

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JJANUARY-JUNE 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%) | | 5.00 x 50% = 2.500 | |
| b. Students (50%) | | 4.71 x 50% = 2.355 | |
| TOTAL for Instruction | 95% | 4.86 | 4.612 |
| 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% | | 4.862 |

EQUIVALENT NUMERICAL RATING: 4.862

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.862

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 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 JANUARY-JUNE 2023.

Sheena
SHEENA MAE P. LUBRIO
 Assistant Professor II
 Date: *7/21/23*

Approved: *[Signature]*
MARIA VANESSA E. GABUNADA
 Department Head
 Date: *7-24-23*

mylneto
MA. THERESA P. LORETO
 College Dean
 Date: *JUL 25 2023*

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|--|---|--|---|--------|-----------------------|---------|------------|-----------|---------|---|
| | | | | | | Quality | Efficiency | Timelines | 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 | 0.3 | 5 | 5 | 4 | 4.60 | LTNG 214 (1 section) |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | NA | | | | | | |
| | | A3 . Number of students advised on thesis/special problem/dissertation | | | | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | NA | | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 1 | 5 | 5 | 5 | 5.00 | acted as GAC member for MSLT student |
| | | A4 . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 1 | 4 | 5 | 5 | 5 | 5.00 | entertained graduate students for consultations (LTNG 214) |

| | | | | | | | | | | |
|--|--|---|---|----|-------|---|---|---|------|---|
| | 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 | updated materials/modules for LTNG 214 |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 1 | 5 | 5 | 5 | 5 | 5.00 | created presentations for LTNG 214 lessons |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 1 | 4 | 5 | 5 | 5 | 5.00 | created both actual and online assessment tools for 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 | NA | | | | | | |
| | | 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 | created a virtual classroom for LTNG 214 class |
| | 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 | 2 | 5 | 5 | 5 | 5.00 | designed practical and experiential 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 | 26.85 | 5 | 5 | 5 | 5.00 | Handled 3 sections in ELSt 102; 2 sections in Litr 132; 1 section in LTNG 214; and 3 students in ELSt 200.2 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 12 | 14 | 5 | 5 | 4 | 4.60 | Submitted midterm and final gradesheets for the subjects handled (7 sections all in all) |

| | | | | | | | | | | |
|--|--|--|--|----|----|---|---|---|------|--------------------------------------|
| | | 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 | 0 | 3 | 5 | 5 | 5 | 5.00 | Pagente, Abrasada, Paborquez |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 0 | | | | | |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 1 | 8 | 5 | 5 | 5 | 5.00 | For ELSt 102 and Litr 132 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 2 | 21 | 5 | 5 | 5 | 5.00 | For ELSt 102 and Litr 132 |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | NA | | | | | | |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | 1 | 20 | 5 | 5 | 5 | 5.00 | ABELS and Mag-Dev students |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 1 | 4 | 5 | 5 | 5 | 5.00 | ABELS graduating students |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 1 | 2 | 5 | 5 | 5 | 5.00 | ABELS graduating students |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 1 | 20 | 5 | 5 | 5 | 5.00 | For ELSt 102, LTNG 214, and Litr 132 |
| | PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | Advises student organizations recognized by USSO | 1 | 0 | | | | | ABELS and Mag-Dev students |
| | | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 0 | 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 | 2 | 5 | 5 | 5 | 5.00 | Litr 132 and Humn 15n modules |

| | | | | | | | | | | |
|-----------------------------------|---|--|--|----|-------|---|---|---|------|--------------------------------------|
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments | 2 | 15 | 5 | 5 | 5 | 5.00 | For ELSt 102, LTNG 214, and Litr 132 |
| | | Assessment tools | Prepares assessment tools such as tests, essays, quizzes, problems | 2 | 15 | 5 | 5 | 5 | 5.00 | For ELSt 102 and Litr 132 |
| | | A 23 : Number of on-line course materials reviewed by TRP & edited by TRP | Submits the course ware duly reviewed by TRP for editing by TRP | 1 | 0 | | | | | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google | 1 | 7 | 5 | 5 | 5 | 5.00 | For ELSt 102 and Litr 132 |
| | PI 11. Additional outputs | A 25. Number of Additional outputs | | | | | | | | |
| | | Program accreditation/evaluation | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 1 | 0 | | | | | |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to | NA | | | | | | |
| | | A 26. Other outputs implementing | Designs experiential learning activities and | 1 | 3 | 5 | 5 | 5 | 5.00 | For Litr 132 |
| | | | | | TOTAL | | | | 5.00 | |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | PI 1. Number of research | A 27. Number of research outputs in the | Conducts research for possible utilization by industries or others | 0 | | | | | | |
| | PI 2. Number of research | A 28. Number of research outputs | Conducts and completes | 0 | 0 | | | | | |
| | PI 3. Percentage of research outputs published in | A 29. Percentage of research outputs published in internationally-refereed or | Writes publishable materials out of research outputs and submits for publication | 0 | 0 | | | | | |
| | | In refereed int'l journals | | 0 | 0 | | | | | |
| | | In refereed nat'l/regional journals | | 0 | 0 | | | | | |
| | 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 scienfic for a/conferences | 0 | | | | | | |
| | | In int'l fora/conferences | | 0 | | | | | | |
| | | In nat'l/regional fora/conferences | | 0 | 0 | | | | | |
| | 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 implementation | 0 | 0 | | | | | |
| | PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | | | | | | | |
| | | 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 | NA | | | | | | |

