

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

Rating Period: January - June 2024

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%)		4.95 x 50% = 2.477	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	95%	4.98	4.728
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	5%	5.00 x 5% = 0.250	0.250
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		4.98

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any: N/A

TOTAL NUMERICAL RATING: **4.98**

ADJECTIVAL RATING:

OUTSTANDING

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

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 accomplishments in accordance with the indicated measures for t JANUARY - JUNE 2024


SHEENA MAE P. LUBRIO
 Assistant Professor III
 Date: July 8, 2024

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 19 JUL 2024


GLENN G. PAJARES
 College Dean
 Date:

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	0.15	5	5	4	4.67	Handles LTNG 214 (1 section)
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	1	2	5	5	5	5.00	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					N/A
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	1	5	5	5	5	5.00	GAC for Lane Madrid, Bing Pabres, Yvette Morrondoz, and Nicole Castro
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	2	5	5	5	5	5.00	Consultations for LTNG 214 students for MagDev and MSLT 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	1	5	5	5	5.00	For LTNG 214

		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	5	5	5	5	5.00	Modules and notes for LTNG 214
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00	Presentations for LTNG 214
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problem sets, etc.	1	8	5	5	5	5.00	Assessment tools for LTNG 214
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	Courseware for LTNG 214
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	Google Classroom for LTNG 214
		A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	2	5	5	5	5.00	Assessment activities for LTNG 214 student/s
		PI 10 . Additional outputs:									
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	19.8	5	5	4	4.67	Handles Humn 15n (2 sections), ELSt 102 (2 sections), and ELSt 200.2 (3 advisees)
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	4	12	5	5	4	4.67	Gradesheets for Humn 15n (2 sections), ELSt 102 (2 sections), and ELSt 200.2 (3 advisees)
		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	2	5	5	5	5.00	Former students whose INCs would lapse this sem in the ff. subject: Lit 132 and ELSt 102
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	5	5	5	5.00	DALL meetings
		A13 . Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	1	6	5	5	5	5.00	Exams in Humn 15n (2 sections), ELSt 102 (2 sections), and ELSt 200.2 (3 advisees)
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lecture	5	20	5	5	5	5.00	Quizzes and learning tasks in Humn 15n (2 sections), ELSt 102 (2 sections), and ELSt 200.2 (3 advisees)

		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1	50	5	5	5	5.00	Term papers in ELSt 102
	PI 8 : Number of students advised: *	A16 . Number of students advised:		<i>Acts as academic adviser to students</i>	2	9	5	5	5	5.00	Academic adviser for 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	3	5	5	5	5.00	For ABELS graduating students
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	9	5	5	4	4.67	Thesis advisees assigned this sem (ABELS candidate for graduation)
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	2	5	5	5	5	5.00	Consultations regarding thesis and subject matter-related among ABELS students
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		<i>Advises student organizations recognized by USOO</i>	0	0					NA
		A20 . Number of Student organizations assisted on student related activities		<i>Assists student organizations in implementing student related activities</i>	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		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	5	5.00	For subjects handled this sem: Humn 15n and ELSt 102
		Supplemental learning resources		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	10	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	6	5	5	5	5.00	
		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	3	5	5	5	5.00	For the subjects handled

		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	For Humn 15n and ELSt 102
	PI 11. Additional outputs	A 25. 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	0	1	5	5	5	5.00	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	2	5	5	5	5.00	Reporting and interview tasks for ELSt 102 and Humn 15n, respectively
					Total:					4.95	
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	N/A	N/A					NA
	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	N/A	N/A						NA
		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
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

	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					N/A
	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	1	5	5	5	5.00	Presented a proposal in February 2024, awaiting results on follow-up efforts
	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:				5.00	
UMFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 4. Program and Institutional Accreditation Services											
	PI 8. 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*	A 44. 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						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								
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients	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 performing 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
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Average Rating (Total		
Additional Points:		
Approved Additional		
FINAL RATING		
ADJECTIVAL RATING		

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

Evaluated & Rated by:

MARIA VANESSA E. GABUNADA

Department Head

Date: 19 JUL 2024

Recommending Approval

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: _____

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: Dept. of Arts, Languages, and Literature

Head of Office: Maria Vanesaa E. Gabunada

Number of Personnel: 24 (17 regular faculty; Part-time; admin staff)

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Teaching-related concerns (attendance, classroom management and instruction). The monitoring of faculty was continuously conducted during the first semester, SY 2023-2024.		The Department Head conducted the classroom observations and conducted meetings relative thereto.			Faculty and staff attendance are monitored (biometrics and logbook). They are made to review appropriate teaching strategies and classroom management to improve performance in instruction.
Coaching <u>1. Daisy P. Acoritay</u>	The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that her classes are too crowded and too hot (high heat index) as well			The faculty was called regarding the TPES results of the 1 st semester SY 2023-2024.	The faculty concerned was informed of the TPES results of the 1 st semester SY 2023-2024 and was given advice and reminders by the Department Head.

