

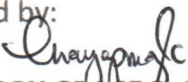
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARY GRACE P. ENAYA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	5.00	1.50
b. Students (70%)	70%	5.00	3.50
TOTAL for Instruction	90%		<b>4.50</b>
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			<b>5.000</b>

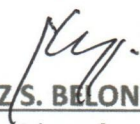
EQUIVALENT NUMERICAL RATING: 5.000  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 5.000

ADJECTIVAL RATING: OUTSTANDING

Prepared by:  
  
MARY GRACE P. ENAYA  
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, MARY GRACE P. ENAYA, 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.

MARY GRACE P. ENAYA

Ratee

Approved: GUIRALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1	Higher Education	Full Time Equivalent	Teaching	Assigned in Social Science subjects	18.00	20.97	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus	1	4	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	1	1	5	5	5	5	
				SUB-TOTAL						5.00	
MF02	Research	Number of research conducted	Publishable research article	Author / Co-author	1	0	5	5	5	5.00	
		Number of Outputs Presented in Regional/National/International/Conferences	Raw manuscript	Paper Presenter	1	2	5	5	5	5.00	Presenter: "Padayon Sining: A Celebration of the Enduring Value of the Humanities," 12th Arts Congress, Henry Sy, Sr. Hall, De La Salle University, Manila
				Moderator							Moderator: "Padayon Sining: A Celebration of the Enduring Value of the Humanities," 12th Arts Congress, Henry Sy, Sr. Hall, De La Salle University, Manila
				SUB-TOTAL							
MF04	Extension	Number of published book		Author	1	1	5	5	5	5.00	Book Title: Freckels in the Universe



				<b>SUB-TOTAL</b>						<b>5.00</b>	
<b>MF04</b>	<b>Support to Students/ Production</b>	Number of quizzes prepared and checked	quizzes	production of quizzes	20	30	5	5	5	5.00	5 sections (2 sections for Huma 11-Introduction to Humanities; 1 section Spch 11-Speech Communication; 1 section for Littr 14-Literatures of the World; 1 section for RW 112-Reading and Writing)
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	8	10	5	5	5	5.00	5 sections (2 sections for Huma 11-Introduction to Humanities; 1 section Spch 11-Speech Communication; 1 section for Littr 14-Literatures of the World; 1 section for RW 112-Reading and Writing)
		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	6	15	5	5	5	5.00	5 sections (2 sections for Huma 11-Introduction to Humanities; 1 section Spch 11-Speech Communication; 1 section for Littr 14-Literatures of the World; 1 section for RW 112-Reading and Writing)
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	10	10	5	5	5	5.00	5 sections (2 sections for Huma 11-Introduction to Humanities; 1 section Spch 11-Speech Communication; 1 section for Littr 14-Literatures of the World; 1 section for RW 112-Reading and Writing)
				<b>SUB-TOTAL</b>							
<b>MF05</b>	<b>General Administration &amp; Support Services</b>	Number of participation on the events/program in the dept, college, university. and other offices		Committee Member	1	3	5	5	5	5.00	94th VSU Anniversary
				Participant							
				Committee Member							
		Number of committees served		Lecturers Committee	1	2	5	5	5	5.00	First DLABS Lecture Series 94th VSU Anniversary Mister and Miss VSU
		Number of meetings attended		Attendee	5	7	5	5	5	5.00	Consultative Meeting with CAS Faculty and Staff, Jan. 9, 2019 Departmental Meeting, Jan. 9, 2019

										VSUFA (with Pres. Tulin) Meeting, Feb. 7, 2019
										Departmental meeting, Feb. 12, 2019
										Departmental Meeting, Mar. 15, 2019
										Mr and Ms VSU Meeting, March 18, 2019
										Bomb Threat Seminar, April 5, 2019
<b>Total Over-all Rating</b>				<b>SUB-TOTAL</b>					<b>5.00</b>	

Average Rating (Total Over-all rating)		5.00
Additional Points:		
Approved Additional points (with		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

<b>Comments &amp; Recommendations for Development</b>
<b>Purpose:</b> Ms. Enaya 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 and 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: **Mary Grace P. Enaya**

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 (Litr 133, Humn 13n)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	January 2019	May 2019	May 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	January 2019	May 2019	May 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	January 2019	May 2019	May 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	January 2019	March & May 2019	May 2019	Impressive	Outstanding	
5	Paper presentations/attendance in conferences	Certificate of appearance and certificate of participation	January 2019	May 2019	May 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	January 2019	May 2019	February & April 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	January 2019	May 2019	May 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: MARY GRACE P. ENAYA

Performance Rating: OUTSTANDING

Aim: To engage in research, and other activities/projects in the department

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

Date: January 2019

Target Date: June 2019

Step/s:

- a) Reminded Ms. Enaya to conduct other activities in the department
- b) Reminded Ms. Enaya to continue working on the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".

RESULT:

- a) Ms. Enaya joined the committee of the DLABS Lecture Series;
- b) The proposal of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas" was submitted.

Date: August 2019

Target Date: November 2019

Step/s:

- a) Reminded Mrs. Enaya to continue working on the DLABS Lecture Series with her other teammates;
- b) Reminded Mrs. Enaya to continue working on the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas".

RESULT:

- a) The DLABS Lecture Series was able to conduct two lecture series this semester. The first one was on August 28, 2019 titled "Pamublikong Forum ukol sa Sitwasyon, Nilalaman, at Direksyon ng Asignaturang Filipino sa SHS at Kolehiyo". The speaker was Dr. David Michael M. San Juan, a convenor of Tanggol Wika. The second was on September 30, 2019 titled "Ethnography: As Experienced by a Female Ethnographer". The speaker was Ms. Bethlehem Ponce, a faculty member of the Department of Liberal Arts and Behavioral Sciences of Visayas State University;
- b) The proposal of the research project titled "A Study on Folk Narratives from Mount Pangasugan in Baybay City, Leyte: Collecting Myths, Legends, and Folktales about the Last Forest Frontier in Eastern Visayas" was edited and resubmitted.

Prepared by:

**GUIRALDO C. FERNANDEZ, JR.**

Department Head

Conforme:

  
**MARY GRACE C. PEREZ**

Name of Ratee/Faculty/Staff