

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HILDA A. PEDRERA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	4.92	1.48
b. Students (70%)	70%	4.67	3.27
TOTAL for Instruction	90%		4.27
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			4.771

EQUIVALENT NUMERICAL RATING: 4.771

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: \ 4.771

ADJECTIVAL RATING: OUTSTANDING

Prepared by: HILDA A. PEDRERA  
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		HILDA A. PEDRERA			
Program Involvement		Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)	(1)
		(2)	(3)		(1)
Instruction					
a. Faculty (30%)		30%	4.33	1.42	
b. Students (70%)		70%	4.67	3.27	
TOTAL for instruction		90%		4.71	
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				4.71	

EQUIVALENT NUMERICAL RATING: 4.71  
Add: Additional points, if any: /  
TOTAL NUMERICAL RATING: 4.71

ADJECTIVAL RATING: OUTSTANDING

Prepared by: Reviewed by:

HILDA A. PEDRERA

GUILLERMO C. FERNANDEZ, JR.

Name of Faculty

Department Head

Recommending Approval:

38

CARLOS J. CAIRO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, HILDA A. PEDRERA, 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 **JANUARY - JUNE 2018.**

HILDA A. PEDRERA

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>	
MF01	Higher Education	Full Time Equivalent	Teaching	Teaches Filipino subjects in college and high school	18.00	32.55	4.67	4.67	4.67	4.67	Deloaded - approved by APB
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compiler	Revises syllabi in Fili 11, Fili 12, and PPTP 112	1	3	5	5	5	5	
		*Number of visual aids prepared		Prepares visual aids for Fili 11, Fili 12, and PPTP 112	15	18	5	5	5	5	Prepared visual aids for Fili 11, Fili 12, and PPTP 112
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	5	5	5	5	5	
				SUB-TOTAL						19.67	
MF02	Research	Number of Outputs Presented in Regional/National/International Fora/Conferences		Paper Presenter	1	1	5	5	5	5	1. "Saloobin ng mga Mag-aaral sa Paggamit ng Gay Linggo sa Pakikipagkomunikasyon"
				SUB-TOTAL						5.00	
MF03	Extension	Number of trainings/ seminars attended.	Training	Participant	1	2	5	5	5	5	Re-Echo Training on the New CHED General Education Courses: "Rizal" Re-Echo Training on the New CHED General Education Courses: "Purposive Communication"
						Sub-total				5.00	
MF04	Production/	Number of quizzes prepared and checked		Prepares and checks quizzes in Fili 11, Fili 12, and PPTP 112	10		5	5	5	5	Prepared and checked quizzes in Fili 11, Fili 12, and PPTP 112
		Number of midterm and final exams prepared and checked.		Prepares and checks midterm and final exams in Fili 11, Fili 12, and PPTP 112	10		5	5	5	5	Prepared and checked midterm and final exams in Fili 11, Fili 12, and PPTP 112
		Number of oral recitations graded/evaluated		Evaluates oral recitations in Fili 11, Fili 12, and PPTP 112	50		5	5	5	5	Evaluated oral recitations in Fili 11, Fili 12, and PPTP 112
						Sub-total				15.00	

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

WILDA A. PEDRERA 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 **JANUARY - JUNE 2018**.

Approved: GUILLERMO C. FERNANDEZ JR.  
Head of Unit

WILDA A. PEDRERA  
Rector

MFO No.	Description of MFO & PAF	Success/Performance Indicators	Program/Activity	Target	Actual	Rating				Remarks
						A1	A2	A3	A4	
MFO1	Higher Education	Full Time Equivalent	Teaching high school	Teaches Filipino subjects in college and high school	18.00	22.25	4.07	4.07	4.07	Exceeded - approved by PAF
		Number of Instructional Materials Developed/Revised and Utilized								
		* Revised ILMs within the last 3 years	Publication	Revised syllabi in Fall 11, Fall 12, and PPTP 112	1	3	2	2	2	
		Number of visual aids prepared		Prepared visual aids for Fall 11, Fall 12, and PPTP 112	12	18	2	2	2	Exceeded - visual aids for Fall 11, Fall 12, and PPTP 112
		Student Advising and Consultation Services								
		* Number of hours spent on student consultation	Consultation		7	2	2	2	2	
				SUB-TOTAL					12.07	
MFO2	Research	Number of Outputs Presented in Regional/National/International Conferences	Panel Presenter		1	1	2	2	2	A "2nd-Topic" at "Global Migration and Partnership Communication"
				SUB-TOTAL					6.00	
MFO3	Extension	Number of training seminars attended	Participant		1	1	2	2	2	Re-Educ Training on the New CHED General Education Course "Pivotal Communication"
										Re-Educ Training on the New CHED General Education Course "Pivotal Communication"
									6.00	
MFO4	Production	Number of quizzes prepared and checked		Prepares and checks quizzes in Fall 11, Fall 12, and PPTP 112	10		2	2	2	Prepared and checked quizzes in Fall 11, Fall 12, and PPTP 112
		Number of midterm and final exams prepared and checked		Prepares and checks midterm and final exams in Fall 11, Fall 12, and PPTP 112	10		2	2	2	Prepared and checked midterm and final exams in Fall 11, Fall 12, and PPTP 112
		Number of oral recitations given/checked		Evaluates oral recitations in Fall 11, Fall 12, and PPTP 112	20		2	2	2	Evaluates oral recitations in Fall 11, Fall 12, and PPTP 112
									12.00	