	<p>as conflict of class schedules. She also informed the Head that she got busy with the completion of her dissertation. Ms. Acoritay assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
<p>2. Jade Barachiel Bantasan</p>	<p>The faculty concerned was informed of her TPES concerns again. He was given a chance to explain his reaction to the TPES results. He informed the Head that he was also surprised of the TPES result as he only followed the syllabus and the learning guide to all his classes. He further explained that maybe it was due to the crowded class size and the unholy class schedule as well conflict of class schedules. Mr. Bantasan</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>


	<p>assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
3. Kay T. Juanillo	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that it was her first time to handle Humn 13n. She said that there were too many topics in the syllabus and learning guide and admitted that she was not familiar with some of the topics. Ms. Juanillo assured the Head that specific adjustments would be made to address the issues.</p> <p>A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
4. Paula Nadrea M. Paquibulan	<p>The faculty concerned was informed of her</p>			<p>The faculty was called regarding</p>	<p>The faculty concerned was informed of the</p>

	<p>TPES concerns again. She was given a chance to voice out her reaction to the TPES results. She informed the Head that she was also surprised of the TPES result as she only followed the syllabus and the learning guide to all his classes. Ms. Paquibulan assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>			<p>the TPES results of the 1st semester SY 2023-2024.</p>	<p>TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>
<p>5. Gernah May Y. Santianes</p>	<p>The faculty concerned was informed of her TPES concerns again. She was given a chance to explain her reaction to the TPES results. She informed the Head that she somewhat expected it due to her class schedule conflict. She found it hard to navigate blended class schedule that would only meet once a week due to class conflict.</p>			<p>The faculty was called regarding the TPES results of the 1st semester SY 2023-2024.</p>	<p>The faculty concerned was informed of the TPES results of the 1st semester SY 2023-2024 and was given advice and reminders by the Department Head.</p>


	<p>Ms. Santianes assured the Head that specific adjustments would be made to address the issues. A discussion also ensued regarding ways and means to ensure better TPES results.</p>				
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


MARIA VANESSA E. GABUNADA
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

"Exhibit H"

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS			REMARKS
				April- June 2023	July- Septem ber 2023	Octob er- Decem ber 2023	
MFO 2. Higher Education Services							
PI 1. Number of FTE coordinated and implemented	Teaches GE, ABEL, Foreign Languages, affiliated courses/subjects	Prof. Michael Carlo Villas Ms. Paula Nadrea M. Paquibulan Ms. Gernah May Santianes Enaya Prof. Rhodora Bande Dr. Annie Parmis Dr. Cherry Rola Prof. Sheena Mae Lubrio Prof. Daisy Acoritay Ms. Kay Juanillo Ms. Corazon Padilla Mr. Jade Barachiel Bantasan Ms. J-Annie Ebit <u>Part-timers</u> Agordo, Dyan Ballada, Marisa Goles, Junrey Laurejas, Rechilyn Torno, Archie Sorono, Ramon Ryan Pitogo, Heziel	January-July 2024		✓	✓	Actual accomplishments exceeded the targets
PI 4. Student Advising	Assists students through	Ms. Paula Nadrea M.	January -				The faculty provided

and Consultation Services Coordinated	thesis and academic advising to college and masteral students	Paquibulan Ms. Gernah May Santianes Ms. Precious Domingo Prof. Rhodora Bande Dr. Cherry Rola Ms. Sheena Mae Lubrio Ms. Daisy Acoritay Dr. Annie Parmis Prof. Michael Carlo Villas Ms. Kay Juanillo Mr. Jade Barachiel Bantasan Ms. Corazon Padilla Ms. J-Annie Ebit	July 2024		✓	✓	interventions for the improvement of the students' performance
PI 5. Number of instructional materials developed/revised and utilized	Develops/revises instructional materials (Table of Specifications)	All faculty members	January - July 2024		✓		Followed the format prescribed by the university
PI 6. Number of grade sheets submitted on prescribed period	Assesses students and submits grades to measure students' performance	All Faculty Members	January - July 2024			✓	Due for submission at the end of semester
MFO3. Research Services							
PL2. Number of Articles Published in Peer Reviewed Journal	Submits articles for publication	Research Faculty	January - July 2024		✓	✓	Published in international and national/local peer-reviewed journals
PL3. Number of Research Approved and Conducted	Serves as project and component leaders	Ms. Ma. Vanessa E. Gabunada Ms. Daisy Acoritay Prof. Michael Carlo Villas Ms. Kay Juanillo Dr. Precious C. Domingo	January - July 2024	✓	✓	✓	Netspeak and its influence to the Language Skills of VSU Students. Variants of Waray and Cebuano in selected Towns on Leyte Island. Sugat: Stories and Science for Sustainability
MFO5, Extension Services							

