


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
Rating Period: July-December 2021

Name of Faculty Member: SHEENA MAE P. LUBRIO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating (2x3)
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.89 x 50% = 2.445	
b. Students (50%)		3.75 x 50% = 1.875	
TOTAL for Instruction	95%	4.32	4.104
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
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%		4.354


EQUIVALENT NUMERICAL RATING: 4.354
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.354

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: 
SHEENA MAE P. LUBRIO
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

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 JULY-DECEMBER 2021.

Sheena
SHEENA MAE P. LUBRIO
 Assistant Professor 1
 Date: 12-21-21

Approved:
Jett C. Quebec
JETT C. QUEBEC
 Department Head
 Date: January 5, 2022

mtplncto
MA. THERESA P. LORETO
 College Dean
 Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	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						
	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									
		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						
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	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	1	1	5	5	5	5.00	LTNG 214: Teaching Reading
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	LTNG 214: Teaching Reading
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5.00	LTNG 214: Teaching Reading
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	LTNG 214: Teaching Reading
		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	1	1	5	5	5	5.00	LTNG 214: Teaching Reading
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	N/A	1	5	5	5	5.00	LTNG 214: Teaching Reading
	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	1	2	5	5	5	5.00	LTNG 214: Teaching Reading
						AVERAGE				5.00	
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	15	27.92	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELPr 133); 7 sections
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	14	5	5	4	4.67	4 subjects (Humn 15n, Litr 112, LTNG 214, ELPr 133); 7 sections
		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	13	5	5	4	4.67	Humn 11; Humn 15n, Litr 136
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	3	5	5	5	5.00	Departmental meetings

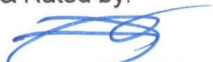
	A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	14	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELPr 133); 7 sections
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec	40	56	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELPr 133); 7 sections
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	40	60	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELPr 133); 7 sections
	PI 8: Number of students advised: * A16 . Number of students advised:		Acts as academic adviser to students	10	10	5	5	4	4.67	AB ENGL students
	A17 . Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	AB English students
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	5	5	5	4	4.67	AB English students
	A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	10	5	5	4	4.67	AB English students
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	none	none					
	A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	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							
	On-line ready courseware		Prepares instructional module/laboratory guide/workbook or a combination thereof	1	4	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELPr 133); 7 sections
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELPr 133); 7 sections

		<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	none	none					none
		<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	none					none
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A	none					none
		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	none					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	N/A	none					none
	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	none					none

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. 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:


JETT C. QUEBEC

Department Head

Date:

Recommending Approval


MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: 2/9/2022

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 2/15/22

PERFORMANCE MONITORING FORM

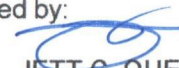
Name of Employee: SHEENA MAE P. LUBRIO

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 a GE, major, and graduate courses	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2021	December 2021	December 2021	Impressive	Outstanding	
2	Act as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	August 2021	September 2021	September 2021	Impressive	Outstanding	
3.	Prepares Learning Guides of the assigned subjects as response to COVID-19 pandemic	Course syllabi in Humn 15n, ELPr 133, Litr 124, Litr 112 and online-ready materials	August 2021	September 2021	September 2021	Impressive	Outstanding	
4.	Prepares Midterm Exam and TOS for subjects taught	Approved Midterm Exam and TOS in Humn 15n, ELPr 133, Litr 124, Litr 112 and online-ready materials Midterm Exam	October 2021	October 2021	October 2021	Impressive	Outstanding	
5	Submit INC forms with grades	Letter to the Registrar informing of the students' grades	September 2021	November 2021	October 2021	Impressive	Outstanding	
6.	Allot time for student consultation	Spend 4 hrs. a week for consultation	August 2021	December 2021	December 2021	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2021	December 2021	December 2021	Impressive	Outstanding	
8	Checks and computes submissions and upload class records in VC for Midterm Exam and Final Exam	Checked and computed submissions and uploaded class records in VC for subjects taught	August 2021	December 2021	December 2021	Impressive	Outstanding	
9	Prepares Final Exam and TOS for Comm 11, ELSt 112, ELDs 126, and Engl 232 Final Exam	Approved Final Exam and TOS for subjects taught	December 2021	December 2021	December 2021	Impressive	Outstanding	

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

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

Prepared by:


JETT C. QUEBEC
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheena Mae P. Lubrio

Performance Rating: Outstanding

Aim: To finish dissertation and Ph.D. program and produce online-ready instructional materials for new elective courses

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

Date: January 2022

Target Date: One year from today

First Step:

- a) Encouraged her to finish her research proposal
- b) Encouraged her to attend seminars on research methodologies
- c) Advised her to write and produce modules for new subjects

Result:

She has started her annotated outline and waiting for her adviser to comment on it
Finished learning guides or modules in the courses mentioned

Date: January 2022

Target Date: End of 1st semester

Next Step:

She will be advised to finalize her annotated outline defend her proposal successfully.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


JETT C. QUEBEC
Department Head

Conforme:


SHEENA MAE P. LUBRIO
Faculty



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester SY 2020-2021

Name of faculty: **LUBRIO, SHEENA MAE P.**

Department: **Dept. of Liberal Arts and Behavioral Sciences**

College: **College of Arts and Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Humn 15n	GREAT BOOKS	LEC	4.00	Very Satisfactory	80.0%
Humn 15n	GREAT BOOKS	LEC	3.00	Satisfactory	60.0%
Humn 15n	GREAT BOOKS	LEC	4.00	Very Satisfactory	80.0%
Humn 15n	GREAT BOOKS	LEC	4.00	Very Satisfactory	80.0%
Average Rating			3.75	Very Satisfactory	

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES In-Charge

Date: November 29, 2021

Attested by:

MA. RACHEL M. L. AURE

Director, Instruction and Evaluation

Date: November 29, 2021

Received by:

LUBRIO, SHEENA MAE P.

Name and Signature of Faculty

Date: 1-18-22

Distribution of copies: ODIE, College, Department, Faculty

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1

FM-ODI-04

v3 09-30-2020

2020-2021-01-18-22