

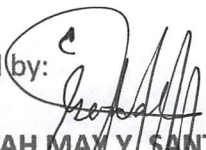
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: GERNAH MAY Y. SANTIANES

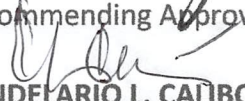
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	25%	4.95	1.29
b. Students	75%	4.67	3.50
TOTAL for Instruction	90%		4.26
2. Research	4.0%	0.00	0.00
3. Extension	4.0%	2.00	0.08
4. Production	1.0%	5.00	0.05
5. Administration/Other Services	1.0%	5.00	0.05
TOTAL			4.45

EQUIVALENT NUMERICAL RATING: 4.45
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.45


ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: 
GERNAH MAY Y. SANTIANES
Name of Faculty

Reviewed by: 
GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS

Approved by:

APPROVED:

BEATRIZ S. BELONIAS, PhD
VICE PRESIDENT FOR ACADEMIC AFFAIRS

"Exhibit B"

I, GERNAH MAY Y. SANTIANES, 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 **AUGUST-DECEMBER 2018**

GERNAH MAY Y. SANTIANES

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/Activities/Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MF01	Higher Education	Full Time Equivalent	Teaching	Teaches English Language subject	18.00	34.00	4.7	4.67	4.67	4.67	
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compiler	Revises course syllabi in English Language	1	3	5	5	5	5	
		* Powerpoint presentations prepared	Author/Compiler		10	20	5	5	5	5	
		Student Advising and Consultation Services					5	5	5	5	
		* Number of students advised		ABELS	1	3	5	5	5	5	
		* Number of hrs per week spent on student consultation	Consultation		3	3	5	5	5	5	
				SUB-TOTAL						29.67	
MF02	Research	NONE									
MF04	Extension	Number of trainings/seminars attended	seminars	participants	2	4	2	2	2	2.00	On-Boarding Orientation for Newly-Hired Regular Faculty, VSU-FA Orientation, Prime-HR Orientation, Gender and Sensitivity Training and Workshop
				SUB-TOTAL						2.00	
MF04	Support to Students/Production	Number of quizzes prepared and checked		Engl 115 Orco, Comm11,	20	30	5	5	5	5	
		Number of midterm and final exams prepared and checked.		Engl 115 Orco, Comm11,	8	8	5	5	5	5	
		Number of oral recitations graded/evaluated		Engl 115 Orco, Comm11,	10	15	5	5	5	5	
		Number of midterm and final gradesheets submitted		Engl 115 Orco, Comm11,	16	16	5	5	5	5	
				SUB-TOTAL						20.00	
MF05	General Admin & Support	Number of participation on the events/program in the dept, college, univ. and other offices	department activity	Participant	1	4	5	5	5	5	DLABS Anniversay, VSU Anniversary, Alay-Lakad, Flag Ceremonies

Support Services	Number of committees served		Member	1	1	5	5	5	5	
	Number of meetings attended	Meetings		2	3	5	5	5	5	Department meetings
			SUB-TOTAL						15.00	

Average Rating (Total Over-all rating divided by number of entries)		4.76
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: Though Ms. Santibanez is an efficient teacher as reflected in her VS student evaluation she has still to strive for excellence. There is always room for improvement.

Evaluated & Rated by:


GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

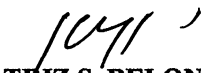
Recommending Approval:


CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:


BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: GERNAH MAY Y. SANTIANES

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 one (1) major course of AB English Language: Engl 115, and 1 Minor Course: Comm11 for first year students, and one (1) Orco11 for Grade 11 students.	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2018	December 2018	June 2018	Impressive	Outstanding	
2.	Prepare Instructional Materials	Developed and utilized IMs in class	July 2018	December 2018	December 2018	Impressive	Outstanding	
3.	Allot time for student consultation	Spent 3 hrs. a week for consultation	July 2018	December 2018	December 2018	Impressive	Outstanding	
4.	Submit midterm grades and final grades	Grades submitted to registrar	July 2018	December 2018	December 2018	Impressive	Outstanding	
5.	Handle thesis advising/ student research	Approved manuscript submitted within the prescribed period	July 2018	December 2018	December 2018	Impressive	Outstanding	
6.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2018	December 2018	December 2018	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Gernah May Y. Santianes

Performance Rating: Outstanding

Aim: To further professional growth by engaging avenues for further learning. Maintain the student evaluation ratings in all her classes.

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

Date: July 2018

Target Date: One year from today

First Step:

1. Encouraged her to present papers to national and international conferences
2. Required to publish papers and make a proposal for extension

Result:

She is now sending paper for an international conference for paper presentation and is drafting for the proposal for the extension program to be presented in the College of Arts and Sciences.

Date: December 2018

Target Date: May 2019

Next Step:

1. She was advised to participate in conferences and trainings as presenter as well as encouraged her to pursue a doctor's degree in line with her field of specialization.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


GERNAH MAY Y. SANTIANES
Employee/Faculty