

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	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	95%		4.75
2. Research	2.5%	5.00	0.13
3. Extension	2.5%		0.00
4. Production			
5. Administration/Other Services			
TOTAL			4.875

EQUIVALENT NUMERICAL RATING: 4.875

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

SEREGENA RUTH L. MARTINEZ

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

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 January to June 2020.


SEREGENA RUTH L. MARTINEZ
 Assoc. Prof. V
 Date: October 1, 2020

Approved: 
GUIIRALDO C. FERNANDEZ, JR.
 Department Head
 Date:


CANDELARIO L. CALIBO
 College Dean
 Date:

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	3	3	5	5	5	5.00	LT 216, LT 211 and LT 300
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	4	8	5	5	5	5.00	MS LT and MAEd English Majors
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	MS LT and MS DevCom graduate students
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	(MS LT and MS DevCom) graduate students
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5 per semester	38	5	5	5	5.00	MS LT and MS Devcom students ; MAEd Students and Online Students
	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	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	2	5	5	5	5.00	LT 211 and LT 216 courses
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	LT 211 and LT 216 courses
		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	5	5	5	5.00	LT DLABS/SRLM private group and private chat through email
	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						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18 units per semester	10.45	5	5	5	5.00	Engl 199, Litr 136, Spch 11
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	9	5	5	5	5.00	6 (for undergraduate courses and 3 for graduate courses
		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	2 per semester	2	5	5	5	5.00	1 for graduate and 1 for graduate student
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Sponsored by OGS (I forgot the title of workshop)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	10	5	5	5	5.00	6 for undergraduate courses and 4 for graduate courses
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	16 quizzes for undergraduate students and 4 for graduate students
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	28	5	5	5	5.00	14 for LT 211 and 14 for LT 216 courses

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>	5	13	5	5	5	5.00	AB English Majors
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	None						
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	5 outlines of students enrolled in Engl 199
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	For undergraduate students enrolled in Spch 11, Litr 136 and Engl 199
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	NA						
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	AB English Society
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	NA						
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	NA						
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	4	5	5	5	5.00	for Spch 11, Litr 136
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	12	5	5	5	5.00	6 for Litr 136 and 6 for Spch 11
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4.00	Group Chat and Private Chat through email for undergraduate students
	PI 11. Additional outputs	A 25. 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						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	NA						
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year	None						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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	None	1	5	5	5	5.00	Article submitted was in press
		<i>In refereed int'l journals</i>		NA						
		<i>In refereed nat'l/regional journals</i>		NA						
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	None						The conference in Thailand was cancelled due to Covid - 19
		<i>In int'l fora/conferences</i>		NA						
		<i>In nat'l/regional fora/conferences</i>		None						
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	None						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NA						
		A 33. 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						

		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NA						
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	None						Projected outreach projects cancelled due to Covid 19
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	NA						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	NA						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	NA						
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	NA						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		NA						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		1 (member, socioeconomic committee member)	1	5	5	5	5.00	Socioeconomic Committee Member, Prof. Tabada is chair of committee
	<i>Resource Persons</i>	<i>Resource Persons</i>		NA						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>		NA						
	<i>Evaluator</i>	<i>Evaluator</i>		NA						

	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implemenation	None						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		None						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NA						
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. 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*	A 44. 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					
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	compliant	100% compliant					
		On program accreditations		NA						
		On institutional accreditations		NA						
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	None						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						

	Total Over-all Rating								119.00	
	Average Rating								4.96	
	Adjectival Rating								O	

Average Rating (Total Over-all rating divided by number of entries)	4.96
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.96
ADJECTIVAL RATING	OUTSTANDING

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ. JR.

Department Head

Date: Sept. 21, 2020

Recommending Approval

CANDELARIO L. CALIBO

Dean, _____

Date: Sept. 21, 2020

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 Instruction

Date: 11/27/2020

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 211, LTNG 216 and LTNG 300) and three (3) undergraduate courses (Spch 11, Engl 199 and Litr 136)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2020	May 2020	May 2020	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Improved student performance	January 2020	January – May 2020	May 2020	Impressive	Outstanding	Provide more interven for the improvement o students
3	Updates course syllabi	Updated course syllabi in LT 216 and LT 212	January 2020	January – May 2020	May 2020	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to Registrar				Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable				Impressive	Outstanding	Participates actively in activities
6	Perform other functions assigned by the Head, Dean and the university					Impressive	Outstanding	
7	Attends trainings and workshops	Certificate of recognition, written report	January 2020	January 2020	January 2020	Impressive	Outstanding	Participates actively in trainings and worksho

* 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:

Aim: To engage in extension projects of the department.

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

Date: January 2020

Target Date: One year from today

First Step:

- a) Required her to update syllabi of graduate courses (LT 212 and LT 216) handled
- b) Required her to be involved in extension projects which the Department has started to work on.
- c) Required her to maintain the DLABS Literary Bulletin

Result:

Syllabi of graduate courses handled updated
DLABS Literary Bulletin is maintained

Date: December 2020

Target Date: End of 2nd semester

Next Step:

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

Outcome:

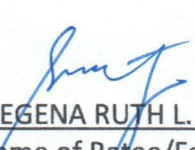
- Community Outreach Projects temporarily stalled due to urgent preparations of Learning Guides as teaching modality has been affected by pandemic. Last outreach project conducted was in December 2019 in Brgy. Balao.

Final Step/Recommendation: N/A

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


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