JETT C. QUEBEC

Department Head

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: July-December 2021

Name of Faculty Me	ember:
--------------------	--------

## SHEENA MAE P. LUBRIO

Program Involvement	Percentage	Numerical Rating	Equivalent
(1)	Weight of	(Rating x %)	Numerical
	Involvement		Rating
(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:

Reviewed by:

SHEENA MAE P. LUBRIO

Name of Faculty

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, 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.

Enlidio

SHEENA MAE P. LUBRIO

Assistant Professor 1

Date: 12 -21-21

Approved:

**JETT C. QUEBEC** 

Department Head

Date: January 5, 2022

MA. THERESA P. LORETO

College Dean

MFO	Description of MFO's/PAPs	Success/ Performance Indicators	Program/	Tasks Assigned	Target	Actual			Rating	9	REMARKS
No.		(PI)	Activities / Projects			Accomplish ment	Quality	Eficiency	Timeliness	Average	(Indicators in percentage should be supported with numerical values in
UMFO	1. ADVANCED EDUCATION SEI	RVICES									
OVPI N	IFO 2. Graduate Student Manag	ement 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 SERV				Marrier j processo processo esta por grapa de la Calvarda de processo de la companya de la companya de la comp						
OVPI UMFO 3. Higher Education Man										
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

	E CONTRACTOR DE LA CONT							-			
		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	10	10	5	5	4	4.67	AB ENGL students
page special control of the American control		A17. Number of students advised on thesis/ field practice/special problem:		AVI ACCESS							
		As SRC Chairman	ion	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	AB English students
		As SRC Member	Advising/correct ion	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

٠.

					_	T		7	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	56	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELP 133); 7 sections
	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	1	4	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELP 133); 7 sections
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	5	5	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELP 133); 7 sections; 1 for INCs
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	2	5	5	5	5.00	for accreditations and evaluation, both for departmental and graduate school
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	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	5	5	5	5	5	5.00	4 subjects (Humn 15n, Litr 112, LTNG 214, ELF 133); 7 sections; 1 for INCs
				AVERAGE				4.89	
JMFO 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					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	none	none					none

\*

	In refereed nat'l/regional journals							
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 scienfic for a/conferences	none	none			none
	In int'l fora/conferences In nat'l/regional fora/conferences							
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	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
 4. EXTENSION SERVICES	A OO Al salas of active		dentifies and links with			 		
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		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

\*

PI 3. Number of extension	A 38. Number of extension	Implementes duly approved extension projects					
programs organized and	programs/projects implemented	John St. Projecto	N/A				none
supported consistent with the			IN/A				none
SUC's mandated and priority							
programs		Describes and its and relevant			_	-	•
PI 4. Percentage of beneficiaries	A 39. Percentage of beneficiaries	Provides quality and relevant training courses and advisory					
who rated the training course/s	who rated the training course/s	services					
and advisory services as	and advisory services as	00.11000	N/A	none			none
satisfactory or higher in terms of	satisfactory or higher in terms of						
quality and relevance	quality and relevance						
PI 5. Number of technical/expert	A 40 . Number of	Provides the technical and					
services	technical/expert services as/in:	expert services requested by beneficiaries	N/A	none			none
Research Mentoring	Research Mentor		N/A	none	_	-	none
Peer reviewers/Panelists	Peer reviewers/Panelists		14// 1	110110	_		110110
Peer reviewers/Parielists	Peer reviewers/Pariensis		N/A	none			none
Resource Persons	Resource Persons		N/A	none			none
Convenor/Organizer	Convenor/Organizer		N/A	none			none
Consultancy	Consultant		N/A	none			none
Evaluator	Evaluator		N/A	none			none
proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	N/A	none			none
	A 42. No. of extension-related awards (extn. conducted by		N/A	none			none
	faculty or student & faculty) *				 -		
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related					
	the new normal due to covid 19	activities and other outputs to implement new normal	N/A	none			none
UMFO 5. SUPPORT TO OPER	ATIONS						
OVPI MFO 4. Program and Insti	tutional Accreditation Services						

3)

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		5	5	5.00	
	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								
	On institutional accreditations	Manager SSF Rootcrop								
	On institutional accreditations	facility								
UMFO 6. General Admin. & S	Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	no complaint	Zero % complaint	5	5	5	5.00	
PI 3: Additional Outputs	A 47. Number of /new initiatives		Initiates/introduces improvements in performing functions resulting to		none					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		none					none
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 performfing functions resulting to best practice	NONE	NONE					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	NONE	NONE					NONE
					AVERAGE				5.00	
Total Over-all Rating										
Average Rating										
Adjectival Rating		<u></u>								

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:

Approved by:

BEATRIZ S. BÉLONIAS

Vice President for Academic Affairs

Date: 2 |5 m

### PERFORMANCE MONITORING FORM

Name of Employee: SHEENA MAE P. LUBRIO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplis h	Actual Date accomplishe d	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendatio n
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	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

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



OFFICE OF THE DIRECTOR FOR INSTRUCTION AND EVALUATION VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte Phone/Fax: +63 053 565 0600 local 1003 Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

# 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. &	Lab/	RATING		% Evaluation Rating
Descriptive Title		Lec	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	
Average Rating			Very Satisfactory 80.0%		

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

1.00 - 1.49 Poor (P)

1.50 - 2.49 Fair (F)

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

Received by:

Smulin LUBRIO, SHEENA MAE P.

Name and Signature of Faculty Date: 1 - 18 - 21

Distribution of copies: ODIE, College, Department, Faculty

Attested by

MA. RACHETIAM L. AURE
Director, Instruction and Evaluation
Date: November 29, 2021