

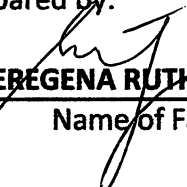
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

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%	5.00	1.50
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.50
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			5.000


EQUIVALENT NUMERICAL RATING: 5.000
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 5.000


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

BEATRIZ S. BELOMAS
Vice President for Instruction

Approved by:

Dean, CAS
CARLOS L. CAMBO

Recommending Approval:

Name of Faculty

SERGEANA RUTH L. MARTINEZ

Reviewed by:

ADJECTIVAL RATING:

OUTSTANDING

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

5.000

EQUIVALENT NUMERICAL RATING:

5.000

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x 2) (3)	Equivalen Numerical Rating (2x3) (4)
1. Instruction			
a. Faculty	30%	5.00	1.50
b. Students	70%	5.00	3.50
TOTAL for Instruction	90%		4.50
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			5.000

Name of Faculty Member

SERGEANA RUTH L. MARTINEZ

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

"Exhibit B"

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 January-June 2018.

SEREGENA RUTH L. MARTINEZ
Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.
Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Advanced Education	PI. 1 Full time Equivalent (FTE)	Instruction	Taught LTNG 218, LTNG 211, LTNG 216	0.25	0.5	5	5	5	5	as graduate faculty
		Number of Comprehensive Exams/Thesis Defense attended as GAC Member/Observer	Compre Exam/thesis Defense	GAC Member/Observer	2	7					
MF02	Higher Education	Full Time Equivalent	Teaching	Taught	18.00	18.93	5	5	5	5.00	TL status
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation	Allots 3 hours per week	3	3	5	5	5	5	
				SUB-TOTAL						15.00	
MF03	Research	Number of Outputs Presented in Regional/National/International For a/Conferences	International Conference	Paper Presenter	1	1	5	5	5	5	Why Do Students Switch Linguistics Codes?"
				SUB-TOTAL						5.00	
MF04	Extension	Number of beneficiaries served	Community Outreach	Organizer/Coordinator	50	73	5	5	5	5	Monteverde, Baybay City, Leyte\
		Number of trainings/workshop attended		Participant	1	3	5	5	5	5	Echo-Seminar: Understanding the Self; Purposive Communication; Contemporary World
				SUB-TOTAL						10.00	
MF05	Production/Support to Students	Number of orals, quizzes, seatworks prepared and checked.		Undergraduate and graduate courses	5	10	5	5	5	5	
		Number of gradesheets submitted on time		Undergraduate and graduate courses	4	10	5	5	5	5	
		Number of periodic exams prepared and checked		Undergraduate and graduate courses	4	10	5	5	5	5	

Statement of the following targets in accordance with the indicated measures for the period January-June 2018.

SERBENA RUTH L. MARTINEZ of the Department of Liberal Arts and Behavioral Sciences, commits to deliver and agree to be rated on the

INDIVIDUAL PERFORMANCE COMMITMENT REPORT

"Exhibit A"

SERBENA RUTH L. MARTINEZ

Approved: GUARDO C. FERNANDEZ, JR.

Head of Unit

MEP No.	Description of MEP	Success Performance Indicators	Program/Activity/Project	Units Assigned	Actual Accomplishment	Rating	Remarks
MEP01	Advanced Education	PL - Full time equivalent (FTE)	Instruction	10.00	0.00	0.00	no academic faculty
MEP02	Student Services	Number of Complaints Number of Cases GAC Member's Report Full Time Equivalent Student Learning and Constitution Services	Teaching	10.00	10.00	2.00	100% success
MEP03	Research	Number of papers presented in Regional/International For a conference	International Conference Paper Presented	1	1	2.00	Way To Students Switch Language Codes
MEP04	Extension	Number of beneficiaries served	Community Outreach	20	20	2.00	Monsters Party City Light
MEP05	Production/Support to Students	Number of manuscript/essay submitted Number of articles published in peer-reviewed journals Number of articles submitted to journals Number of articles published in peer-reviewed journals	Participate	10	10	2.00	Boho-Zemang Understanding the Self Thompson Community Work Community Work
MEP06	Production/Support to Students	Number of articles published in peer-reviewed journals Number of articles submitted to journals Number of articles published in peer-reviewed journals	Undergraduate and graduate courses	10	10	2.00	Undergraduate and graduate courses
MEP07	Production/Support to Students	Number of articles published in peer-reviewed journals Number of articles submitted to journals Number of articles published in peer-reviewed journals	Undergraduate and graduate courses	10	10	2.00	Undergraduate and graduate courses
MEP08	Production/Support to Students	Number of articles published in peer-reviewed journals Number of articles submitted to journals Number of articles published in peer-reviewed journals	Undergraduate and graduate courses	10	10	2.00	Undergraduate and graduate courses

