comment
9.	Attended conferences and seminar-workshops	-	-	-	-	Impressive	Outstanding	No comment
10.	Made paper for paper presentations	-	-	-	-	Impressive	Outstanding	No comment
11.	Active in community engagement	-	-	-	-	Impressive	Outstanding	No comment
12.	Performed other functions assigned by the head	-	-	-	-	Impressive	Outstanding	No comment
13.	Required student to submit videos in a flash drive	-	-	-	-	Impressive	Outstanding	No comment
14.	Required students to submit scrapbooks	-	-	-	-	Impressive	Outstanding	No comment
15.	Required students to perform tasks assigned	-	-	-	-	Impressive	Outstanding	No comment
16.	Write script for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
17.	Recorded editions for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
18.	Live broadcasting for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
19.	Attended university, college, department activities	-	-	-	-	Impressive	Outstanding	No comment
20.	Sat as GAC chair (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
21.	San as GAC Member (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
22.	Made student consultations	-	-	-	-	Impressive	Outstanding	No comment

35	Made student contributions Comprehensive Exam	-	-	-	-	impressive	Outstanding	No comment
34	Served as SAC Member (Master's Comprehensive Exam)	-	-	-	-	impressive	Outstanding	No comment
30	Served as SAC chair (Master's activities)	-	-	-	-	impressive	Outstanding	No comment
18	Attended university college department Program	-	-	-	-	impressive	Outstanding	No comment
18	Live broadcasting for messages (Radio Program)	-	-	-	-	impressive	Outstanding	No comment
17	Recorded editions for messages (Radio Program)	-	-	-	-	impressive	Outstanding	No comment
16	Write script for messages (Radio assigned)	-	-	-	-	impressive	Outstanding	No comment
12	Required students to perform tasks	-	-	-	-	impressive	Outstanding	No comment
14	Required students to submit scrapbooks their drive	-	-	-	-	impressive	Outstanding	No comment
13	Required student to submit videos in a file folder	-	-	-	-	impressive	Outstanding	No comment
13	Performed other functions assigned by	-	-	-	-	impressive	Outstanding	No comment
11	Active in community engagement	-	-	-	-	impressive	Outstanding	No comment
10	Made paper for paper presentations workshops	-	-	-	-	impressive	Outstanding	No comment
8	Attended conferences and seminar- designated occasions	-	-	-	-	impressive	Outstanding	No comment
8	Served as an officer during department activities	-	-	-	-	impressive	Outstanding	No comment
7	Participated in university college and departmental organizations	-	-	-	-	impressive	Outstanding	No comment
2	Prepared other instructional materials	-	-	-	-	impressive	Outstanding	No comment
4	Advised classes	-	-	-	-	impressive	Outstanding	No comment
3	Taught subjects assigned	-	-	-	-	impressive	Outstanding	No comment
3	Prepared handouts	-	-	-	-	impressive	Outstanding	No comment
4	Prepared course syllabi	-	-	-	-	impressive	Outstanding	No comment
No. Task	Task Description	Expected Output	Assigned Date	Accomplished Date to Expected	Accomplished Actual Date	Quality of Output	of output, assessment Overall	Recommendation Remarks

Name of Employee: **ANNE P. ORAYOSO**

## PERFORMANCE MONITORING FORM

EXHIBIT 1

23.	Coordinated AB-EL major subjects	-	-	-	-	Impressive	Outstanding	No comment
24.	Made proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
25.	Defended the proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
26.	Passed midterm and final grades	-	-	-	-	Impressive	Outstanding	No comment
27.	Passed requirements for the ABELS Program	-	-	-	-	Impressive	Outstanding	No comment
28.	Helped the Department Head draft the letter for DLABS split	-	-	-	-	Impressive	Outstanding	No comment
29.	Served as a member of Department Academic Personnel Committee	-	-	-	-	Impressive	Outstanding	No comment
30.	Evaluated the applicants at DLABS	-	-	-	-	Impressive	Outstanding	No comment

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head

Unit Head  
GUILLERMO C. FERNANDEZ JR.

