SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
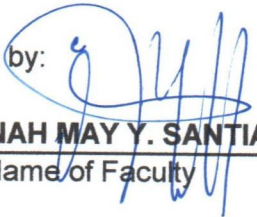# WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

Name of Faculty Member: **GERNAH MAY Y. SANTIANES**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.82 x 50% = 2.410	
b. Students (50%)		4.00 x 50% = 2.000	
TOTAL for Instruction	85%	4.41	3.749
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	10%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 10% = 0.500	0.500
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		**4.499**

EQUIVALENT NUMERICAL RATING: 4.499
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.499**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

GERNAH MAY Y. SANTIANES
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, GERNAH MAY Y SANTIANES, a faculty member of the DEPARTMENT OFLIBERAL ARTS AND BEHAVIROAL 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 2021

Approved:

GERNAH MAY Y SANTIANES
Instructor I
Date: 12-72-2021

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	Eficiency	Timeliness	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	N/A						
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
			Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		As GAC Chairman								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						

	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A							
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	N/A							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	N/A							
	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	N/A							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	N/A							
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	N/A							

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	23.25		5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10		5	5	5	5.00	Hum12n, Comm11, CaEd117, Engl110,

		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	5	15	5	5	5	5.00	Humn11, Comm11
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	4	5	4.67	Corpus Linguistics, Globalization: Interdepency of Asia Pacific Nations vis-a-vis South China Sea Political
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	10	5	5	5	5.00	Hum12n, Comm11, CaEd117, Engl110,
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Hum12n, Comm11, CaEd117, Engl110,
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	15	13	5	5	5	5.00	Consultation, Approved and Validated Enrollement forms.
	A17. Number of students advised on thesis/ field practice/special problem:		2	3	5	5	4	4.67	Consultation, Meetings, and mock presentations
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	4	4.67	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	Hum12n, Comm11, CaEd117, Engl110, Thesis Writing
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	NONE	NONE					
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	None					
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	5	5	5	5.00	Principle and Practicies: The Philosophical and Educational Foundation of Creative Drama, Art Appreciation, Speech and Theatre Arts, Introduction to Literature, NSTP modules.

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2 / 15		5	4	4	4.33	Principle and Practicies: The Philosophical and Educational Foundation of Creative Drama, Art Appreciation, Speech and Theatre Arts, Introduction to Literature, NSTP modules.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2 / 20		5	4	4	4.33	Principle and Practicies: The Philosophical and Educational Foundation of Creative Drama, Art Appreciation, Speech and Theatre Arts, Introduction to Literature, NSTP modules.
		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	2 / 3		5	5	4	4.67	Art Appreciation, Engl110, CAed117
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	10 / 4		5	5	5	5.00	Principle and Practicies: The Philosophical and Educational Foundation of Creative Drama, Art Appreciation, Speech and Theatre Arts, Introduction to
	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 / NOne						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A / N/A						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2 / 5		5	5	5	5.00	Learning Guides and Syllabi
					AVERAGE				4.82	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the	**A27.** Number of research outputs in the last	Conducts research for possible	1						
	PI 2. Number of research outputs completed within the year *	**A 28.** Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1 / 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	1 / none						
		In refereed int'l journals								

		In refereed nat'l/regional journals								
PI 4. Number of research outputs	**A 30.** Number of research outputs presented	Prepares, submits and presents	2	none						
	In int'l fora/conferences		1	none						
	In nat'l/regional fora/conferences		1	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~~	1	none						
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)		1	none						
	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~~	1	None						
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	N/A							
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								

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	1	1	5	5	5	5.00	Baybay City Division Office
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	1	1	5	5	5	5.00	Teachers of Baybay City Division
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	Implementes duly approved extension projects	1	1	5	5	5	5.00	Instructional Material Development in ELT in the New Normal: A Multimodal Approach
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	1	NONE					

