

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

Name of Faculty Member: **ELIZABETH M. SEBIOS**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	45%	4.96	2.23
b. Students (50%)	45%	3.89	1.75
TOTAL for Instruction	90%		
2. Research	0%	0.00	0.00
3. Extension	10%	4.33	0.43
4. Support Operations	0%		
5. Administration	0%		
TOTAL	100%		4.41

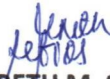
EQUIVALENT NUMERICAL RATING: 4.41

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: **4.41**

ADJECTIVAL RATING: **Very Satisfactory**

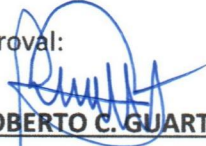
Prepared by:

  
**ELIZABETH M. SEBIOS**  
Name of Faculty


Reviewed by:

  
**MAGDALENE C. UNAAN**  
Head, DCST

Recommending Approval:


  
**ROBERTO C. GUARTE**  
College Dean

Approved by:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

**"Exhibit B"**  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**


I, ELIZABETH M. SEBIOS, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY 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 January - June 2021.

  
**ELIZABETH M. SEBIOS**

Instructor I  
Date:

Approved:   
**MAGDALENE C. UNAJAN**

Department Head  
Date:

  
**ROBERTO C. GUARTE**  
College Dean  
Date:

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										
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	Teaches subjects/courses assigned	3	30.3	5	5	5	5.00	Csci 122 (2), CS 134(1), Esci 126a(2), Esci 126n(3)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	12	5	5	5	5.00	Esci126c(4), Esci126m(5), CS200.2(1), CS200(2)
		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	3	5	5	5	5.00	Esci 126c students
		A12. Number of trainings attended	Attends mandated trainings	2	4	5	5	5	5.00	Webinar Workshop on Flexible Learning and Esci 126c(4), Esci 126m(5)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	9	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	8	5	5	5	5.00	Esci 126c(4) , Esci 126m(4)

		A15. Number of lab reports and term papers checked and graded	Checks lab reports submitted as required	4	8	5	5	5	5.00	Esci 126c(4), Esci 126m(4)
	PI 8: Number of students	A16. Number of students advised:	Acts as academic adviser to	10	27	5	5	4	4.67	BSCS advisees
		A17. Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis proposal	3	4	5	5	4	4.67	Jcarawana, Rpoliquit, Mlumanta,Jpasana
		A18. Number of students entertained for consultation purposes	Allots time to students seeking for consultation or advise.	10	50	5	5	5	5.00	Esci 126 students
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	3	5	5	5	5.00	Esci 126c, Esci 126m, CS 134
		On-line ready courseware	Prepares instructional	2	3	5	5	5	5.00	Esci 126,CS 134, Csci 122
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	24	5	5	5	5.00	Esci 126, CS 134, Csci 122
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	32	5	5	5	5.00	Esci 126, CS 134, Csci 122
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom	Creates virtual classroom	2	3	5	5	5	5.00	Esci 126, CS 134, Csci 122
		A 26. Other outputs implementing the	Designs experiential learning							
						Total			74.33	
						Mean			4.96	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	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	1						
						Total			0.00	
						Mean				
<b>UMFO 4. EXTENSION SERVICES</b>										





## Exhibit I


**PERFORMANCE MONITORING FORM**Name of Employee: **ELIZABETH M. SEBIOS**

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 assigned subjects and performs other teaching related functions such as: prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grade sheets within prescribed period, makes him/herself available for student consultations during consultation hours, revises course syllabi, and approves manuscripts.	Very Satisfactory	January 2021	June 30, 2021	June 2021	Very Impressive	Outstanding	Very prompt in giving student feedback.
2	Attends meetings and performs functions as member of different committees of the department	Very Satisfactory	January 2021	June 30, 2021	January 2021 – June 2021	Impressive.	Outstanding	Needs to participate more during meetings.
3	Performs other functions	Very Satisfactory	January 2021	June 30, 2021	January 2021 – June 2021	Impressive.	Very satisfactory	Performs functions assigned.

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

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

Prepared by:

  
**MAGDALENE C. UNAJAN**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH M. SEBIOS

Performance Rating: Outstanding

Aim: Encourage her to make research and extension proposal

Proposed Interventions to Improve Performance:

Date: January 2021

Target Date: One year from date of intervention

First Step:

Send her to training/seminar/workshop for a related field for research and extension.

Result:

Attendance in research and extension related trainings/seminars/workshops for. This will  
Expose her to these engagements and will motivate her to do research and be involved in  
Research, Development, Extension and Innovation (RDEI) projects.

Date: Throughout the school year Target Date: End of the SY 2021-2022

Next Step:

Advise her to draft research proposal or extension project proposal.

Outcome: RDEI project proposal

Final Step/Recommendation:

Instruct her to submit the RDEI proposal to OVREI for approval and possible funding.

Prepared by:

  
MAGDALENE C. UNAJOAN  
Unit Head

Conforme:

  
ELIZABETH M. SEBIOS  
Name of Ratee Faculty/Staff