

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

SHEENA MAE P. LUBRIO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	100%	4.91	4.91
b. Students	0%		0.00
TOTAL for Instruction	95%		4.66
2. Research	2.5%	5.00	0.13
3. Extension	2.5%		0.00
4. Production			
5. Administration/Other Services			
TOTAL			4.790

EQUIVALENT NUMERICAL RATING: 4.790

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.790

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

SHEENA MAE P. LUBRIO

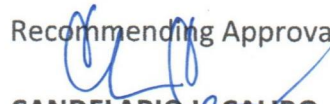
Name of Faculty

Reviewed by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Recommending Approval:

CANDELARIO L. CALBO

Dean, CAS


Approved by:



BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEENA MAE P. LUBRIO, 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 JANUARY-JUNE 2020


SHEENA MAE P. LUBRIO
 Assistant Professor 1
 Date: September 30, 2020

Approved:  
GUIRALDO C. FERNANDEZ, JR. CANDELARIO L. CALIBO
 Department Head College Dean
 Date: 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
							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	N/A	N/A				N/A	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	N/A				N/A	
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation	N/A	N/A				N/A	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation	N/A	N/A				N/A	
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	N/A				N/A	

	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	N/A	N/A					N/A
		On-line ready courseware		Prepares Instructional module/laboratory	N/A	N/A					N/A
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	N/A	N/A					N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets. etc.	N/A	N/A					N/A
		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	N/A	N/A					N/A
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	N/A					N/A
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	N/A	N/A					N/A
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	21	33.3	5	5	5	5.00	Humn11, Litr 132, Engl 200.4
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	14	14	5	5	5	5.00	Humn11 (5 sections), Litr 132 (1 section), Engl 200.4 (1 advisee)
		A11. 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	none	none					none
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	4	4	4	4.00	Google classroom training
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	5	5	5	5	5.00	Humn11 (5 sections), Litr 132 (1 section)
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec	15	30	5	5	5	5.00	Humn11 (5 sections)
		A15. Number of lab reports and term papers checked and		Checks lab reports and term papers submitted as required	1	1	5	5	5	5.00	Engl 200.4 (advisee)
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to	18	11	5	5	5	5.00	AB English students

		A17 . Number of students advised on thesis/ field practice/special problem:			1	1	5	5	5	5.00	Engl 200.4 (Jonah Parilla)
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP	1	1	5	5	5	5.00	Engl 200.4
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP	1	1	5	5	5	5.00	Engl 200- Undergraduate Thesis
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	Humn11 (5 sections), Litr 132 (1 section), Engl 200.4 (1 advisee)
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					none
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	NSTP (Civic Welfare Training Service)
	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							
		On-line ready courseware		Prepares Instructional module/laboratory	2	4	5	5	5	5.00	Humn 11, Litr 132, ELDS 122, Humn 15n
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	10	15	5	5	5	5.00	Humn 11, Litr 132
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	5	5	5.00	Humn 11, Litr 132
		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	2	2	5	5	5	5.00	Humn 11, Litr 132
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	3	2	5	5	4	4.67	Humn 11, Litr 132
	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	1	1	5	5	5	5.00	prepared personal documents and ID incase needed for accreditation/ evaluation

		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A					N/A
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	2	3	5	5	4	4.67	contacted students through messenger and other platform to inform them of their academic status
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	none	none					none
	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	none	none					
	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-referred or CHED recognized journal within the year		Writes publishable materials out of research outputs and submits for publication	none	none					
		<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 scientific for a/conferences	1	1	5	5	5	5.00	Students Frequent Errors in Consonant Sound Production: Implications to the Development of Instructional Materials in Teaching the Consonant Sounds
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	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	none	none					none
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			none	none					none

		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	N/A	N/A					N/A
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of	N/A	N/A					N/A
		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	N/A					
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					
	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					
	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					
	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					
	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					
	Research Mentoring	Research Mentor			N/A	N/A					
	Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	N/A					
	Resource Persons	Resource Persons			N/A	N/A					
	Convenor/Organizer	Convenor/Organizer			N/A	N/A					
	Consultancy	Consultant			N/A	N/A					
	Evaluator	Evaluator			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	N/A						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			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	N/A						
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							
		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							
		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 served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients		Zero % complaint	5	5	5			Zero % complaint
	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								
		A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal								

	Total Over-all Rating									98.34	
	Average Rating									4.92	
	Adjectival Rating									O	

Average Rating (Total Over-all rating divided by number of entries)		4.92
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose: Ms. Lubrio commitment to DLABS is without doubt. She is on time when it comes to submission of deliverables. She is intellectual and academic which makes her a valuable member of the DLABS workforce.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, College of Arts and Sciences

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 11/27/2020

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.	Teach elective and GE courses: (Litr 132, 1 section; Humn 11, 5 sections)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2020	June 2020	March 2020	Impressive	Outstanding	
2.	Prepare course syllabi updates	Approved course syllabi in Litr 132	January 2020	June 2020	June 2020	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	January 2020	June 2020	March 2020	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	January 2020	June 2020	March 2020	Impressive	Outstanding	
5.	Submit midterm grades and final grades	Grades submitted to registrar	January 2020	June 2020	May 2020	Impressive	Outstanding	
6.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2020	June 2020	June 2020	Impressive	Outstanding	
7.	Attend and participate in National and Local seminars, conferences, and conventions.	Attendance, certificates if applicable	January 2020	June 2020	June 2020	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: Sheena Mae P. Lubrio

Performance Rating: Outstanding

Aim: To finish her dissertation for the degree, Doctor of Philosophy in Reading Education

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

Date: July 2021

Target Date: One year from today

First Step:

- a) Encouraged her to work on her dissertation proposal

Result:

She will have hopefully defended her proposal by the first quarter of 2021.

Date: June 2020

Target Date: End of first semester

Next Step:

She was advised to participate in conferences and training as presenter/resource speaker, as well as to finish her dissertation.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme: 

SHEENA MAE P. LUBRIO
Faculty/Ratee