PI / Indicator	Activity	Description	Target	Accomplishment	Q	E	T	Ave	Remarks
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	N/A						
Research Mentoring	Research Mentor		NONE						
Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
Resource Persons	Resource Persons		1	none					
Convenor/Organizer	Convenor/Organizer		1	none					
Consultancy	Consultant		1	none					
Evaluator	Evaluator		1	none					
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 implementation	1	1	5	5	5	5.00	Instructional Material Development in ELT in the New Normal: A Multimodal Approach
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn.		1	None	5	5	5	5.00	
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	7	5	5	5	5.00	Virtual Classroom, Modules, Examination, Quizzes, Assessment, Learning Tasks, PowerPoint Presentations
				AVERAGE				5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI / Indicator	Activity	Description	Target	Accomplishment	Q	E	T	Ave	Remarks
PI 8.Compliance to all requirements thru the established/adequate implementation,	A 44. Compliance to all requirements of theQMS core processes of the university	Ensures that all the QMS core processes of the university are	zero non-conformity	ero non-conformi	5	5	5	5.00	
	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	100% compliant	100% compliant					
	On program accreditations		N/A						
	On institutional accreditations		N/A						

UMFO 6. General Admin. & Support Services (GASS)

PI / Indicator	Activity	Description	Target	Accomplishment	Q	E	T	Ave	Remarks
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	no complaint	Zero % non-complaint	5	5	5	5.00	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performfing 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						

						5	5	5		
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	*Provides customer friendly frontline services to clients*	1	1						Focal-Person in-behalf of the department during the online enrollment.
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 performfing 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*								
				AVERAGE					5.00	
Total Over-all Rating										
Average Rating										
Adjectival Rating										

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

Comments & Recommendations for Development Purpose: Ms. Santianes serves DLABS with passion and dedication. Her attitude towards work is a valuable asset of the department. A doctorate degree is a welcome development.

Evaluated & Rated by:

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

Recommending Approval

MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: 2/9/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 2/15/22

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **GERNAH MAY Y. SANTIANES**

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 (2) courses	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	Aug 2019	Dec 2019	June 2020	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	Aug 2019	Dec 2019	June 2020	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	Aug 2019	Dec 2019	June 2020	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	Aug 2019	Dec 2019	June 2020	Impressive	Outstanding	
5	Publish written essays	Published manuscript will be submitted to the department secretary	Aug 2019	Dec 2019	June 2020	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	Aug 2019	Dec 2019	June 2020	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	Aug 2019	Dec 2019	June 2020	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Aug 2019	Nov 2018	June 2020	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GERNAH MAY Y. SANTIANES**
Performance Rating:
Aim:

- To improve classroom management and teaching strategies in the new normal;
- To improvise different learning activities suitable for learners in the new normal;
- To create learning guides in all handled subjects that can be made available via printed and learning mode;
- To offer meaningful services to the department, college and university;
- To engage in research and extension activities; and
- To keep updated with the recent in the field of language teaching in local and international conferences.

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

Date: December 22, 2021   Target Date: January 2022

First Step:
-Review learning the learning activities in the Learning Guide and make necessary changes or modifications if necessary to meet the needs of the learners.
-Modify learning activities and teaching strategies suited for the blended learning.
-Engage in different departmental, college and university activities.
-Commence writing articles for publication.
-Engage in different conferences related to English Language Teaching and Education.

Result:
-Modified learning activities in the learning guide.
-Adapted various learning strategies and activities that can help learners in the new normal which can be made available online and in printed mode.
-Engaged in possible research and extension collaborators.
-Searched for available conferences for paper presentation.

Date: December 22, 2021   Target: December 2022

Next step:
-To continue seeking for effective and efficient methods and strategies that will help learners acquire meaningful learning experience in the new normal.
-To continue building partnership and seeking new opportunities for personal and professional growth.
-To attend and present papers in local and international conferences.
-To submit papers for publication.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:

JETT C. QUEBEC
_____
Unit Head

Conforme:

GERNAH MAY Y. SANTIANES
Faculty/