

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

SHEENA MAE P. LUBRIO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. <del>Faculty</del> <u>Head</u>	100%	4.908 <u>y</u>	4.908 <u>y</u>
b. Students	0%		0.00
TOTAL for Instruction	<del>100%</del> <u>95%</u>	<u>95%</u>	<del>4.908</del> <u>4.66</u> <u>y 4.663</u>
2. Research	<del>2.5%</del>		<del>0.00</del>
3. Extension	<del>2.5%</del>		<del>0.00</del>
4. Production			
5. Administration/Other Services	<u>5.0%</u>	<u>5.0</u>	<u>0.25</u>
TOTAL			<del>4.660</del> <u>4.655</u> <u>y 4.913</u>

EQUIVALENT NUMERICAL RATING:

y 4.655 4.660 4.913

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.655 4.660 4.913

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

SmulrioSHEENA MAE P. LUBRIO

Name of Faculty

Reviewed by:

JETT C. QUEBEC

Department Head

Recommending Approval:

mtlretoMA. THERESA P. LORETO

Dean, CAS

Approved by:

MyBEATRIZ 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 2020.

*Smilubrio*  
**SHEENA MAE P. LUBRIO**  
 Assistant Professor 1  
 Date: *1/26/2021*

Approved:  
  
**JETT C. QUEBEC**  
 Department Head  
 Date:

*mtplnreto*  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: *2/15/2021*

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
							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	N/A					N/A
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	N/A	N/A					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	N/A					N/A
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	N/A	N/A					N/A
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	N/A	N/A					N/A



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems	N/A	N/A						N/A
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	N/A	N/A						N/A
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	N/A	N/A						N/A
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets. etc.	N/A	N/A						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	N/A						N/A
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	N/A	N/A						N/A
	<b>PI 10 .</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	N/A	N/A						N/A
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>												
<b>OVPI UMFO 3. Higher Education Management Services</b>												
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		Handles and teaches courses assigned	15	21	5	5	5	5.00	Litr 132, Humn 15n, Engl 123, Comm 11 (until Midterm)	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	11	5	5	5	5.00	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section), Comm 11 (until Midterm)	
		<b>A 11 .</b> 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	4	5	5	5	5.00	Humn 11	
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	1	4	4	4	4.00	Moodle training	
		<b>A13 .</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	5	5	5	5	5	5.00	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section)	



		<b>A14</b> . Number of quizzes administered and checked		Prepares and checks quizzes for lec	40	43	5	5	5	5.00	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section)
		<b>A15</b> . 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	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section)
	<b>PI 8:</b> Number of students advised: * <b>A16</b> . Number of students advised:			Acts as academic adviser to students	10	10	5	5	5	5.00	AB English students
		<b>A17</b> . 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	1	5	5	5	5.00	Engl 200.4 (Jonah Parilla)
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	Engl 200- Undergraduate Thesis
		<b>A18</b> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised		Advises student organizations recognized by USOO	none	none					none
		<b>A20</b> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	none	none					none
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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	5	5	5	5	5	5.00	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section)
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	15	5	5	5	5.00	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section)
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets. etc.	5	5	5	5	5	5.00	Litr 132 (2 sections), Humn 15n (2 sections), Engl 123 (1 section)







		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	none	none					none
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)			none	none					none
		<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	N/A	N/A					N/A
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	N/A	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	N/A	N/A					
<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	N/A	N/A					
	<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	N/A	N/A					
	<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		Implementes duly approved extension projects	N/A	N/A					



	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	N/A	N/A					
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	N/A	N/A					
	Research Mentoring	Research Mentor			N/A	N/A					
	Peer reviewers/Panelists	Peer reviewers/Panelists			N/A	N/A					
	Resource Persons	Resource Persons			N/A	N/A					
	Convenor/Organizer	Convenor/Organizer			N/A	N/A					
	Consultancy	Consultant			N/A	N/A					
	Evaluator	Evaluator			N/A	N/A					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implemmentation	N/A	N/A					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			N/A	N/A					
		A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	N/A	N/A					
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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						zero % non-conformity



		<b>A 45.</b> 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						100% compliant
		On program accreditations									
		On institutional accreditations									
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint	5	5	5	5.00		Zero % complaint
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>										
	<b>Average Rating</b>										
	<b>Adjectival Rating</b>										

Average Rating (Total Over-all rating divided by number of entries)	4.90
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.90
ADJECTIVAL RATING	OUTSTANDING

**Comments & Recommendations for Development Purpose:** Ms. Lubrio's 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: 2/15/2021

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/19/21



# 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 elective and GE courses and one major course (old curriculum): (Litr 132, 2 sections; Humn 15n, 2 sections; Engl 123, 1 section); Comm 11 (until Midterm)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2020	December 2020	December 2020	Impressive	Outstanding	
2	Act as academic adviser	Notifications and responses to students during enrollment; answers to queries related to the program	July 2020	December 2020	October 2020	Impressive	Outstanding	
2.	Prepare course syllabi updates	Course syllabi in Litr 132 and Humn 15n	July 2020	December 2020	November 2020	Impressive	Outstanding	
3.	Prepare Instructional Materials	Online-ready learning resources	July 2020	December 2020	November 2020	Impressive	Outstanding	
4	Submit INC forms with grades	Letter to the Registrar informing of the students' grades	July 2020	December 2020	September 2020	Impressive	Outstanding	
5.	Allot time for student consultation	Spend 4 hrs. a week for consultation	July 2020	December 2020	November 2020	Impressive	Outstanding	
6.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2020	December 2020	November 2020	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 2020

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 Litr 132 and Humn 15n

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 2020

Target Date: End of 1st semester


Next Step:

She was advised to finalize her annotated outline and write the preliminary chapters of her paper


Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
JET C. QUEBEC  
Department Head

Conforme:

  
SHEENA MAE P. LUBRIO  
Faculty/Employee