

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Rating Period: JULY-DECEMBER 2023

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%)		4.92 x 50% = 2.460	
b. Students (50%)		4.67 x 50% = 2.335	
TOTAL for Instruction	90%	4.80	4.316
2. Research	5%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
3. Extension	5%		
a. Client/Director for Extension			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Extension			0.250
4. Production			
5. Administration/Other Services			
TOTAL	100%		<b>4.816</b>

EQUIVALENT NUMERICAL RATING: 4.816

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.816

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

**GERNAH MAY Y. SANTIANES**

Name of Faculty

Reviewed by:

**MARIA VANESSA E. GABUNADA**

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 ARTS, LANGUAGES, AND LITERATURE 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 2023

GERNAH MAY Y. SANTIANES

Instructor

Date: 04 JAN 2024

Approved:

MARIA VANESSA E. GABUNADA

Department Head

Date: 10 JAN 2024

MA. THERESA P. LORETO

College Dean

Date: JAN 23 2024

FTE/sem

4.0

2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities Projects	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									
		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	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							
	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	N/A							
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	18 units per semester	40.5	5	5	5	5.00	Art Appreciation, Reading Visual Arts, Speech and Theatre Arts, Language Research, Purposive Communication	
		A10. Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	10	25	5	5	4	4.67	Art Appreciation, Reading Visual Arts, Speech and Theatre Arts, Language Research, Purposive Communication	
		A11. Number of INC forms with grade submitted within prescribed period	5	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	5	10	5	5	5	5.00	Art Appreciation, Reading Visual Arts, Speech and Theatre Arts, Language Research, Purposive Communication	
		A12. Number of trainings attended related to instruction		Attend mandated trainings	1	2	5	5	5	5.00	Syllabus Writeshop, Curriculum Review.	
		A13. Number of long examinations administered and checked		Administers and checks long examination for subjects taught	10	18	5	5	4	4.67	Art Appreciation, Reading Visual Arts, Speech and Theatre Arts, Language Research, Purposive Communication	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10	32	5	5	4	4.67	Art Appreciation, Reading Visual Arts, Speech and Theatre Arts, Language Research, Purposive Communication	

	<u>A15</u> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	N/A	N/A					
<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:		Acts as academic adviser to students	10	12	5	5	5	5.00	
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman		Advises, and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	
	As SRC Member		Advises and corrects research outline and thesis/SP manuscript	2	16	5	5	5	5.00	
	<u>A18</u> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	5	15	5	5	5	5.00	
<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised		Advises student organizations recognized by USOO	1	0					
	<u>A20</u> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	0					
<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	1	0					
	On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A					
	Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	14	5	5	5	5.00	Art Appreciation, Speech and Theatre Arts, Purposive Communication, Reading Visual Arts PPTs, Quizzes, Learning Tasks, and Assessments
	Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	20	5	5	5	5.00	
	<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	1	0					
	<u>A 24</u> : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	6	8	5	5	5	5.00	Purposive Communication, Art Appreciation, Speech and Theatre Arts, Reading Visual Arts
<u>PI 11</u> . 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	0					



		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	N/A	N/A							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	0							
												4.92	
<b>UMFO 3 . RESEARCH SERVICES</b>													
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	0							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year	1	0							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	0							
		<i>In refereed int'l journals</i>			1	0							
		<i>In refereed nat'l/regional journals</i>			1	0							
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences									
		<i>In int'l fora/conferences</i>			1	1	5	5	5	5.00	International Conference on Language Education and Applied Linguistics		
		<i>In nat'l/regional fora/conferences</i>			1	0							
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	1	0							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)											
		<b>A 33.</b> 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 reviewed paper	1	1	5	5	5	5.00			
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU		Prepares and submits application for UM of technology generated out of research output	N/A	N/A							

		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	1	0								
													5.00	
<b>UMFO 4. EXTENSION SERVICES</b>														
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	0								
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	1	0								
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implements duly approved extension projects	1	0								
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	0								
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries										
	Research Mentoring	Research Mentor			NONE	NONE								
	Peer reviewers/Panelists	Peer reviewers/Panelists			NONE	NONE								
	Resource Persons	Resource Persons			1	0								
	Convenor/Organizer	Convenor/Organizer			1	4	5	5	5	5.00	Pagrayhak sa mga Pulong, English Month Celebration, Smart Classroom Launching and Webinar, Curriculum Review			
	Consultancy	Consultant			1	0								
	Evaluator	Evaluator			1	0								





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

Evaluated & Rated by:



**MARIA VANESSA E. GABUNADA**

Department Head

Date: **10 JAN 2024**

Recommending Approval



**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: **JAN 23 2024**

**Comments & Recommendations for Development**  
**Purpose: Ms. Santianes performs well in her classes and**  
**other functions. She is next in line to pursue her Ph.D.**

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: **FEB 14 2024**



## 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 2023	July 2023	December 2023	Impressive	Cutstanding	
2	Assist students' concerns through student's consultation	Will improve students' performance	January 2023	July 2023	December 2023	Impressive	Cutstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2023	July 2023	December 2023	Impressive	Cutstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2023	July 2023	December 2023	Impressive	Cutstanding	
5	Performed duties based on appointment from the Department	Will perform duties based on the assignment or task given by the department as the Chair of a committee	January 2023	July 2023	December 2023	Impressive	Cutstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	January 2023	July 2023	December 2023	Impressive	Cutstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2023	July 2023	December 2023	Impressive	Cutstanding	
8	Perform other functions assigned by the department head	Participate in the planning and preparations on the department's activities.	January 2023	July 2023	December 2023	Impressive	Cutstanding	
9	Perform functions related to the department's evaluation in the AACUPP	Gather documents necessary for the completion of the areas assigned	January 2023	July 2023	December 2023	Impressive	Cutstanding	

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

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

Prepared by:

MARIA VANESSA E. CABUNADA

Department Head

**EMPLOYEE DEVELOPMENT PLAN**Name 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: July 2023

Target Date: December 2023

**First Step:**

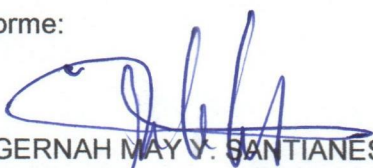
- Modify learning activities and teaching strategies suited for blended learning.
- Engage in different departmental, college and university activities.
- Engage in different conferences related to English Language Teaching and Education.
- Perform the functions assigned in the Department.
- Conduct consultation with students.
- Modify learning materials such as powerpoint presentations, quizzes, learning activities and others.
- Administer various learning strategies according to the needs of the students.

**Result:**

- Adapted various learning strategies and activities that can help learners in the new normal which can be made available online and in printed mode.
- Performed the functions assigned in the department.
- Conducted consultations with students related to the class and completion of assignments.
- Conducted consultations with thesis advisees and evaluation/assessments to academic advisees.
- Searched for available conferences for paper presentations.
- Presented a paper in an international conference.


Final Step/Recommendation: NA

Conforme:



GERNAH MAY Y. SANTIANES  
Faculty

Prepared by:



MARIA VANESSA E. GABUNADA  
Unit Head