

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

AVELINA V. OCLINARIA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	4.92	1.48
b. Students (70%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.48
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.803

EQUIVALENT NUMERICAL RATING: 4.803

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.803**

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

AVELINA V. OCLINARIA

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 AND REVIEW FORM

I, AVELINA V. OCLINARIA, 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**

AVELINA V. OCLINARIA

Ratee

Approved:

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/Activities / Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO2	Higher Education	FTE									
		Higher Education	Teaching	Filipino subjects	18.00	23.40	5	5	5	5.00	
		Number of Instructional Materials Developed/ Revised and Utilized									
		* New IMs	Author/Compiler								
		* Revised IMs within the last 3	Author/Compiler	Revises Filipino subjects	6	6	5	5	4	4.67	
		* Powerpoint presentations prepared	Author/Compiler								
		Student Research/Thesis Advising	Author/Compiler								
		* Number of visual aids/powerpoint presentations prepared	Author/Compiler	Filipino subjects	6	8	5	5	5	5.00	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation			3	6	5	5	5	5	
						Sub-total				19.7	
MF03	Research	NONE								0.00	
MF04	Extension	Number of trainings attended	Training	Echo-Seminar Workshop on Educational Technologies for 21st Century Skills and DLABS 2nd Lecture	2	2	5	5	5	5.00	
						Sub-total				5.00	
MF05	Production/Support to Students	Number of quizzes prepared and checked		Filipino subjects	15	30	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.		Filipino subjects	6	15	5	5	5	5.00	
		Number of oral recitations graded/evaluated		Filipino subjects	15	20	5	5	5	5.00	
						Sub-total				15.00	

MF06	Other Services	Number of committees/events served		Physical Plant (member)	1	1	5	5	5	5.00	
		Number of participation in the events/program of the dept./college/university and other offices		DLABS Anniversary, Civil Service Month, ChristmasProgram	2	3	5	5	5	5.00	
		Number of meetings attended		Faculty Association, department meeting	3	7	5	5	5	5.00	
						Sub-total				15.00	
	Total Over-all Rating									54.67	

Average Rating (Total Over-all rating divided by no. of entries)		4.56
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development
Purpose: Ms. Oclinaria 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: _____

PERFORMANCE MONITORING FORM

Name of Employee: AVELINA V. OCLINARIA

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 3 Filipino subjects (1) Fili12, (1)Fili13, and (7)Fili11	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2019	December 2019	December 2019	Impressive	Outstanding	
2.	Prepare course syllabi updates	Approved course syllabi in Filipino11, Filipino12, Filipino13	July 2019	August 2019	August 2019	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	July 2019	December 2019	December 2019	Impressive	Outstanding	
4.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	Sept 2019	Sept 2019	Sept 2019	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: Avelina V. Oclinaria

Performance Rating:

Aim: To attend conferences and present paper for publications

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

Date: January, 2019

Target Date: One year from today

First Step:

- a) Look for conference schedules
- b) Decide which conference to participate
- c) Refine paper according to guidelines given

Result:

Has participated in a conference.

Date: June, 2019

Target Date: One year from today

Next Step:

She was advised to refine her papers to be submitted for publication.

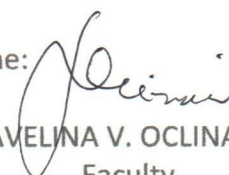
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


AVELINA V. OCLINARIA
Faculty