

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

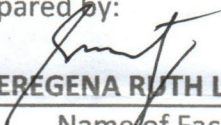
Name of Faculty Member: SEREGENA RUTH L. MARTINEZ

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.95	1.49
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.49
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	4.00	0.10
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.837

EQUIVALENT NUMERICAL RATING: 4.837

Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.837

ADJECTIVAL RATING: OUTSTANDING

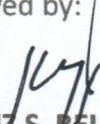
Prepared by:

SEREGENA RUTH L. MARTINEZ
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 REPORT

I, SEREGENA RUTH L. MARTINEZ 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-DECEMBER 2019**

SEREGENA RUTH L. MARTINEZ

Rated

Approved:

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Advanced Education	PI. 1 Full time Equivalent (FTE)	Teaching	Teaches graduate courses	0.25	4.8	5	5	5	5.0	
		PI. 2 Number of graduate student advised		as GAC adviser	1	1	5	5	5	5.0	
		Number of Comprehensive Exams/Thesis Defense attended as GAC Member/Observer	Compre Exam/thesis Defense	GAC Member/Observer	1	2	5	5	5	5.0	
MF02	Higher Education	Full Time Equivalent	Teaching	Teaches undergrad English courses	18.00	15.00	5	5	5	5.0	
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compile	Revision	1	2	5	5	4	4.67	Revises course syllabi in English Language
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period / Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	1	1	5	5	5	5.0	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation	Allots 3 hours per week	3	5	5	5	5	5.0	
				SUB-TOTAL						34.7	
MF03	Research	Number of Outputs Presented in Regional/ National/International For	National Conference	Paper Presenter	1	NONE	0	0	0	0.0	
				SUB-TOTAL						0.0	
MF04	Extension	Number of beneficiaries served	Community Outreach	Organizer/Coordinator	50	150	5	5	5	5.0	

		Number of trainings/workshop attended		Participant	1	1	5	5	5	5.0	
				SUB-TOTAL						10.0	
MF05	Production/Support to Students	Number of orals, quizzes, seatworks prepared and checked.		Undergraduate and graduate courses	5	12	5	5	5	5.0	
		Number of gradesheets submitted on time		Undergraduate and graduate courses	4	9	5	5	5	5.0	
		Number of periodic exams prepared and checked		Undergraduate and graduate courses	4	9	5	5	5	5.0	
				SUB-TOTAL						15.0	
MF06	Other Services	Number of articles collected and edited		Collected and edited student articles for the DLABS Literary Bulletin	15	20	5	5	5	5.0	
		Number of committees served	Member, Coordinator	Member of DLABS Academic Personnel Committee, Socio-Cultural Committee, Graduate School Admissions Committee, Graduate School Council, DLABS Museum	2	5	5	5	5	5.0	
		Number of subjects coordinated	Coordinator	English subjects	1	3	5	5	5	5.0	
		Number of participation in the events/program of the dept./college/university and other offices	University activities		1	2	5	5	5	5.0	
		Number of department meetings/applicants' screening attended/	APC meetings; department meetings		1	6	5	5	5	5.0	
				SUB-TOTAL						25.0	

Average Rating (Total Overall rating divided by no. of entries)		4.70
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.70
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose: Dr. Martinez 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. She should also engage in research/extension; submit outputs for publication and present papers in conferences.

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: 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 four (4) graduate courses (LTNG 205, LTNG 211, LTNG 212, LTNG 300) and five (5) undergrad rses (Spch 11, Engl 199, Elst 105, Engl 11)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2019	December 2019	December 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Improved student performance	September 2019	September -Dec. 2019	September-Dec. 2019	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Updates course syllabi	Updated course syllabi in Elst 105	September 2019	September 2019	December 20189	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	October & Dec.2019	October & Dec.2019	October & Dec.2019	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	September 2019	September 2019	September 2019	Impressive	Outstanding	Participates actively in all activities
6	Perform other functions assigned by the Head, Dean and the university		August-Dec2019	Aug-Dec.2019	Aug-Dec.2019	Impressive	Outstanding	
7	Attends trainings and workshops	Certificate of recognition, written report	October 2019	October 2019	October 2019	Impressive	Outstanding	Participates actively in the trainings and workshops.

* 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: SEREGENA RUTH L. MARTINEZ

Aim: To prepare a course syllabus for the newly offered subject (ELSt 105) and a Workbook for it.

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

Date: June 15, 2019 Target Date: For the syllabus – ASAP; for the Workbook one year

First Step:

To start writing the Workbook as soon as possible so that the instructional material will be ready for use next SY.

Result:

Promised to accomplish requirements as mentioned the soonest time possible.

Date: November 21, 2019

Target Date: Next SY 2020

Next Step:

To remind Ms. Martinez about the Workbook.

Outcome: N/A

Final Step/Recommendation: N/A

Prepared by:

GUINALDO C. FERNANDEZ

Department Head

Conforme:

SEREGENA RUTH L. MARTINEZ
Faculty