

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: GERNAH MAY Y. SANTIANES

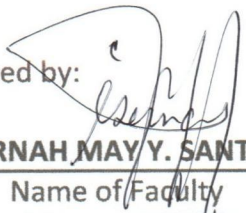
Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	5.00	1.50
b. Students	70%	4.00	2.80
TOTAL for Instruction	90%		3.87
2. Research	2.5%	5.00	0.13
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.370


EQUIVALENT NUMERICAL RATING: 4.370

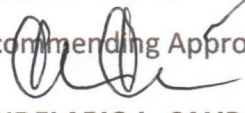
Add: Additional Points, if any: _____

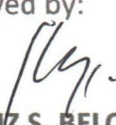
TOTAL NUMERICAL RATING: **4.370**

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: 
GERNAH MAY Y. SANTIANES
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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **GERNAH MAY Y. SANTIANES**, 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, 2019**

GERNAH MAY Y. SANTIANES

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	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Gen Ed and English Language subject	18.00	21.90	5	5	5	5.00	Instructor at the Department of Liberal Arts and Behavioral Sciences
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised IMs within the last 3 years	Author/Compiler	Revises course syllabi in English Language	1	3	5	5	5	5	
		* Powerpoint presentations prepared	Author/Compiler		10	20	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of students advised		ABELS	2	3	5	5	5	5	
		* Number of hrs per week spent on student consultation	Consultation		3	3					
				SUB-TOTAL						5.00	
MF02	Research	Number of Outputs Presented in Regional/National/International For a/Conferences			1	1	5	5	5	5.00	Linguistics Society of the Philippines Internation Conference 2019
				SUB-TOTAL						5.00	
MF04	Extension	Number of trainings/seminars attended	seminars	participants	2	4	5	5	5	5.00	VSU-FA Orientation, Prime-HR Orientation, Gender and Senistivity Training and Worksho/p, K-12 Orientation, Community Otreach
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked		Art Appreciation (3 sections), Introduction to Humanities (2 sections), Literature of the Philippines, Undergraduate Thesis	10	15	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.		Art Appreciation (3 sections), Introduction to Humanities (2 sections), Literature of the Philippines, Undergraduate Thesis	20	20	5	5	5	5.00	

		Number of oral recitations graded/evaluated		Introduction to Humanities (2 sections), Literature of the Philippines,	10	15	5	5	5	5.00	
		Number of midterm and final gradesheets submitted		Introduction to Humanities (2 sections), Literature of the Philippines, Undergraduate Thesis	16	16	5	5	5	5.00	
				SUB-TOTAL						5.00	
MF05	General Admin & Support Services	Number of participation on the events/program in the dept, college, univ. and other offices	department activity	Participant	1	4	5	5	5	5.00	1st DLABS Lecture Series: Reflections for Research Writing
		Number of committees served		Member	1	1	5	5	5	5.00	94th VSU Anniversary
		Number of meetings attended	Meetings		2	5	5	5	5	5.00	Consultative meeting with CAS faculty and VSUFA (with Pres. Tulin) meeting, Feb. 7,
											Departmental meeting, Feb. 12, 2019
											Departmental meeting, Mar. 15, 2019
											UGAT Int'l Conf. Meeting, Apr. 8, 2019
				SUB-TOTAL						5.00	

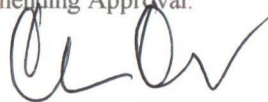
Average Rating (Total Over-all rating divided by number of entries)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		Ourstanding

Comments & Recommendations for Development Purpose: Ms. Santianes serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in her mind that there is always room for improvement.

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 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 Comm11, Litr135, CAED 117, Engl 21, Spch 11, CWTS Coordinator	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	January 2019	June 2019	Dec 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2019	June 2019	Dec 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2019	June 2019	Dec 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2019	June 2019	Dec 2019	Impressive	Outstanding	
5	Publish written essays	Published manuscript will be submitted to the department secretary	January 2019	June 2019	Oct 2019	Impressive	Outstanding	
6	Participate conferences	Certificate of appearance and certificate of participation	January 2019	June 2019	Dec 2019	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2019	June 2019	Dec 2019	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2019	June 2019	Nov 2019	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GERNAH MAY Y. SANTIANES

Performance Rating: Very Satisfactory

Aim: To improve student evaluation ratings in all her classes

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

Date: August 15, 2019

Target Date: One year from date of one-on-one meeting

First Step:

Understanding the limitations of oneself and man in particular, looking back when we were students in the 1980s (one-on-one meeting)

Result:

Promise to improve her style of teaching by being more considerate and slowing down in her presentation of lessons, taking into consideration the slow learners

Date: December 15, 2019

Target Date: End- of first semester

Next Step:

To review her teaching effectiveness by evaluating the student teaching instruments in all her classes especially her weak points and strengths.

Outcome: NA

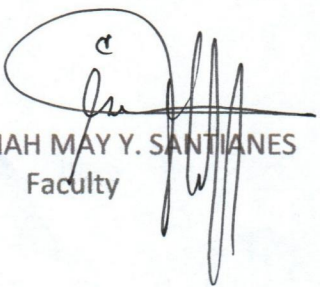
Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ

Unit Head

Conforme:


GERNAH MAY Y. SANTIANES
Faculty