MF05	Other Services	Number of participation in the events/program of the dept./college/university and other offices		Emcee Secretariat			5	5	5	5	Serves as emcee during the 2nd International Conference on Philippine and Asian Studies Welcome Night; Serves as secretariat during the Environmental Jamboree for Incoming Grade 12 Senior High School Student Leaders and Faculty Members
		Number of events that rendered expert services in the dept./college/university and other offices		Resource Person	1		5	5	5	5	Serves as resource person during the SK Mandatory Training Program
		Number of meetings attended		Attends department meetings	2		5	5	5	5	
						Sub-total				15.00	
	Total Over-all Rating									59.67	

Average Rating (Total Over-all rating divided by 4)		4.97
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		OUTSTANDING

#### Comments & Recommendations for Development

**Purpose:** Miss Pedraza is an excellent teacher. Yet, she has to be actively involved in research & extension work. She also has to get a master's 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: **HILDA A. PEDRERA**

<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	Teaches three (3) courses subjects (Fili 11, Fili 12, PPTP 112)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2	Assist students through students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares course syllabi updates	Approved course syllabi in Fili 11 and Fili 12	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4	Develop/Revise instructional manual	Copy of teaching manual in Fili 11 and Fili 12	January 2018	March 2018	March 2018	Impressive	Outstanding	Follow the format prescribed by MMDC
5	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	April 2018	Impressive	Outstanding	Participates actively in all activities
7	Perform other functions assign by the Dean, and the university	BSM proposal approved by DMP curriculum committee	January 2018	May 2018	May 2018	Impressive	Outstanding	Submit BSAP, BSM proposals to CAS curriculum committee

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

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

Prepared by:

  
**GUIRALDO C. FERNANDEZ JR.**  
 Unit Head

Prepared by:

Outstanding: less completed, anticipated, progress, done  
 In progress: less completed, anticipated, progress, done, less done

1	University assigned by the Dean and the Personnel Office functions	comprehensive committee BSM proposal approved by DMB	2018 January	May 2018	May 2018	in progress	Outstanding	comprehensive committee proposal to CV2 submit BSM, BSM
2	College and the university conducted by the department participate in all activities	attendance, committees if applicable	2018 January	2018 January	April 2018	in progress	Outstanding	all activities participates actively in
3	Grades and final grades Submission of uniform manual	Grades submitted to registrar	2018 January	April 2018	April 2018	in progress	Outstanding	
4	Develop/revise instructional materials	Copy of teaching material to EIR 11 and EIR	2018 January	2018 March	March 2018	in progress	Outstanding	described by UACDC follow the format
5	Provides course syllabi	Copy of approved course syllabi to EIR 11 and EIR	2018 January	2018 February	February 2018	in progress	Outstanding	described follow OBE format as students
6	Students consultation Assist students through	in progress student performance	2018 January	April 2018	April 2018	in progress	Outstanding	in progress of interventions for the provide more on LPR2
7	EIR 11/12 EIR 13 Teachers (EIR 11, EIR 13) Teachers (EIR 13) courses	review of student performance evaluation grade sheet for courses taught and good regard attendance in the assigned courses	2018 January	April 2018	April 2018	in progress	Outstanding	students' comments with respect to improve performance
140 Task	Task description	Expected Outcome	Assigned Date	Assigned Date to execute	Assigned Date	Outstanding Outcome of	Assigned Date to execute	Assigned Date

Name of Employee: MILDA A. RODRIGUEZ

### PERFORMANCE MONITORING FORM

EXHIBIT 1



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **Hilda A. Pedrera**

Performance Rating: **Outstanding**

Aim: To pursue graduate studies for the degree Masters of Education major in Filipino Language Teaching, engage in research or extension projects and improve teaching strategies.

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

Date: July 2018

Target Date: One year from today

First Step:

- a) Encouraged her to enroll for the second semester in Cebu Normal University' MAEd Program.
- b) Required her to be involved on research or extension projects which the Department has started to work on.
- c) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend.

Result:

She has finished 9 units of his MA's Academic requirements by the end of December, 2018.

Date: December 2018


Target Date: End of first semester

Next Step:


She was advised to finish her Master's Thesis by the end of October 2020 and employed more teaching strategies based on the evaluation of the students.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:   
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
HILDA A. PEDRERA  
Name of Ratee/Faculty/Staff

Name of Ratee/Faculty/Staff  
HILDA A. PEDRERA

Conformer:

Department Head  
GUARALDO C. FERNANDEZ, JR.  
Prepared by:

Final Step/Recommendation: NA

Outcome: NA

more teaching strategies based on the evaluation of the students.  
She was advised to finish her Master's Thesis by the end of October 2020 and employed

Next Step:

Date: December 2018

Target Date: End of first semester

Result:  
She has finished 9 units of her MA's Academic requirements by the end of December, 2018.

- a) Encouraged her to enroll for the second semester in Cebu Normal University, MAEd Program.
- b) Required her to be involved on research or extension projects which the Department has started to work on.
- c) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend.

First Step:

Date: July 2018

Target Date: One year from today

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

Aim: To pursue graduate studies for the degree Masters of Education major in Filipino Language Teaching, engage in research or extension projects and improve teaching strategies.

Performance Rating: Outstanding

Name of Employee: Hilda A. Pedrera

## EMPLOYEE DEVELOPMENT PLAN