PI 5. Number of Extension Projects Conducted	Serves as project leader and component leaders	Mr. Michael Carlo Villas	January - July 2024	✓	✓	✓	Sugat: Stories and Science for Sustainability
MFO 5. Support to Operations	Participates in all activities conducted by the department, college and the university	Faculty and Staff	January - July 2024		✓	✓	Participated actively in all activities
PI 4. Number of in-house seminars/trainings/works hops/reviews conducted/attended	Attends/participates to webinars	Faculty and Staff	January - July 2024		✓	✓	Faculty and staff actively participated in webinars
	Performs other functions assigned by the head, dean and the university	Faculty and Staff	January - July 2024		✓	✓	Performed other functions duly assigned to the faculty and staff
MFO 6. General Administration and Support Services (GASS)							
PI 1. Number of rooms maintained	Supervises in the maintenance		January - July 2024		✓	✓	
PI 3. Number of hours spent on monitoring	Spends one (1) hour per week or 40 hours per year in monitoring on in logging in/out, and on classes handled by DALL faculty".	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 4. Number of hours spent on coaching	Spends 1 hour per month or 5 hours per year in coaching (by individual/group)	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
	Conducts regular meeting with DALL staff/faculty at least six (6) times a year	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 5. Number of hours	Assigns the faculty	Ms. Ma. Vanessa E.	January -		✓	✓	

spent on performance tracking	members faculty workload and/or work assignments	Gabunada	July 2024				
PI 7. Number of documents attended and served	Signs and approves request letter, grade sheets, syllabi, and other pertinent documents	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	
PI 8. Zero percent complaint from client served	Zero complaints from clients served	Ms. Ma. Vanessa E. Gabunada	January - July 2024		✓	✓	no valid complaints
P9 Additional Outputs							
Number of documents prepared and submitted on time	Preparation and submission of office requests and recommendations, faculty workload reports, Daily Time Record (DTR), leave application, cash advance and reimbursement, procurement, contracts, appointments, payroll, class roster, grade sheet, and other documents.	Ms. Ma. Isalie A. Abcede Mr. Jefrey Tumulak	January - July 2024		✓	✓	Actual accomplishments meets targets

Prepared by:


MARIA VANESSA E. GABUNADA
 Department Head

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	January 2024	June 2024	June 2024	Impressive	Outstanding	
2	Acts as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	January 2024	December 2024	Ongoing	Impressive	Outstanding	
3	Prepares Learning Guides of the assigned subjects	Course syllabi in Humn 15n and ELSt 102 and online-ready materials	January 2024	June 2024	June 2024	Impressive	Outstanding	
4	Allot time for student consultation	Spend 4 hrs. a week for consultation	January 2024	December 2024	Ongoing	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2024	December 2024	Ongoing	Impressive	Outstanding	
7	Prepares Midterm Exam, Final Exam for subjects taught	Approved exams and TOS in Humn 15n and ELSt 102	January 2024	June 2024	June 2024	Impressive	Outstanding	
8	Submit INC forms with grades	Accomplished INC forms	January 2024	June 2024	June 2024	Impressive	Outstanding	
9	Acts as thesis adviser and approves thesis topics	Approved undergraduate theses titles	September 2023	June 2024	June 2024	Impressive	Outstanding	
10	Acts as thesis defense examiner/observer	Accomplished form by the examiner set by the Graduate School	Jan 2024	June 2024	June 2024	Impressive	Outstanding	

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

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

Prepared by:


MARIA VANESSA E. GABUNADA
 Unit 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 new 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

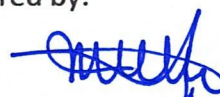
Target Date: End of 2nd semester

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

Outcome: She has 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

Conforme:



SHEENA MAE P. LUBRIO
Employee/Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 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
			Num.	Adjec.	
ELPr 133	ELT APPROACHES AND METHODS	LEC	5.00	Outstanding	100.0%
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
Litr 132	CHILDREN'S LITERATURE	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

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

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: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

LUBRIO, SHEENA MAE P.

Name and Signature of Faculty

Date: 5-24-24

Distribution of copies: ODIE, College, Department, Faculty

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.