

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
Rating Period: July-December 2021

Name of Faculty Member: SEREGENA RUTH L. MARTINEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.96 x 50% = 2.480	
b. Students (50%)		4.83 x 50% = 2.415	
TOTAL for Instruction	95%	4.90	4.650
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%		4.900

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:  
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, Seregena Ruth L. Martinez, 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 JULY-DECEMBER 2021.

  
**SEREGENA RUTH L. MARTINEZ**  
 Assoc. Prof. V  
 Date: December 21, 2021

Approved:   
**JETT C. QUEBEC**  
 Department Head  
 Date: January 5, 2022

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: 2/9/2022

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	1	2	5	5	5	5.00	(LT 216, LT 212, LT300)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	7	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1 Comprehensive Exam (MEd)	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1 comprehensive exam (MEd); 4 thesis defense	5	5	5	5.00	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5 per semester	8	5	5	5	5.00	
	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	1	2 courses (LT 216, LT 212)	5	5	5	5.00	



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2 courses (LT 216, LT 212)	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2 courses (LT 216, LT 212)	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	16 tasks/assessment (LT 216, LT 212))	5	5	5	5.00	
		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 Moddle or Google Classroom	1	2 Google Classrooms (LT 216, LT 212)	5	5	5	5.00	
	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	NA						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	11.28	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6 per semester	8	5	5	4	4.67	
		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	1 per semester	5	5	5	4	4.67	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	x					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1 per semester	8	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5 per semester	50	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5 per student/semester	10	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	2	5	5	5	4	4.67	

		<u><b>A17</b></u> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		<u><b>A18</b></u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5 per semester	20	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<u><b>A19</b></u> . Number of Student organizations advised	Advises student organizations recognized by USOO	NA						
		<u><b>A20</b></u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	NA						
	<b>PI 10:</b> Number of instructional materials developed *	<u><b>A 21</b></u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	NA						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	NA						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6 per semester	12	5	5	5	5.00	
		<u><b>A 23</b></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	NA						
		<u><b>A 24</b></u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	4	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<u><b>A 25.</b></u> 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	NA						



		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		<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	NA						
					AVERAGE				4.96	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	NA						
	<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						
	<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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		NA						
	<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						
		<i>In int'l fora/conferences</i>		NA						
		<i>In nat'l/regional fora/conferences</i>		None						
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	None						
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		NA						
		<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	NA						

		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
		<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	NA						
<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	NA	NA					Community Outreach
	<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	NA						
	<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	Implements duly approved extension projects	NA						
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or	Provides quality and relevant training courses and advisory services	NA						
	<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	NA						
	Research Mentoring	Research Mentor		NA						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA						
	Resource Persons	Resource Persons		NA						
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant		NA						
	Evaluator	Evaluator		NA						
	<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	None						





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

Evaluated & Rated by:



**JETT C. QUEBEC**

Department Head

Date: January 5, 2022

Recommending Approval



**MA. THERESA P. LORETO**

Dean, Cas

Date: 2/9/2022

**Comments & Recommendations for Development Purpose:** Dr. Martinez is a committed and highly intellectual faculty of DLABS. She is a very dependable when it comes to department deliverables. Her presence also is a source of helpful wisdom to junior faculty.

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/15/22



**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 three (3) graduate courses (LTNG 216, LTNG 212 and LTNG 300) and two (2) undergraduate courses (ELSt 105, and MEng200b)	Regular attendance in online classes, grade sheet per courses taught, and good result of student performance evaluation	September 2021	July 2021	November 2021	Impressive	Outstanding	
2	Assists students' concerns through online consultation	Improved student performance	August 2021	September 2021 to December 2021	October 2021 December 2021	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Updates course syllabi, prepares Learning Guides (LGs)	Prepared IMs (Learning Tasks/Assessments and other activities) in LT 216, LT 212, ELSt 105 and MEng 200b	August 2021	December 2021	December 2021	Impressive	Outstanding	OBE format followed as prescribed
4	Submission of midterm grades and final grades	Grades submitted to Registrar	October 2021	December 2021	Deferred due to typhoon	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable				Impressive	Outstanding	
6	Perform other functions assigned by the Head, Dean and the university					Impressive	Outstanding	
7	Attends trainings and workshops	Attendance						

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 Department Head

## EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating:

Aim: To engage in extension projects of the department.

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

Date: August 2021

Target Date: One year from today

First Step:

- a) Required her to update the syllabus for LT 216 (Teaching Speech Communication).
- b) Required her to organize a community outreach as part of DLABS' extension project.

Result:

Syllabus of LT 216 updated  
Community Outreach conducted

Date: August and December 2021

Target Date: End of 2<sup>nd</sup> semester

Next Step:

- a) Encouraged her to make outreach projects an official part of DLABS' extension programs.

Outcome:

- Drafting a proposal to make Community Outreach Projects an official extension program of DLABS temporarily shelved due to several challenges encountered in the teaching modalities adopted during this time of the pandemic. However, conduct of outreach projects continues. In fact, one outreach project was done in August 2021 in Brgy. Guadalupe, Zone 2; and, the other community project will be done this coming December 30, 2021 to help victims of Typhoon Odette in Sogod, So. Leyte.

Final Step/Recommendation: N/A

Prepared by:



JETT C. QUEBEC  
Department Head

Conforme:



SEREGENA RUTH L. MARTINEZ  
Name of Ratee/Faculty/Staff