

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 (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.97 x 50% = 2.485	
b. Students (50%)		3.80 x 50% = 1.900	
TOTAL for Instruction	90%	4.39	3.947
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.447

EQUIVALENT NUMERICAL RATING: 4.447

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.447

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

SHEENA MAE P. LUBRIO
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, SHEENA MAE P. LUBRIO, a faculty member of the DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES 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 JANUARY-JUNE 2021.

Smilubrio
SHEENA MAE P. LUBRIO
 Assistant Professor 1
 Date: July 16, 2021

Approved:
[Signature]
JETT C. QUEBEC
 Department Head
 Date: July 30, 2021

mtplnato
MA. THERESA P. LORETO
 College Dean
 Date: *Aug. 10, 2021*

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 percentage)
							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	N/A	NONE					granted reduction of load
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	NONE					granted reduction of load
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NONE					granted reduction of load
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	NONE					granted reduction of load
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	NONE					granted reduction of load

	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	1	NONE					granted reduction of load
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	NONE					granted reduction of load
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	NONE					granted reduction of load
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	NONE					granted reduction of load
		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	NONE					granted reduction of load
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	N/A	NONE					granted reduction of load
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	NONE					granted reduction of load
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE		Handles and teaches courses assigned	15	17.4	5	5	5	5.00	granted reduction of load; 4 sections Humn 15n
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	8	5	5	5	5.00	granted reduction of load; 4 sections Humn 15n gradesheets
		<u>A 11</u> . 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	4	5	5	5	5.00	Humn 11, Humn 15n, Litr 132
		<u>A12</u> . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1						
		<u>A13</u> . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	4	5	5	5	5.00	granted reduction of load; 4 sections Humn 15n

		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	40	108	5	5	5	5.00	4 sections of Humn 15n; 4 modules: 9 lessons
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	40	40	5	5	5	5.00	4 sections of Humn 15n; 4 modules: 9 lessons
	PI 8: Number of students advised: *	A16 . Number of students advised:		Acts as academic adviser to students	10	16	5	5	5	5.00	ABELS students
		A17 . 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	1	4.5	5	5	4.83	Engl 200.4 (Jonah Parilla)
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	1	4.5	5	5	4.83	Engl 200.4 (Jonah Parilla)
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	Humn 15n students
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none	NONE					NONE
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	NONE					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	2	5	5	5	5.00	Psycholinguistics and Language Research and Methodology
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	8	5	5	5	5.00	Humn 15n (4 sections)
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	27	5	5	5	5.00	Humn 15n (4 sections)

		<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 scientific fora/conferences	none	NONE						NONE
		<i>In int'l fora/conferences</i>										
		<i>In nat'l/regional fora/conferences</i>										
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	none	NONE						NONE
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none	NONE						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	NONE	NONE						NONE
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	NONE	NONE						NONE
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	NONE	NONE						NONE
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	NONE	NONE						NONE
	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	NONE	NONE						NONE

	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	NONE	NONE					NONE
	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	NONE	NONE					NONE
	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	NONE					NONE
	Research Mentoring	Research Mentor			N/A	NONE					NONE
	Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	NONE					NONE
	Resource Persons	Resource Persons	DEPED Writeshop	Acts as resource speaker	N/A	1	5	5	5	5.00	resource speaker for DEPED writeshop for teachers
	Convenor/Organizer	Convenor/Organizer			N/A	NONE					
	Consultancy	Consultant			N/A	NONE					NONE
	Evaluator	Evaluator			N/A	NONE					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	N/A	NONE					NONE
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			N/A	NONE					NONE
		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	NONE					NONE
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 4. Program and Institutional Accreditation Services										

[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		

Comments & Recommendations for

Development Purpose: Ms. Lubrio commitment to DLABS is without doubt. She is on time when it comes to submission of deliverables. She is intellectual and academic which makes her a valuable member of the DLABS workforce.

Evaluated & Rated by:



JETT C. QUEBEC

Department Head

Date:

Recommending Approval



MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Aug. 10, 2021

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/10/21

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 a GE course Humn 15n (4 sections)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2021	June 2021	June 2021	Impressive	Outstanding	
2	Act as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	January 2021	June 2021	June 2021	Impressive	Outstanding	
3.	Revised and prepare course syllabus in Humn 15n	Course syllabi in Litr 132 and Humn 15n	January 2021	June 2021	March 2021	Impressive	Outstanding	
4.	Prepared online instructional materials	Online-ready learning resources and published workbooks	January 2021	June 2021	May 2021	Impressive	Outstanding	
5	Submit INC forms with grades	Letter to the Registrar informing of the students' grades	January 2021	June 2021	June 2021	Impressive	Outstanding	
6.	Allot time for student consultation	Spend 4 hrs. a week for consultation	January 2021	June 2021	June 2021	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2021	June 2021	June 2021	Impressive	Outstanding	
8	Prepare documents and program profile and other materials required during program institutional accreditation and/or evaluation	Documents for ABELS AACCUO PSV and MSLT RQAT PDS, CV, ID pictures and other necessary documents	January 2021	June 2021	May 2021	Impressive	Outstanding	
9	Act as resource person for seminars/workshops	Presentation slides	January 2021	June 2021	April 2021	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheena Mae P. Lubrio

Performance Rating: Outstanding

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

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

Date: January 2021

Target Date: One year from today

First Step:

- a) Encouraged her to finish her research proposal
- b) Encouraged her to attend seminars on research methodologies
- c) Advised her to write and produce modules for Litr 132 and Humn 15n

Result:

She has started writing the first draft of her proposal.
She finished learning guides or modules in the courses mentioned.
She acted as resource speaker for DEPED writeshop for teachers.

Date: January 2021

Target Date: End of 1st semester


Next Step:

She was advised to finish her first draft so that her adviser can comment and assign panel members and date of proposal defense.


Outcome: She is continuing to write her dissertation proposal and has almost finished her draft.

Final Step/Recommendation: N/A

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


SHEENA MAE P. LUBRIO
Faculty/Ratee