# 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)
Instruction			
a. Head (50%)	a.	3.56 x 50% = 1.780	
b. Students (50%)		$5.00 \times 50\% = 2.500$	
TOTAL for Instruction	85%	4.28	3.638
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director	5%	$3.00 \times 5\% = 0.150$	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

Reviewed by:

SHEENA MAE P. LUBRIO

Name of Faculty

MARIA VANESSA E. GABUNADA

Department Head

Recommending Approval:

GLENN GIPAJARES

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 <u>DEPARTMENT OF ARTS, LANGUAGES, AND LITERATURE</u> 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 \_\_\_\_\_<u>JULY-DECEMBER 2024</u>

SHEENA MAE P. LUBRIO

Assistant Professor III Date: January 20, 2025 Approved:

MARIA VANESSA E. GABUNADA

Department Head Date: 1-20-25

GLENN G. PAJARE

College Dean
Date: 1-20-27

FTE/sem

4.0 2.5

MEO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/	Tasks Assigned	Target	Actual			Rating		REMARKS (Indicators
MFO No.	Description of MPO S/PAPS	Success/ Performance maleures (1.1)	Activities / Projects			Accomplish ment	Quality	Eficiency	Timeliness	Average	in percentage should be supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATIO	N SERVICES									
OVPL	MFO 2. Graduate Student I	Management Services									
	PI 4: Total FTE coordinated, implemented & monitored*			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

	<u>A4</u> . 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 affered in the semester within the period July to December
	Assessment tools		Prepares assessment tools such as long exam, quizes, problem sets, etc.	1	0					N/A: LTNG 214 not affered 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 affered in the semester within the period July to December
	A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	0					N/A: LTNG 214 not affered in the semester within the period July to December
<u>PI 10</u> . 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 affered in the semester within the period July to December
UMFO 2. HIGHER EDUCATION S	ERVICES									
OVPI UMFO 3. Higher Education										1515
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	Trianing 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

	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1	72	4	4	3	3.67	Term papers in ELPr 13 sections)
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	2	12	4	4	3	3.67	Academic adviser for ABELS students
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	5	4	4	3	3.67	For ABELS graduating student
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	10	4	4	3	3.67	For ABELS graduating studen
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	2	15	4	3	3	3.33	Consultations regarding thesis a subject matter-rela among graduating ABELS students
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	0	0					NA
	A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	0	0					NA
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	1	4	3	3	3.67	
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	4	3	3	3.33	For subject hand ELPr 133
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	4	3	3	3.33	E-the actions had
	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	0	1	4	3	3	3.33	For the subjects hand
	A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	2	4	3	3	3.33	For ELPr 133 and ELSt 200.1
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									

	Program accreditation/evaluation	Prepares documents and for 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
	new normal due to covid 13			Total:				3.56	
MFO 3 . RESEARCH SERVICE	S								
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	Conducts research for possible utilization by industry or other beneficiaries	N/A	N/A					NA
P12. 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 .
	In refereed int'l journals								
	In refereed nat'l/regional journals								
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
	In int'l fora/conferences		N/A	N/A					
	In nat'l/regional fora/conferences		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	1
IFO 4. EXTENSION SERVIC						+-	$\vdash$	-		NA
partnerships with LGUs, industries, NGOs, NGAs,	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					
	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	A 38. Number of extension programs/projects implemented		Implementes 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	<u>A 40</u> . 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

Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	N/A					N/A
Resource Persons	Resource Persons			N/A	N/A					N/A
Convenor/Organizer	Convenor/Organizer			N/A	N/A					N/A
Consultancy	Consultant			N/A	N/A					N/A
Evaluator	Evaluator			N/A	N/A	T				N/A
	A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	N/A	1	3	3	3	3.00	Presented a proposal in February 2024, awating results on follow-up effor
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			N/A	N/A					N/A
	A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A	0					N/A
					Total:				3.00	
IFO 5. SUPPORT TO C	DEPATIONS									
	nd Institutional Accreditation Services					1				
	A 44. Compliance to all requirements of theQMS 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						Zero % non- conformity
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						100% compliant
	On program accreditations	Pilot Plant Manager								
	On institutional accreditations	SSF Rootcrop facility incharge								
MFO 6. General Admin	. & Support Services (GASS	5)								
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint						Zero % non- conformity

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	N/A	N/A					NA
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	N/A	N/A					NA 
	A.49. Outputs as DEPO Head	Provide recommendation on the strategic directions of the office (DEPO) and how it can complement with the programs of the Graduate School	0	3	3	3	3	3.00	Presented 3 proposals to strengthen DE in VSU, particularly related to the MAgD program and professional master' programs
		Provide leadership in the implementation of the online programs	0	1	3	3	3	3.00	Facilitated the implementation of the MAgDev program
		Supervise the online programs office	0	1	3	3	3	3.00	Supervised DEPO
		Formulate guidelines for the full use and access by clients of the services provided by the online programs	0	o					DEPO was operatin in coordination with the Graduate School and the different depts. Offering the MAgDev specializations; nonetheless, this is major priority in 202
		Make recommendations in the potential offering of short non-degree courses offered online, service fees and othe rmanagement activities related to this offering	0	1	3	3	3	3.00	This was part of the proposals crafted in collaboration with the TWG on Streghthening DE in VSU; also part of the workshops on Post Micro-credentials in Food Securty and Climate Change
				Total:				3.00	
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	

Recommending Approval

Dean, College of Arts and Sciences

1-20-25 Date:

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.

Approved by

Vice President for Academic Affairs
Date: 91121

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head Date: 1-20-25

# 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/ Recomme ndation
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 VANESSĂ 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. &	Lab/ RATING		TING	% Evaluation
	Descriptive Title	Lec	Numerical	Adjectival	Rating
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

Received by

LUBRIO, SHEENA MAE P Name and Signature of Faculty

Date:

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

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024