

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

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%)		4.92 x 50% = 2.460	
b. Students (50%)		3.83 x 50% = 1.915	
TOTAL for Instruction	95%	4.38	4.156
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%		4.406

EQUIVALENT NUMERICAL RATING: 4.406

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.406

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

SHEENA MAE P. LUBRIO

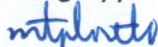
Name of Faculty

Reviewed by:

JETT C. QUEBEC

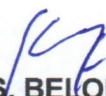
Department Head

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 JANUARY-JUNE 2022.

  
**SHEENA MAE P. LUBRIO**  
 Assistant Professor 1  
 Date: July 5, 2022

Approved:  
  
**JETT C. QUEBEC**  
 Department Head  
 Date: July 7, 2022

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: 8/4/2022

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 numerators and denominators)
							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	none					NONE
	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 MagDev students
		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	none					NONE
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	none					NONE
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	2	5	5	4	4.67	Two transferee students majoring in 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							



		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	NONE						
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	1	5	5	5	5.00		LTNG 214
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	8	5	5	5	5.00		LTNG 214 (1 section)
		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	NONE						
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2	1	5	5	5	5.00		LTNG 214
	<b>PI 10</b> . 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
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>												
<b>OVPI UMFO 3. Higher Education Management Services</b>												
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		Handles and teaches courses assigned	18	24.6	5	5	5	5.00		Humn 15n (5 sections); ELSt 102 (1 section); ELSt 200.2 (3 advisees)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	16	5	5	4.5	4.83		Humn 15n (5 sections); ELSt 102 (1 section); ELSt 200.2 (3 advisees)
		<b>A 11.</b> 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	20	5	5	5	5.00		Humn 15n (5 sections); ELSt 102 (1 section); ELSt 200.2 (3 advisees)
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	3	1	5	5	5	5.00		Training-workshop on syllabus-making by the Office of the Graduate School
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	168	5	5	5	5.00		Humn 15n (5 sections); ELSt 102 (1 section); ELSt 200.2 (3 advisees)
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec	40	168	5	5	5	5.00		Humn 15n (5 sections); ELSt 102 (1 section); ELSt 200.2 (3 advisees)



	<u>A15</u> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	40	168	5	5	5	5.00	Humn 15n (5 sections); ELSt 102 (1 section)
	<b>PI 8:</b> Number of students advised: * <u>A16</u> . Number of students advised:		Acts as academic adviser to students	10	20	5	5	5	5.00	ABELS students
	<u>A17</u> . Number of students advised on thesis/ field									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	ABELS graduating students
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	ABELS graduating students
	<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	2	5	5	4	4.67	ELSt 200.2 (2 advisees accomplished their theses)
	<b>PI 9:</b> Number of student organizations advised/ assisted * <u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					NONE
	<u>A20</u> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	none					NONE
	<b>PI 10:</b> Number of instructional materials developed * <u>A 21</u> : 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	NONE					
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10					Humn 15n (5 sections); ELSt 102 (1 section)
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	20					Humn 15n (5 sections); ELSt 102 (1 section)
	<u>A 23</u> : 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	2					Humn 15n; ELSt 102
	<u>A 24</u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	5	6					Humn 15n (5 sections); ELSt 102 (1 section)



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	4	4	4.33	Prepared documents for ABELS AACUP PSV and MSLT
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	none					NONE
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	5	6	5	5	5	5.00	Humn 15n (5 sections); ELSt 102 (1 section)
						SUB-TOTAL				<b>4.92</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<b>PI 1.</b> Number of research outputs in	<b>A27.</b> Number of research outputs in		Conducts research for possible	none	none					NONE
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year	none	none					NONE
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred 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>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and		Prepares research proposals,	none	none					NONE
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by			none	none					NONE
		<b>A 33.</b> 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 duly reviewed paper	N/A	none					NONE



		<b>A 34.</b> 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
		<b>A 35.</b> 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
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	N/A	none					NONE
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	N/A	none					NONE
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implementes duly approved extension projects	N/A	none					NONE
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	N/A						
	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



	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	N/A	none						NONE
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			N/A	none						NONE
		<b>A 43.</b> 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
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			N/A	none						none
		<b>A 43.</b> 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
					SUBTOTAL							NONE

## UMFO 5. SUPPORT TO OPERATIONS

	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> 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		
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant							
		On program accreditations	Pilot Plant Manager									
		On institutional accreditations	SSF Rootcrop facility incharge									

## UMFO 6. General Admin. & Support Services (GASS)

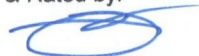
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients	no complaint	Zero % complaint	5	5	5	5.00		
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best		Initiates/introduces improvements in performing functions resulting to best		none						none

		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		<i>Designs administration/management related activities and other outputs to implement new normal</i>		none					none
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		<i>Initiates/introduces improvements in performing functions resulting to best practice</i>	NONE	NONE					NONE
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		<i>Designs administration/management related activities and other outputs to implement new normal</i>	NONE	NONE					NONE
						AVERAGE				5.00	
	<b>Total Over-all Rating</b>										
	<b>Average Rating</b>										
	<b>Adjectival Rating</b>										

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 on time when it comes to submission of deliverables. She is intellectual and academic which makes her a valuable member of the DLABS workforce.

Evaluated & Rated by:

  
**JETT C. QUEBEC**

Department Head

Date: July 7, 2022

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: 8/4/2022

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.	Teach a GE and major courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2022	June 2022	June 2022	Impressive	Outstanding	
2	Act as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	January 2022	March 2022	March 2022	Impressive	Outstanding	
3.	Prepares Learning Guides of the assigned subjects as response to COVID-19 pandemic	Course syllabi in Humn 15n and ELSt 102 and online-ready materials	January 2022	March 2022	March 2022	Impressive	Outstanding	
4.	Prepares Midterm Exam and TOS for subjects taught	Approved Midterm Exam and TOS in Humn 15n and ELSt 102 and online-ready materials Midterm Exam	February 2022	March 2022	March 2022	Impressive	Outstanding	
5	Submit INC and Def forms with grades	Letter to the Registrar informing of the students' grades	January 2022	June 2022	June 2022	Impressive	Outstanding	
6.	Allot time for student consultation	Spend 4 hrs. a week for consultation	January 2022	June 2022	June 2022	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2022	June 2022	June 2022	Impressive	Outstanding	
8	Checks and computes submissions and upload class records in VC for Midterm Exam and Final Exam	Checked and computed submissions and uploaded class records in VC for subjects taught	January 2022	June 2022	June 2022	Impressive	Outstanding	
9	Prepares Final Exam and TOS for Comm 11, ELSt 112, ELDs 126, and Engl 232 Final Exam	Approved Final Exam and TOS for subjects taught	June 2022	June 2022	June 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 write and produce modules for new subjects

Result:

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

Date: January 2022

Target Date: End of 1st 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  
Ratee/Faculty