					SUB-TOTAL					15.00	
MF06	Other Services	Number of articles collected and edited		Collected and edited student articles for the DLABS Literary Bulletin	15	75	5	5	5	5	Poems
		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	
		Number of students advised	Thesis Writing (undergraduate students); Academic Adviser (graduate)	Assisted graduating students in their thesis writing	5	5	5	5	5	5	
		Number of subjects coordinated	Coordinator	English subjects	1	1	5	5	5	5	
		Number of participation in the events/program of the dept./college/university and other offices	DLABS Anniversary		1	3	5	5	5	5	
		Number of department meetings/applicants' screening attended/	Meetings/Screening of Applicants		2	2	5	5	5	5	
					SUB-TOTAL					30.00	
TOTAL OVER-ALL RATING										75.00	

Average Rating (Total Over-all rating divided by no. of entries)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:
 Dr. Martinez is an excellent teacher. Yet, she has to get involved in the department & university's research projects as well as scholar.

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 FORMName 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 three (3) graduate courses (LTNG 211, LTNG 16, LTNG 218) and five (5) undergrad courses (Spch 11, Engl 122, Litr 136, Engl 198 & Engl 200)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Prepares/updates course syllabi	Approved course syllabi in Engl 122, Litr 136	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	May 2018	Impressive	Outstanding	Participates actively in all activities
6	Perform other functions assigned by the Head, Dean and the university	BSM proposal approved by DMP curriculum committee	January 2018	May 2018	May 2018	Impressive	Outstanding	Submit BSAP, BSM proposals to CAS curriculum committee
7	Paper presentation in conference	Certificate of appearance, certificate of attendance and certificate of recognition	January 2018	July 2018	July 2018	Very Impressive	Outstanding	
8	Attends trainings and workshops	Certificate of recognition, written report	January 2018	July 2018	July 2018	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

** Outstanding and satisfactory satisfactory needs improvement poor
 * Either very impressive impressive needs improvement poor very poor

8	Attends seminars and workshops	Letter of recognition/ witness	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000	3001	3002	3003	3004	3005	3006	3007	3008	3009	30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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SEREGENA RUTH L. MARTINEZ**

Performance Rating: **OUTSTANDING**

Aim: To engage in research or extension projects of the department.

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

Date: July 2018

Target Date: One year from today

First Step:

- d) Encouraged her to make plans for the revival/rehabilitation of the DLABS Museum, in coordination with Ms. Bethlehem Ponce.
- e) Required her to be involved in research or extension projects which the Department has started to work on.
- f) Required her to maintain the DLABS Literary Bulletin

Result:

DLABS Literary Bulletin is maintained.

Date: December 2019

Target Date:

Next Step:

- b) Encouraged her to continue conducting outreach projects, and advised her to make said projects official extension programs of DLABS.

Outcome:


- Organized Workshop on Basic Museography at DLABS with Prof. Bethlehem Ponce as speaker.
- Community Outreach Projects ongoing

Final Step/Recommendation: N/A

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


SEREGENA RUTH L. MARTINEZ
Name of Ratee/Faculty/Staff

Name of Ratee/Faculty/Staff
SEREGENA RUTH L. MARTINEZ

Confirmer:

Department Head
GUARALDO C. FERNANDEZ, JR.

Prepared by:

Final Step/Recommendation: N/A

• Community Outreach Projects ongoing

speaker.

• Organized Workshop on Basic Museography at DLABS with Prof. Bethlehem Ponce as

Outcome:

projects official extension programs of DLABS.

d) Encouraged her to continue conducting outreach projects, and advised her to make said

Next Step:

Date: December 2019

Target Date:

DLAB2 Literary Bulletin is maintained.

Result:

f) Required her to maintain the DLAB2 Literary Bulletin

started to work on.

e) Required her to be involved in research or extension projects which the Department has

coordination with Ms. Bethlehem Ponce.

b) Encouraged her to make plans for the revival/rehabilitation of the DLAB2 Museum, in

First Step:

Date: July 2018

Target Date: One year from today

higher responsibilities:

Proposed interventions to improve Performance and/or Competence and Qualification to assume

Aim: To engage in research or extension projects of the department.

Performance Rating: **OUTSTANDING**

Name of Employee: SEREGENA RUTH L. MARTINEZ

EMPLOYEE DEVELOPMENT PLAN