

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

SEREGENA RUTH L. MARTINEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. <del>Faculty</del> <i>Head</i>	100%	5.00	5.00
b. Students	0%		0.00
TOTAL for Instruction	<i>90 95% ✓</i>	<i>92.5%</i>	<i>4.50 4.75 ✓ 4.625</i>
2. Research	2.5%	5.00	0.13
3. Extension	<i>2.5%</i>		<i>0.00</i>
4. Production			
5. Administration/Other Services	<i>5.0%</i>	<i>4.0</i>	<i>0.20 0.00</i>
TOTAL			<i>4.625 4.875 ✓ 4.955</i>

EQUIVALENT NUMERICAL RATING:

*✓ 4.875 4.625 4.955*

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

*✓ 4.875 4.625 4.955*

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

SEREGENA RUTH L. MARTINEZ

Name of Faculty

Reviewed by:

JETT C. QUEBEC

Department Head

Recommending Approval:

*mtloredo*  
MA. THERESA P. LORETO

Dean, CAS

Approved by:

*16/2*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Seregena Ruth L. Martinez, 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 JULY-DECEMBER 2020

  
SEREGENA RUTH L. MARTINEZ

Assoc. Prof. V

Date: January 5, 2020

Approved:

  
JETT C. QUEBEC

Department Head

Date: 2-9-21

  
MA. THERESA P. LORETO

College Dean

Date: 2/15/2021

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	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 subject per semester	3.0	5	5	5	5.00	LT 212, LT 300
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	4	9	5	5	5	5.00	MS LT and MAEd English Majors
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	MSLT
		AS GAC Member	Conducts comprehensive examinations for graduating graduate students	1	6	5	5	5	5.00	MS LT, MEd Students
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5 per semester	15	5	5	5	5.00	MS LT, MAEd Students
	PI 9: Number of instructional materials developed *	A5. Number of learning guides developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	LT 212



On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5		Comm 11
Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	LT 212 (reading assignments, etc.)
Assessment tools			Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	LT 212 worksheets and other activities
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	NA						
A 7 : Number of virtual classroom created and operational			Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	LT 212, LT300 Group Page, emails
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	1	2	5	5	5	5.00	Online consultations with Graduate Students; Google Meetings with Graduate Students
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	Handles and teaches courses assigned	18 units per semester	28.05	5	5	5	5.00	ELSt 105, Spch 11, Comm 11
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		<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	2 per semester	11	5	5	5		Facilitated 11 grade completions for Graduate students
		<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	NA						
		<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	7	5	5	5	5.00	Graduate Students
		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	50	over 100	5	5	5	5.00	Quizzes/essays of Spch 11, ELSt 105, Comm 11
		<u>A15.</u> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	4	5	5	5	5.00	For LT212 Students
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	Acts as academic advisor to students	5	8	5	5	5	5.00	AB English Majors



		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							NA as of later part last year
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							NA as of later part last year
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	10	over 20	5	5	5	5.00	Spch 11, ELSt 105 and Comm 11
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>	NA						
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>	NA						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of learning guides developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	Spch 11, ELSt 105
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	NA						
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	3	5	5	5	5.00	for Spch 11, Litr 136
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	6	10	5	5	5	5.00	for Spch 11, ELSt 105
		<b>A 23 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>	NA						
		<b>A 24 : Number of virtual classroom created and operational</b>	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	1	1	4	4	4	4.00	Group Chat and Private Chat through email for undergraduate students
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	2						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	NA							
<b>UMFO 3 . RESEARCH SERVICES</b>											
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	NA							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year	None							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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								
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	International Journal of Research Studies in Education, 2020 Volume Number 2	
		<i>In refereed nat'l/regional journals</i>		NA							
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	None							
		<i>In int'l fora/conferences</i>		NA							
		<i>In nat'l/regional fora/conferences</i>		None							
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	None							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		NA							



		<b>A 33.</b> 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 <u>duly reviewed paper</u>	NA						
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA						
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement <u>new normal</u>	NA						
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	Community Outreach
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	NA						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	NA						
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	NA						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	NA						
	<i>Research Mentoring</i>	<i>Research Mentor</i>		NA						
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>	1 (member, socioeconomic committee member)							Prof. Tabada is chair of committee
	<i>Resource Persons</i>	<i>Resource Persons</i>		NA						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>		NA						
	<i>Evaluator</i>	<i>Evaluator</i>		NA						



	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	None						
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		None						
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NA						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<u>PI 8.</u> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<u>A 44.</u> Compliance to all requirements of the QMS 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	4	4	4	4.00	
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	compliant	100% compliant					
		On program accreditations		NA						
		On institutional accreditations		NA						
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice	None						
		<u>A 48.</u> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	None						







**PERFORMANCE MONITORING FORM**Name of Employee: SEREGENA RUTH L. MARTINEZ

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 two (2) graduate courses (LTNG 212, and LTNG 300) and three (3) undergraduate courses (Spch 11, ELSt 105 and Comm 11)	Regular attendance in online classes, grade sheet per courses taught, and good result of student performance evaluation	October 2020	February 2021	February 2021	Outstanding	Impressive	
2	Assists students' concerns through online consultation	Improved student performance	October 2020	October 2020 to February 2021	February 2021	Outstanding	Impressive	Provide more interventions for the improvement of students
3	Updates course syllabi, prepares Learning Guides (LGs)	Updated course syllabi in LT 212 and ELSt 105, LGs (in Spch 11 & ELSt 105) prepared	August 2020	October 2020	September 2020	Outstanding	Impressive	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to Registrar		February 2021	End of semester	Outstanding	Impressive	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2020	December 2020	Within the period	Outstanding	Impressive	Participates actively in all activities (meetings)
6	Perform other functions assigned by the Head, Dean and the university		July 2020	December 2020	Within the period	Outstanding	Impressive	
7	Attends trainings and workshops	Certificate of recognition, written report		January 2021	January 2021			Participates actively in the training/workshop/webinars

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

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

Prepared by:

  
**JETT C. QUEBEC**  
 Department Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SEREGENA RUTH L. MARTINEZ**

Performance Rating:

Aim: To engage in extension projects of the department.

**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) Required her to update the syllabus for LT 216 (Teaching Speech Communication).
- b) Required her to organize a community outreach as part of DLABS' extension project.

Result:

Syllabus of LT 216 updated  
Community Outreach conducted

Date: December 2021

Target Date: End of 2<sup>nd</sup> semester

Next Step:


- a) Encouraged her to make outreach projects an official part of DLABS' extension programs.

Outcome:

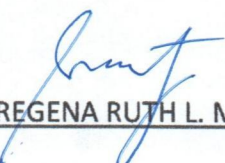
- Preparing a proposal to make Community Outreach Projects an official extension program of DLABS temporarily shelved due to several adjustments in the teaching modalities adopted during this time of the pandemic. However, conduct of outreach projects continues. In fact, last outreach conducted was in December 2020 in Brgy. Pomponan, Baybay City, Leyte.

Final Step/Recommendation: N/A

Prepared by:

  
JETT C. QUEBEC  
Department Head

Conforme:

  
SEREGENA RUTH L. MARTINEZ