

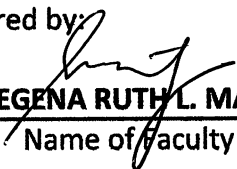
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SEREGENA RUTH L. MARTINEZ


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	25%	5.00	1.25
b. Students	75%	5.00	3.75
TOTAL for Instruction	90%		<b>4.50</b>
2. Research	4.0%	4.00	0.16
3. Extension	4.0%	3.50	0.14
4. Production	1.0%	5.00	0.05
5. Administration/Other Services	1.0%	5.00	0.05
TOTAL			<b>4.900</b>


EQUIVALENT NUMERICAL RATING: 4.900  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.900

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
SEREGENA RUTH L. MARTINEZ  
Name of Faculty

Reviewed by:   
GUIRADO C. FERNANDEZ, JR.  
Department Head

Recommending Approval:   
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:   
BEATRIZ S. BELONIAS  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT REPORT

I, SEREGENA RUTH L. MARTINEZ 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 2018**

SEREGENA RUTH L. MARTINEZ

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	PI. 1 Full time Equivalent (FTE)	Teaching	Teaches graduate courses	0.25	3	5	5	5	5	
		Number of Comprehensive Exams/Thesis Defense attended as GAC Member/Observer	Compre Exam/thesis	GAC Member/Observer	1	1	5	5	5	5	
MF02	Higher Education	Full Time Equivalent	Teaching	Teaches undergrad English courses	18.00	9.45	5	5	5	5.00	
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period / Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	5	6	5	5	5	5	AB-EL students
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation	Allots 3 hours per week	3	7	5	5	5	5	
				<b>SUB-TOTAL</b>						<b>25.00</b>	
MF03	Research	Number of Outputs Presented in Regional/ National/International For a/Conferences	National Conference	Paper Presenter	1	3	3	3	3	3.00	3 <sup>rd</sup> National Conference Research in Arts, Science and Health
			Conference	Awardee	1	1	5	5	5	5.00	2 <sup>nd</sup> Best Conference Paper in the Human Development Track
				<b>SUB-TOTAL</b>						<b>8.00</b>	
MF04	Extension	Number of beneficiaries served	Community Outreach	Organizer/Coordinator	50	125	5	5	5	5.00	Zacarito Elem. School, Baybay City, Leyte
		Number of trainings/workshop attended		Participant	1	2	2	2	2	2.00	3 <sup>rd</sup> National Research Conference on Arts, Science and Health ; PRIME HR orientation

					<b>SUB-TOTAL</b>					<b>7.00</b>	
<b>MF05</b>	<b>Production/Support to Students</b>	Number of orals, quizzes, seatworks prepared and checked.		Undergraduate and graduate courses	5	10	5	5	5	5.00	
		Number of gradesheets submitted on time		Undergraduate and graduate courses	4	8	5	5	5	5.00	
		Number of periodic exams prepared and checked		Undergraduate and graduate courses	4	8	5	5	5	5.00	
					<b>SUB-TOTAL</b>					<b>15.00</b>	
<b>MF06</b>	<b>Other Services</b>	Number of articles collected and edited		Collected and edited student articles for the DLABS Literary Bulletin	15	35	5	5	5	5.00	Articles posted at DLABS Literary Bulletin
		Number of committees served	Member, Coordinator	Member of DLABS Academic Personnel Committee, Socio-Cultural Committee, Graduate School Admissions Committee, Graduate School Council, DLABS Museum	2	4	5	5	5	5.00	Member of DLABS Academic Personnel Committee, Socio-Cultural Committee, Graduate School Admissions Committee, Graduate School Council, DLABS Museum
		Number of subjects coordinated	Coordinator	English subjects	1	1	5	5	5	5.00	
		Number of participation in the events/program of the dept./college/university and other offices	University activities		1	3	5	5	5	5.00	
		Number of department meetings/applicants' screening attended/	APC meetings; department meetings		1	5	5	5	5	5.00	
					<b>SUB-TOTAL</b>					<b>30.00</b>	

Average Rating (Total Over-all rating divided by no. of entries)		4.72
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.72
ADJECTIVAL RATING		Outstanding

**Comments & Recommendations for Development Purpose:** *keep up the good work you do be an inspirations for those who strive for excellence.*

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: SEREGENA RUTH L. MARTINEZ

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 five (5) graduate courses (LTNG 211, LTNG 216, LTNG 214, LTNG 212, LTNG 300) and four (4) undergrad courses (Spch 11, Engl 23, Engl 119, Engl 200)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2018	December 2018	December 2018	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Improved student performance	September 2018	September -Dec. 2018	September-Dec. 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Updates course syllabi	Updated course syllabi in Engl 119 & Engl 23	September 2018	September 2018	September 2018	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	October & Dec.2018 2018	October & Dec.2018 2018	October & Dec.2018 2018	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	September 2018	September 2018	September 2018	Impressive	Outstanding	Participates actively in all activities
6	Perform other functions assigned by the Head, Dean and the university		August-Dec2018	Aug-Dec.2018	Aug-Dec.2018	Impressive	Outstanding	
7	Paper presentation in conference	Certificate of appearance, certificate of attendance and certificate of recognition	October 2018	October 2018	October 16-18, 2018	Very Impressive	Outstanding	
8	Attends trainings and workshops	Certificate of recognition, written report	October 2018	October 2018	October 2018	Impressive	Outstanding	Participates actively in the trainings and workshops.

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

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

Prepared by:

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

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **SEREGENA RUTH L. MARTINEZ**

Performance Rating: **OUTSTANDING**

Aim: To engage in research or extension projects of the department.

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

Date: July 1, 2018

Target Date: One year from today

First Step:

- a) Encouraged her to make plans for the revival/rehabilitation of the DLABS Museum, in coordination with Ms. Bethlehem Ponce.
- b) Required her to be involved in research or extension projects which the Department has started to work on.
- c) Required her to maintain the DLABS Literary Bulletin

Result:

DLABS Literary Bulletin is maintained.

Date: November 15, 2018

Target Date: End of first semester

Next Step:

- a) Encouraged her to continue conducting outreach projects, and advised her to make said projects official extension programs of DLABS.

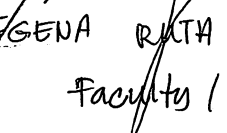
Outcome:

- Organized Workshop on Basic Museography at DLABS with Prof. Bethlehem Ponce as speaker.
- Community Outreach Projects ongoing

Final Step/Recommendation: N/A

Prepared by:

Conforme:

  
SEREGENA RUTH L. MARTINEZ  
Faculty / Ratee

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head