

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: July-Decemebr 2024

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. Head (50%)		3.56 x 50% = 1.780	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	85%	4.28	3.638
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	3.00 x 5% = 0.150	0.150
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	3.00 x 5% = 0.150	0.150
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	3.00 x 5% = 0.150	0.150
TOTAL	100%		4.09

EQUIVALENT NUMERICAL RATING: 4.09

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.09**

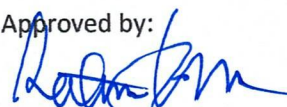
ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: 
SHEENA MAE P. LUBRIO
Name of Faculty

Reviewed by: 
MARIA VANESSA E. GABUNADA
Department Head

Recommending Approval:



GLENN G. PAJARES
Dean, CAS


Approved by: 
ROTACIO S. GRAVOSO
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA MAE P. LUBRIO, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE 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 2024


SHEENA MAE P. LUBRIO
 Assistant Professor III
 Date: January 20, 2025

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 1-20-25


GLENN G. PAJARES
 College Dean
 Date: 1-20-25

FTE/sem

4.0
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	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	1	0	4	4	3	3.67	Deloaded due to admin position: Head of DEPO
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	1	2	4	4	3	3.67	Adviser to 2 MagDev students: Pabres and Morrondoz
		A3 . Number of students advised on thesis/special problem/dissertation		NA							
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					NA
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	5	4	4	4	4.00	GAC for 2 MagDev and 2 MS-LT students

		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	2	5	4	4	3	3.67	Consultations for MagDev and MS-LT 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	1	0					N/A: Already done in January to June 2024
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	0					N/A: Already done in January to June 2024
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	0					N/A: LTNG 214 not offered in the semester within the period July to December
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problem sets, etc.	1	0					N/A: LTNG 214 not offered in the semester within the period July to December
		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	1	0					N/A: LTNG 214 not offered in the semester within the period July to December
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	0					N/A: LTNG 214 not offered in the semester within the period July to December
	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	1	0					N/A: LTNG 214 not offered in the semester within the period July to December
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	6	4	4	3	3.67	Handled 2 sections of ELPr 133; deloaded due to designation as Head of DEPO
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	4	4	4	4	3	3.67	Gradesheets for ELPr 133 (2 sections)
		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	1	4	4	3	3.67	Former student whose INCs lapsed
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	4	4	3	3.67	Training held in VSU
		A13 . Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	1	4	4	4	3	3.67	Exams in ELPr 133 (2 sections)
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lecture	5	5	4	4	3	3.67	Quizzes and learning tasks in ELPR 133

		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	1	4	3	3	3.67	Syllabus for Humn 15n
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					NA
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	1	4	3	3	3.33	Classroom observations for ELPr 133 students
						Total:				3.56	
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	N/A	N/A					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 project within the year	N/A	N/A					NA
	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	N/A	N/A					NA
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	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 scienfic for a/conferences	N/A	N/A					NA
		<i>In int'l fora/conferences</i>			N/A	N/A					
		<i>In nat'l/regional fora/conferences</i>			N/A	N/A					
	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	0	1	3	3	3	3.00	Project leader for one approved research
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			N/A	N/A					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	0	3	3	3	3	3.00	Articles to be published in the Science and Humanities Journal
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A	N/A					NA
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	N/A	0					NA
						Total:				3.00	
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	N/A	N/A					NA
	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	N/A	N/A					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	N/A	N/A					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	N/A	N/A					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	N/A	N/A					NA
	Research Mentoring	Research Mentor			N/A	N/A					N/A

[illegible]

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:


MARIA VANESSA E. GABUNADA

Department Head

Date: 1-20-25


Recommending Approval


GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: 1-20-25

Approved by


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 9/11/25

Comments & Recommendations for Development
Purpose: Mr. Lubrio is an expert in the field of reading comprehension. She teaches well in all her subjects. She performs the function as Head of DEPO effectively. Finishing her Ph.D. would greatly improve her profession.

PERFORMANCE MONITORING FORM

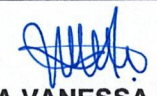
Name of Employee: SHEENA MAE P. LUBRIO

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.	Teaches GE and major courses both in the graduate school and higher education (undergrad)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2024	December 2024	December 2024	Impressive	Outstanding	
2	Acts as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	October 2024	December 2024	December	Impressive	Outstanding	
3	Prepares Learning Guides of the assigned subjects	Course syllabi in ELPr 133 and LTNG 214	August 2024	November 2024	November 2024	Impressive	Outstanding	
4	Allot time for student consultation	Spend 4 hrs. a week for consultation	July 2024	December 2024	December 2024	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2024	December 2024	December 2024	Impressive	Outstanding	
7	Prepares Midterm Exam, Final Exam for subjects taught	Approved exams and TOS in ELPr 133	August 2024	December 2024	December 2024	Impressive	Outstanding	
8	Submit INC forms with grades	Accomplished INC forms	August 2024	December 2024	December 2024	Impressive	Outstanding	
9	Acts as thesis adviser and approves thesis topics	Approved undergraduate theses titles	October 2023	December 2024 and on to 2025	December 2024 and on to 2025	Impressive	Outstanding	
10	Acts as GAC or SRC	Accomplished forms for GAC and SRC and checked outputs/manuscripts	August 2024	December 2024	December 2024	Impressive	Outstanding	

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

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

Prepared by:


MARIA VANESSA E. GABUNADA
 Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheena Mae P. Lubrio

Performance Rating:

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials for major and elective courses

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

Date: January 2024

Target Date: One year from today

First Step:

- a) Encouraged her to finish her dissertation
- b) Encouraged her to attend seminars on research methodologies
- c) Advised her to revise modules for new subjects

Result:

She has already conducted her study and aims to finish writing this upcoming school year.

Date: July 2024

Target Date: End of 2nd semester

Next Step:

She will be advised to present the results of her study to conferences related to her field of specialization.

Outcome: She has enrolled in a penalty course and started revising her dissertation chapters and will hopefully be able to defend by the end of next sem.

Final Step/Recommendation: NA

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: LUBRIO, SHEENA MAE P.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Humn 15n	GREAT BOOKS	LEC	5.00	Outstanding	100.0%
ELSt 102	THEORIES OF LANGUAGE AND LANGUAGE ACQUISITION	LEC	5.00	Outstanding	100.0%
Humn 15n	GREAT BOOKS	LEC	5.00	Outstanding	100.0%
ELSt 102	THEORIES OF LANGUAGE AND LANGUAGE ACQUISITION	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

LUBRIO, SHEENA MAE P.

Name and Signature of Faculty

Date: 11/3/24

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