prepared by:

“ Outstanding, very satisfactory, satisfactory, unsatisfactory, poor  
 “ Either very impressive, impressive, needs improvement, poor, very poor

30	Evaluated the applicants at DLAB2	-	-	-	-	impressive	Outstanding	no comment
36	Academic Personnel Committee served as a member of Department	-	-	-	-	impressive	Outstanding	no comment
38	letter for DLAB2 staff helped the Department Head draft the	-	-	-	-	impressive	Outstanding	no comment
37	program	-	-	-	-	impressive	Outstanding	no comment
39	Passed requirements for the ABEL2	-	-	-	-	impressive	Outstanding	no comment
39	Passed midterm and final grades	-	-	-	-	impressive	Outstanding	no comment
39	program	-	-	-	-	impressive	Outstanding	no comment
39	Defended the proposal for the ABEL2	-	-	-	-	impressive	Outstanding	no comment
34	Made proposal for the ABEL2 program	-	-	-	-	impressive	Outstanding	no comment
33	Coordinated AE-ET major projects	-	-	-	-	impressive	Outstanding	no comment

23.	Coordinated AB-EL major subjects	-	-	-	-	Impressive	Outstanding	No comment
24.	Made proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
25.	Defended the proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
26.	Passed midterm and final grades	-	-	-	-	Impressive	Outstanding	No comment
27.	Passed requirements for the ABELS Program	-	-	-	-	Impressive	Outstanding	No comment
28.	Helped the Department Head draft the letter for DLABS split	-	-	-	-	Impressive	Outstanding	No comment
29.	Served as a member of Department Academic Personnel Committee	-	-	-	-	Impressive	Outstanding	No comment
30.	Evaluated the applicants at DLABS	-	-	-	-	Impressive	Outstanding	No comment

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head

30. Outstanding very satisfactory satisfactory poor  
31. Either very impressive impressive needs improvement poor very poor

prepared by

UNIT HEAD  
CARLITO C. ECKMANN JR.

UNIT HEAD

30.	Evaluated the applicants of DTABS	-	-	-	-	-	Impressive	Outstanding	No comment
31.	Academic Personnel Committee	-	-	-	-	-	Impressive	Outstanding	No comment
32.	Served as a member of Department letter for DTABS staff	-	-	-	-	-	Impressive	Outstanding	No comment
33.	Helped the Department Head with the budget	-	-	-	-	-	Impressive	Outstanding	No comment
34.	Passed recommendations for the ABETS program	-	-	-	-	-	Impressive	Outstanding	No comment
35.	Passed budget and first charges	-	-	-	-	-	Impressive	Outstanding	No comment
36.	Defended the proposal for the ABETS	-	-	-	-	-	Impressive	Outstanding	No comment
37.	Wrote proposal for the ABETS program	-	-	-	-	-	Impressive	Outstanding	No comment
38.	Coordinated AB-ET major projects	-	-	-	-	-	Impressive	Outstanding	No comment

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: ANNIE P. GRAVOSO

Performance Rating: Outstanding

Aim: To be able to conduct a research(es) and present them in international conference/convention.

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

Date: October 2018

Target Date: January-March 2019

First Step:

- a) Encourage her to take time to conduct researches.

Result:

Date:

Target Date:

Next Step:


Outcome: In progress

Final Step/Recommendation: More encouragement.

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
ANNIE P. GRAVOSO  
Name of Ratee/Faculty/Staff

Name of Ratee/Faculty/Staff: ANNIE P. GRAVOSO  
Conformer:

Department Head: GUARDO C. FERNANDEZ JR.  
Prepared by:

Final Step/Recommendation: More encouragement.  
Outcome: In progress

Next Step:

Date: Target Date:

Result:

a) Encourage her to take time to conduct researches.

First Step:

Date: October 2018

Target Date: January-March 2019

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

Aim: To be able to conduct a research(es) and present them in international conference/convention.

Performance Rating: Outstanding

Name of Employee: ANNIE P. GRAVOSO

EMPLOYEE DEVELOPMENT PLAN