

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

Name of Faculty Member:

**PRECIOUS ELAINE D. TUBIGAN**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	4.67	1.40
b. Students (70%)	70%	4.33	3.03
TOTAL for Instruction	90%		<b>3.99</b>
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	0.00	0.00
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			<b>4.239</b>

EQUIVALENT NUMERICAL RATING: 4.239

Add: Additional Points, if any:

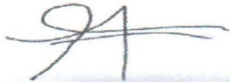
TOTAL NUMERICAL RATING: **4.239**

ADJECTIVAL RATING:

**VERY SATISFACTORY**

Prepared by:

Reviewed by:


**PRECIOUS ELAINE D. TUBIGAN**

Name of Faculty


**GUIRALDO C. FERNANDEZ, JR.**

Department Head

Recommending Approval:


**CANDELARIO L. CALIBO**

Dean, CAS

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **PRECIOUS ELAINE D TUBIGAN**, 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 **JULY- DECEMBER 2019**.

  
**PRECIOUS ELAINE D. TUBIGAN**  
 Ratee

  
 Approved: **GUIRALDO C. FERNANDEZ, JR.**  
 Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	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>	
MFO1	Higher Education	Full Time Equivalent	Teaching	Assigned in Language and Literature Subjects	18.00	24.30	4.333	4.33	4.3333	4.33333	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus	3	3	5	5	4	4.67	
		Student Research/Thesis Advising									
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	5	5	5	5	5	
				<b>SUB-TOTAL</b>						<b>14.00</b>	
MF02	Research	Number of research conducted	Publishable research article	Author / Co-author	1	0					
		Number of Outputs Presented in Regional/National/International/Conferences	Raw manuscripts	Paper Presenter / Moderator / Host	1	0					
				<b>SUB-TOTAL</b>						<b>0.00</b>	
MF04	Extension	Number of trainings/seminars attended			1	none					
				<b>SUB-TOTAL</b>						<b>0.00</b>	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	10	22	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	3	3	5	5	5	5.00	



		Number of oral recitations graded/evaluation	oral recitation	evaluation of oral recitations	6	10	5	5	5	5.00	
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	14	14	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>20.00</b>	
<b>MF05</b>	<b>General Administration &amp; Support Services</b>	Number of participation on the events/program in the dept, college, university, and other offices			1	2	5	5	5	5.00	
				Participant							
				Participant / Resource Person							
		Number of committees served		Lecturers Committee	1	2	5	5	5	5.00	
		Number of meetings attended		Attendee	5	5	5	5	5	5.00	
	<b>Total Over-all Rating</b>			<b>SUB-TOTAL</b>						<b>15.00</b>	

Average Rating (Total Over-all rating divided by number of entries)		4.90
Additional Points:		
Approved Additional points (with copy of approval)		4.90
FINAL RATING		
ADJECTIVAL RATING		

#### Comments & Recommendations for

**Development Purpose:** Ms. Tubigan serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement. She should finish her masteral degree.

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: \_\_\_\_\_

# Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Precious Elaine D. Tubigan

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) courses (Humn 11, Litr 14, and Eng 24 e)	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	August 2019	December 2019	December 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	August 2019	December 2019	November 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	August 2019	December 2019	August 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	October & December 2019	December 2019	December 2019	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2019	December 2019	September and December 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Attends meetings	July 2019	December 2019	August – December 2019	Impressive	Outstanding	

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

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

Prepared by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
 Department Head



## Exhibit I

## PERFORMANCE MONITORING FORM

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Prepared by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: PRECIOUS ELAINE D. TUBIGAN

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: January 2019

Target Date: June 2019

Step/s:

- a) Reminded Ms. Tubigan to conduct other activities in the department
- b) Reminded Ms. Tubigan to continue working on the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".
- c) Suggested to Ms. Tubigan to continue publishing literary works with the Katig Writers Network Inc.

RESULT:

- a) Ms. Tubigan was able to successfully transfer to and continue her Masters Degree classes at Cebu Normal University
- b) Ms. Tubigan joined the committee of the DLABS Lecture Series;
- c) The proposal of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas" was submitted.
- d) Ms. Tubigan was able to publish two of her poems in a literary collection published by the Katig Writers Network Inc.

Date: August 2019

Target Date: November 2019

Step/s:

- a) Reminded Ms. Tubigan to continue with her masters classes at Cebu Normal University;
- b.) Reminded Ms. Tubigan to continue working on the DLABS Lecture Series with her other teammates;
- c) Reminded Ms. Tubigan to continue working on the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".
- d) Reminded Ms. Tubigan and other local secretariats to help facilitate in the 41<sup>st</sup> UGAT Conference on Food (In)Security on November 7-9, 2019.

RESULT:

- a) Miss Tubigan has attended a class to complete her residency at CNU and worked on the application process for the Comprehensive Examination on December.
- b) The DLABS Lecture Series was able to conduct two lecture series this semester. The first one was on August 28, 2019 titled "Pamublikong Forum ukol sa Sitwasyon, Nilalaman, at Direksyon ng Asignaturang Filipino sa SHS at Kolehiyo". The speaker was Dr. David Michael M. San Juan, a convenor of Tanggol Wika. The second was on September 30, 2019 titled

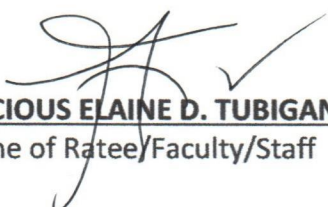
"Ethnography: As Experienced by a Female Ethnographer". The speaker was Ms. Bethlehem Ponce, a faculty member of the Department of Liberal Arts and Behavioral Sciences of Visayas State University;

- c) The proposal of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas" was edited and resubmitted.
- d) Miss Tubigan served as one of the local secretariats during the 41<sup>st</sup> UGAT Conference.

Prepared by:

  
**GUIRALDO C. FERNANDEZ, JR.**  
Department Head

Conforme:

  
**PRECIOUS ELAINE D. TUBIGAN**  
Name of Ratee/Faculty/Staff