

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANNIE P. GRAVOSO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	5.00	1.50
b. Students (70%)	70%	5.00	3.50
TOTAL for Instruction	90%		<b>4.50</b>
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			<b>5.0000</b>

EQUIVALENT NUMERICAL RATING: 5.0000

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.0000

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ANNIE P. GRAVOSO

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 REPORT

I, ANNIE P. GRAVOSO, of the Department of Liberal Arts and Behavioral Sciences to commits 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 2019.

ANNIE P. GRAVOSO

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	Pl. 1 Full time Equivalent (FTE)	Instruction	Taught LTNG 207, LTNG299,LTNG300.1,LTNG300.2, LTNG 227, ENGL 232, ENGL 229	0.25	5.67	5	5	5	5.00	
MFO2	Higher Education	Full Time Equivalent	Instruction	Taught Litr 137-A, Ltr 137-B, Spch 11, Engl200.4, Engl 200.1	18.00	24.90	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New Course Syllabi (ROAT evaluation)	Author	Litr 137	1	1	5	5	5	5.00	
		* Revised Course Syllabi	Author	LTNG 200.7, LTNG 299, LTNG 300, LTNG 227, ENGL 232, ENGL 229	1	7	5	5	5	5.00	
		*Visual Aids prepared	Compiler	Video clips, films, cartolina, etc.	10	20	5	5	5	5.00	
		Student Advising and Consultation Services					5	5	5	5.00	
		* Number of organizations advised	Organization adviser	ABELS, TAU GAMMA PHI/SIGMA	1	2	5	5	5	5.00	
		*Number of thesis advised	Undergraduate Thesis	Adviser	8	23	5	5	5	5.00	
		*Number of thesis (as chair)	Graduate	Chair/Member	5	8	5	5	5	5.00	
		* Number of comprehensive exam attended/advised	Chair, GAC		1	4	5	5	5	5.00	
			Member		1	2	5	5	5	5.00	
		* Number of hrs per week spent on student consultation	Consultation		3	8	5	5	5	5.00	
		* Number of culmination programs produced	Culmination	Facilitator/Instttuctor	5	7	5	5	5	5.00	
		*Number of Seminars/Symposium produced		Facilitator/Instttuctor	1	2	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>65.00</b>	
MF03	Research	Number of Outputs Presented in Regional/ National/International For a/Conferences		Paper Presenter	1	2	5	5	5	5.00	



MF04	Extension	Number of editions aired in DYDC	NOSTALGIA, aMusic and info/tips program	Production Assistant	16	20	5	5	5	5.00	
		Number of trainings/seminars attended		Participant	2	3	5	5	5	5.00	
				Presented	1	2	5	5	5	5.00	
				SUB-TOTAL			5	5	5	20.00	
MF05	Production/Support to Students	Number of orals, quizzes, assignments, seatworks,			201	300	5	5	5	5.00	
		Number of periodic exams prepared and checked			7	16	5	5	5	5.00	
		Number of grade sheets prepared and submitted			7	12	5	5	5	5.00	
				SUB-TOTAL						15.00	
MF06	Other Services	Number of Committees served	Committee Member, Chair, Vice-Chair	Serves as University Curriculum Comm. Member, DLABS Curriculum Comm. Member, DLABS Academic Personnel Committee, Culture and Arts Committee, Marketing and Promotions Committee Member, Univ.Academic Council Member, Graduate School Council Secretary, Instructional Materials Dev. Committe and Publications Vice-Chair, Graduate School Council Member, Chair, AB-EL Program Major Courses Coordinator, Speech Courses Coordinator, CAS Curriculum Committee Member	7	8	5	5	5	5.00	
		Number of participation on the events/program in the dept, college, univ. and other offices		Head, committee member, coordinator, singer, dancer, participant, usherette, sponsor	2	5	5	5	5	5.00	
		* Number of courses coordinated	Coordinator	Coordinates major undergraduate courses	1	1	5	5	5	5.00	
				SUB-TOTAL						15.00	
Total Over-all Rating										115.00	

Average Rating (Total Over-all rating divided by 4)		5.00
Additional Points:		
Approved Additional points (with copy of		
<b>FINAL RATING</b>		<b>5.00</b>
<b>ADJECTIVAL RATING</b>		<b>OUTSTANDING</b>

**Comments & Recommendations for Development Purpose:** Ms. Parmis serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement.

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: \_\_\_\_\_

PERFORMANCE MONITORING FORM

Name of Employee: ANNIE P. GRAVOSO

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.	Prepared course syllabi	-	-	-	-	Impressive	Outstanding	No comment
2.	Prepared handouts	-	-	-	-	Impressive	Outstanding	No comment
3.	Taught subjects assigned	-	-	-	-	Impressive	Outstanding	No comment
4.	Advised theses	-	-	-	-	Impressive	Outstanding	No comment
5.	Prepared other instructional materials	-	-	-	-	Impressive	Outstanding	No comment
6.	Advised student organizations	-	-	-	-	Impressive	Outstanding	No comment
7.	Participated in university, college and department activities	-	-	-	-	Impressive	Outstanding	No comment
8.	Served as an usherette during designated occasions	-	-	-	-	Impressive	Outstanding	No comment
9.	Attended conferences and seminar-workshops	-	-	-	-	Impressive	Outstanding	No comment
10.	Made paper for paper presentations	-	-	-	-	Impressive	Outstanding	No comment
11.	Active in community engagement	-	-	-	-	Impressive	Outstanding	No comment
12.	Performed other functions assigned by the head	-	-	-	-	Impressive	Outstanding	No comment
13.	Required student to submit videos in a flash drive	-	-	-	-	Impressive	Outstanding	No comment
14.	Required students to submit scrapbooks	-	-	-	-	Impressive	Outstanding	No comment
15.	Required students to perform tasks assigned	-	-	-	-	Impressive	Outstanding	No comment
16.	Write script for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
17.	Recorded editions for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
18.	Live broadcasting for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
19.	Attended university, college, department activities	-	-	-	-	Impressive	Outstanding	No comment
20.	Sat as GAC chair (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
21.	San as GAC Member (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
22.	Made student consultations	-	-	-	-	Impressive	Outstanding	No comment



23.	Coordinated AB-EL major subjects	-	-	-	-	Impressive	Outstanding	No comment
24.	Made proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
25.	Defended the proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
26.	Passed midterm and final grades	-	-	-	-	Impressive	Outstanding	No comment
27.	Passed requirements for the ABELS Program	-	-	-	-	Impressive	Outstanding	No comment
28.	Helped the Department Head draft the letter for DLABS split	-	-	-	-	Impressive	Outstanding	No comment
29.	Served as a member of Department Academic Personnel Committee	-	-	-	-	Impressive	Outstanding	No comment
30.	Evaluated the applicants at DLABS	-	-	-	-	Impressive	Outstanding	No comment
31.	Required students to produce plays	-	-	-	-	Impressive	Outstanding	No comment
32.	Required students to sponsor seminar/symposium	-	-	-	-	Impressive	Outstanding	No comment
33.	Required students to pass project for public exhibit	-	-	-	-	Impressive	Outstanding	No comment

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ANNIE P. GRAVOSO

Performance Rating: Outstanding

Aim: To be able to conduct a research(es) and present them in international conference/convention.

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

Date: January 2019

Target Date: August – December 2019

First Step:

- a) Encourage her to take time to conduct researches.

Result:

Date:

Target Date:

Next Step:


Outcome: In progress

Final Step/Recommendation: More encouragement.

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
ANNIE P. GRAVOSO  
Name of Ratee/Faculty/Staff