

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%	4.92	1.48
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.48
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.803

EQUIVALENT NUMERICAL RATING: 4.803

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.803

ADJECTIVAL RATING: OUTSTANDING

Prepared by:



SHEENA MAE P. LUBRIO

Name of Faculty

Reviewed by:



GUIRALDO C. FERNANDEZ, JR.

Department Head

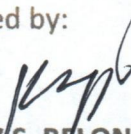
Recommending Approval:



CANDELARIO L. CALIBO

Dean, CAS

Approved by:



BEATRIZ S. BELONIAS

Vice President for Instruction

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 JULY - DEC 2019.

SHEENA MAE P. LUBRIO

Ratee

Approved: GUINALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	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 Social Science subjects	18.00	34.80	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	ISO format Syllabus	1	1	5	5	4	4.67	Great Books
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period / Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	1	3	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	4	5	5	5	5	
				SUB-TOTAL						19.67	
MF02	Research	NONE									
				SUB-TOTAL						0.00	
MF03	Extension	Number of trainings/seminars attended	DEADS Lecture Series, Syllabi-Making Workshop for	Participant	1	2	5	5	5	5.00	
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	21	25	5	5	5	5.00	7 sections (2 sections for Purposive Communication; 2 sections for Children's Literature; 1 section for Developmental Reading; 2 sections for Great Books)

		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	7	7	5	5	5	5.00	7 sections (2 sections for Purposive Communication; 2 sections for Children's Literature; 1 section for Developmental Reading; 2 sections for Great Books)
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	7	7	5	5	5	5.00	7 sections (2 sections for Purposive Communication; 2 sections for Children's Literature; 1 section for Developmental Reading; 2 sections for Great Books)
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	14	14	5	5	5	5.00	7 sections (2 sections for Purposive Communication; 2 sections for Children's Literature; 1 section for Developmental Reading; 2 sections for Great Books)
				SUB-TOTAL						20.00	
MF05	General Administration & Support Services	Number of committees served		Member	1	1	5	5	5	5.00	
		Number of meetings attended		Attendee	1	7	5	5	5	5.00	
				SUB-TOTAL						10.00	
Total Over-all Rating										54.67	

Average Rating (Total Over-all rating divided by number of entries)		4.56
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
Ms. Lubrio serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in his 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 Purposive Communication, Children's Literature, and Great Books courses/subjects	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	July 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
2	Act as adviser for three (1) students taking Undergraduate Thesis	Will critique students' manuscript and prepare them for final defense	July 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
3	Assist students' concerns through student consultations	Will improve students' performance	July 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
4	Class preparation	Will prepare visual aids, quizzes, and activities	July 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
5	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2019	Dec 2019	Dec 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2019	Dec 2019	Dec 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.

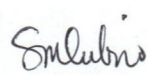
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


SHEENA MAE P. LUBRIO
Faculty