

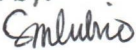
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: SHEENA MAE P. LUBRIO


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.78	1.43
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.44
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	0.00	0.00
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.691


EQUIVALENT NUMERICAL RATING: 4.691
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.691

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

SHEENA MAE P. LUBRIO
Name of Faculty

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:

CANDELARIO L. CALBO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **SHEENA MAE P. LUBRIO**, 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 2019**.

Sheena
SHEENA MAE P. LUBRIO

Ratee

Approved: **GUINALDO 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 ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in Language and Literature courses	16.00	8.25	5	5	5	5.00	loaded
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus			5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	3	3	3	3	3	Instructor at the Department of Liberal Arts and Behavioral Sciences
				SUB-TOTAL						4.33	
MF02	Research	NONE									
				SUB-TOTAL							
MF03	Extension	NONE									
				SUB-TOTAL							
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	20	25	5	5	5	5.00	4 sections (2 sections for Children's Literature; 1 for Creative Writing, and 1 for Theories of Language and Language Acquisition)
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	8	8	5	5	5	5.00	4 sections (2 sections for Children's Literature; 1 for Creative Writing, and 1 for Theories of Language and Language Acquisition)
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	8	10	5	5	5	5.00	4 sections (2 sections for Children's Literature; 1 for Creative Writing, and 1 for Theories of Language and Language Acquisition)
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	9	9	5	5	5	5.00	4 sections (2 sections for Children's Literature; 1 for Creative Writing, and 1 for Theories of Language and Language Acquisition; 1 Undergraduate Thesis)
				SUB-TOTAL						5.00	

MF05	General Administration & Support Services	Number of meetings attended		Attendee	5	5	5	5	5	5.00	Consultative meeting with CAS faculty and staff, Jan. 9, 2019
											Departmental meeting, Jan. 9, 2019
											VSUFA (with Pres. Tulin) meeting, Feb. 7, 2019
											Departmental meeting, Feb. 12, 2019
											Departmental meeting, Mar. 15, 2019
Total Over-all Rating				SUB-TOTAL							
										5.00	

Average Rating (Total Over-all rating divided		4.78
Additional Points:		
Approved Additional points (with copy		
FINAL RATING		4.78
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose: Dr. Gabunada 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: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Sheena Mae P. Lubrio

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	Teach two (3) courses (Children's Literature, Creative Writing, and Theories of Language and Language Acquisition)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	January 2019	May 2019	May 2019	Impressive	Outstanding	
2	Act as adviser for three (3) students taking Undergraduate Thesis	Will critique students' manuscripts and prepare them for final defense	January 2019	May 2019	May 2019	Impressive	Outstanding	
3	Assist students' concerns through student consultations	Will improve students' performance	January 2019	May 2019	May 2019	Impressive	Outstanding	
4	Class preparation	Will prepare visual aids, quizzes, and activities	January 2019	May 2019	May 2019	Impressive	Outstanding	
5	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2019	May 2019	May 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2019	May 2019	May 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2019	May 2019	May 2019	Impressive	Outstanding	

* 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: Sheena Mae P. Lubrio

Performance Rating: Outstanding

Aim: To finish her dissertation and improve teaching effectiveness

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

Date: January 5, 2020

Target Date: One year from today

First Step:

- a) Encouraged her to finish her dissertation
- b) Encouraged to attend conferences, conduct research, and present or publish research

Result:

Her topic has been approved and she has been working on her outline.

Date: June 2021

Target Date: End of second semester

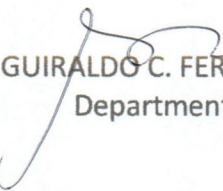
Next Step:

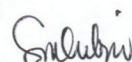
She was advised to finally finish her PhD and publish research.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme: 
SHEENA MAE P. LUBRIO
Faculty