| | | | | | | | | | | |
|-----------------------------------|--|--|--|----|-------|--|--|--|------|--|
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | 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 | | | | | |
| | | | | | TOTAL | | | | NONE | |
| 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 | | | | | |
| | 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 | 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 | Implemetes duly approved extension projects | 0 | 0 | | | | | |
| | 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 | 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 | | | | | | | |
| | Research Mentoring | Research Mentor | | NA | | | | | | |

| | | | | | | | | | | |
|---|--|---|---|------|-------|--|--|--|------|--|
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | NA | | | | | | |
| | Resource Persons | Resource Persons | | NA | | | | | | |
| | Convenor/Organizer | Convenor/Organizer | | NA | | | | | | |
| | Consultancy | Consultant | | NA | | | | | | |
| | Evaluator | Evaluator | | NA | | | | | | |
| | 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 | NA | | | | | | |
| | PI 11. Additional outputs * | A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | NA | | | | | | |
| | | A 43. Other outputs implementing the new normal due to covid 19 | Designs extension related activities and other outputs to implement new normal | NA | | | | | | |
| | | | | | TOTAL | | | | NONE | |
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| OVPI MFO 4. Program and Institutional Accreditation Services | | | | | | | | | | |
| | PI 8. Compliance to all | A 44. Compliance to all requirements of | Ensures that all the QMS core | 100% | 100% | | | | | |
| | | 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% | 100% | | | | | |
| | | On program accreditations | | | | | | | | |
| | | On institutional accreditations | | | | | | | | |
| UMFO 6. General Admin. & Support Services | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | Provides customer friendly frontline services to clients | 0 | | | | | | |
| | PI 3: Additional Outputs | A 47. Number of /new initiatives | Initiates/introduces improvements | 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 | NA | | | | | | |

| | | | | | | | | | | |
|--|--|----------------------------------|-----------------------|---|-------|---|---|---|------|--|
| | | A.49 Number of meetings attended | Attend dept. meetings | 3 | 4 | 5 | 5 | 5 | 5.00 | |
| | | | | | TOTAL | | | | 5.00 | |
| | | Total Over-all Rating | | | | | | | | |
| | | Average Rating | | | | | | | | |
| | | Adjectival Rating | | | | | | | | |

| | |
|---|--|
| Average Rating (Total Over-all) | |
| Additional Points: | |
| Approved Additional points (with copy of approval) | |
| FINAL RATING | |
| ADJECTIVAL RATING | |

Evaluated & Rated by:


MARIA VANESSA E. GABUNADA

Department Head

Date: 7-24-23

Recommending Approval



MA. THERESA P. LORETO

College Dean

Date: JUL 25 2023

Comments & Recommendations for Development Purpose: Miss Lubrio has great teaching skills. She is recommended to finish her Ph.D.

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 | January 2023 | June 2023 | June 2023 | 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, ELSt 102, LTNG 214 and online-ready materials | January 2023 | June 2023 2022 | June 2023 | Impressive | Outstanding | |
| 4 | Allot time for student consultation | Spend 4 hrs. a week for consultation | January 2023 | December 2023 | Ongoing | Impressive | Outstanding | |
| 5 | Participate in all activities conducted by the department, college and the university | Attendance, certificates if applicable | January 2023 | December 2022 | Ongoing | Impressive | Outstanding | |
| 7 | Prepares Midterm Exam, Final Exam, and TOS for subjects taught | Approved exams and TOS in Litr 132, LTNG 214, ELSt 102 and online-ready exams | January 2023 | June 2023 | June 2023 | Impressive | Outstanding | |
| 8 | Submit INC forms with grades | Accomplished INC forms | March 2023 | June 2023 | March 2023 | Impressive | Outstanding | |
| 9 | Acts as thesis adviser and approves thesis topics | Approved undergraduate theses titles | January 2023 | June 2023 | June 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.

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 is expected to finish conducting her study at the end of the first semester while also attending to her classes regularly.

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA

Department Head

Conforme:



SHEENA MAE P. LUBRIO
Faculty