

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 (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.69 x 50% = 2.345	
b. Students (50%)		3.88 x 50% = 1.940	
TOTAL for Instruction	90%	4.29	3.857
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	0.250
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director			
TOTAL for Extension			
4. Production			
5. Administration/Other Services	5%	5.00 x 5% = 0.250	0.250
TOTAL	100%		4.357

EQUIVALENT NUMERICAL RATING: 4.357

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.357

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

GERNAH MAY Y. SANTIANES

Name of Faculty

Reviewed by:

JETT C. QUEBEC

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GERNAH MAY Y SANTIANES, a faculty member 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 JANUARY-DECEMBER 2021.

GERNAH MAY Y SANTIANES

Instructor I

Date: July 15, 2021

Approved:

JETT C. QUEBEC

Department Head

Date: July 30, 2021

MA. THERESA P. LORETO

College Dean

Date: Aug. 10, 2021

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										
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						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	N/A						
		A3 . Number of students advised on thesis/special problem/dissertation		N/A						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A						

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	N/A						
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	N/A						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	N/A						
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	N/A						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	18 per semester	23.7	4	4	4	4.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	5	5.00	Humn11, Comm11, Engl21, NSTP, CaEd117, Engl110

		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	NONE	7	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2		5	4	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	10	5	5	5	5.00	Art Appreciation
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Art Appreciation
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	NONE	NONE					
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic advisor to students</i>	15	13	5	5	5	5.00	Consultation, Approved and Validated Enrollement forms.
		A17 . Number of students advised on thesis/ field practice/special problem:		2	1	4	5	4	4.33	Consultation, Approved and Validated Enrollement forms.
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	2	2	4	5	4	4.33	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	2	4	5	4	4.33	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	NONE	NONE					
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	None					
	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 Review Panel	1	3					

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	5	5	5	5.00	Principle and Practices: The Philosophical and Educational Foundation of Creative Drama, Art Appreciation, Speech and Theatre Arts, Introduction to Literature, NSTP
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	15	4	4	4	4.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	20	4	4	4	4.00	
		<u>A 23</u> : 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	4	5	5	4.5	4.83	
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	10	7	5	5	4.5	4.83	Art Appreciation, Creative Writing, Thesis Writing and NSTP
	PI 11. Additional outputs	<u>A 25.</u> 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	Language Section Accreditation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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	5	5	5	5	5.00	Learning Guides and Syllabi Principle and Practices: The Philosophical and Educational Foundation of Creative Drama, Art Appreciation, Speech and Theatre Arts, Introduction to Literature
					AVERAGE				4.69	
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	1						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year	1	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	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 fora/conferences	2	none					
		<i>In int'l fora/conferences</i>		1	none					
		<i>In nat'l/regional fora/conferences</i>		1	none					

	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	1	none					
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	1	5	5	5	5.00	Cultural Heritage Grant
		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	1	None					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	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	NONE						
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	1	1	5	5	5	5.00	Baybay City Division Office
	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	1	100	5	5	5	5.00	Teachers of Baybay City Division
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implemtes duly approved extension projects	1	1	5	5	5	5.00	Development in ELT in the New Normal: A Multimodal Approach
	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	1	NONE					

	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						
	Research Mentoring	Research Mentor		NONE						
	Peer reviewers/Panelists	Peer reviewers/Panelists		NONE						
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	DIVISION WEBINAR ON JOURNAL WRITING AND RESEARCH PUBLICATION
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	DIVISION WEBINAR ON JOURNAL WRITING AND RESEARCH PUBLICATION
	Consultancy	Consultant		1	NONE					
	Evaluator	Evaluator		1	NONE					
	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	1	100%	5	5	5	5.00	Instructional Material Development in ELT in the New Normal: A Multimodal Approach
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		1	None					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	none						
					AVERAGE				5.00	
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	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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant					

		On program accreditations		1	1	5	5	5		In-charge for Area-X (Administration), RQUAT
		On institutional accreditations								
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	1	1	5	5	5	5.00	Focal-Person in-behalf of the department during the online enrollment
	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	NONE						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
					AVERAGE				5.00	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

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

Comments & Recommendations for Development Purpose: Ms. Santianes serves DLABS with passion and dedication. Her attitude towards work is a valuable asset of the department. A doctorate degree is a welcome development.

Evaluated & Rated by:


JETT C. QUEBEC

Department Head

Date: July 30, 2021

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Aug. 10, 2021

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 8/13/21

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 two (2) courses	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	January 2021	June 2021	June 2021	Impressive	Outstanding	
2	Assist students' concerns through student's consultation	Will improve students' performance	January 2021	June 2021	June 2021	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2021	June 2021	June 2021	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2021	June 2021	June 2021	Impressive	Outstanding	
5	Publish written essays	Published manuscript will be submitted to the department secretary	January 2021	June 2021	June 2021	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	January 2021	June 2021	June 2021	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2021	June 2021	June 2021	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2021	June 2021	June 2021	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Department Head

EMPLOYEE DEVELOPMENT PLANName of Employee: **GERNAH MAY Y. SANTIANES**

Performance Rating:

Aim:

- To improve classroom management and teaching strategies in the new normal;
- To improvise different learning activities suitable for learners in the new normal;
- To create learning guides in all handled subjects that can be made available via printed and learning mode;
- To offer meaningful services to the department, college and university;
- To engage in research and extension activities; and
- To keep updated with the recent in the field of language teaching in local and international conferences.

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

Date: January 2021

Target Date: June 2021

First Step:

- Review learning the learning activities in the Learning Guide and make necessary changes or modifications if necessary to meet the needs of the learners.
- Modify learning activities and teaching strategies suited for the blended learning.
- Engage in different departmental, college and university activities.
- Commence writing articles for publication.
- Engage in different conferences related to English Language Teaching and Education.

Result:

- Modified learning activities in the learning guide.
- Adapted various learning strategies and activities that can help learners in the new normal which can be made available online and in printed mode.
- Engaged in possible research and extension collaborators.
- Searched for available conferences for paper presentation.

Date: July 2021

Target: December 2021

Next step:

- To continue seeking for effective and efficient methods and strategies that will help learners acquire meaningful learning experience in the new normal.
- To continue building partnership and seeking new opportunities for personal and professional growth.
- To attend and present papers in local and international conferences.
- To submit papers for publication.

Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC

Unit Head

Conforme:


GERNAH MAY Y. SANTIANES
 Faculty/Ratee