SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SEREGENA RUTH L. MARTINEZ**

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head (50%)		4.98 x 50% = 2.490	
b. Students (50%)		4.33 x 50% = 2.165	
TOTAL for Instruction	90%	4.66	**4.190**
2. Research	5.0%		
a. Client/Director for Research			
b. Dept. Head/Center Director		5.00 x 5% = 0.250	
TOTAL for Research			0.250
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%		**4.690**

EQUIVALENT NUMERICAL RATING: 4.690
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.690**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

SEREGENA RUTH L. MARTINEZ
Name of Faculty

Reviewed by:

JETT C. QUEBEC
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Seregena Ruth L. Martinez, 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 JANUARY-JUNE 2021

Approved:

SEREGENA RUTH L. MARTINEZ
Assoc. Prof. V
Date: July 16, 2021

JETT C. QUEBEC
Department Head
Date:

MA. THERESA P. LORETO
College Dean
Date: Aug. 10, 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
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	1 subject per semester	3.55	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	2					
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4 comprehensive exams, 4 defense, 4 thesis manuscripts	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5 per semester	8	5	5	5	5.00	
	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 subject (LT 216)	5	5	5	5.00	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1 subject (LT 216)	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1 subject (LT 216)	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10 tasks/assessment (LT 216)	5	5	5	5.00	
		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	NA						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1 Google Classroom (LT 216)	4.5	5	5	4.83	
	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	NA						
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	24.6	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	6 per semester	7	5	5	5	5.00	
	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 per semester	5	5	5	5	5.00	
	A12 . Number of trainings attended related to instruction		Attend mandated trainings	1	1	5	5	5	5.00	
	A13 . Number of long examinations administered and checked		Administers and checks long examination for subjects taught	1 per semester	6	5	5	5	5.00	
	A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	5 per semester	100	5	5	5	5.00	
	A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1 per student/semeste	30	5	5	5	5.00	
PI 8: Number of students advised: *	**A16**. Number of students advised:		Acts as academic adviserto students	2	8	5	5	5	5.00	

	PI	Activity	Description	Target		Q1	Q2	Q3	Ave	
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5 per semester	20	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	*Advises student organizations recognized by USOO*	NA						
		A20 . Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	NA						
	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	NA						
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	NA						
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	1	5	5	4.5	4.83	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets. etc.	6 per semester	12	5	5	5	5.00	
		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	NA						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	5	5	4.5	5	4.83	
	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	

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	NA							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	NA							
						AVERAGE				4.98	

UMFO 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	NA							
	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							
	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								
		In refereed int'l journals									
		In refereed nat'l/regional journals		NA							
	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							
		In int'l fora/conferences		NA							
		In nat'l/regional fora/conferences		None							
	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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		NA							
		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 received and returns duly reviewed paper	NA							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	NA							

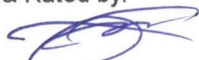|											
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	NA							
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00		Community Outreach
	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	NA							
	PI 3. Number of extension programs organized and supported consistent with the	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	NA							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	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	NA							
	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	NA							
	Research Mentoring	Research Mentor		NA							
	Peer reviewers/Panelists	Peer reviewers/Panelists		NA							
	Resource Persons	Resource Persons		NA							
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant		NA							
	Evaluator	Evaluator		NA							
	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 implementation	None							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		None							
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	NA							

					AVERAGE					5.00	

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI/Indicator	Activity	Description	Target	Accomplishment					Rating	
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 theQMS 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						
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	compliant	100% compliant		5	5	5	5.00	
	On program accreditations		NA							
	On institutional accreditations		NA							

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	Zero % complaint		5	5	5	5.00	
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							
	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							
				AVERAGE					5.00	
Total Over-all Rating										
Average Rating										
Adjectival Rating										

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:

JETT C. QUEBEC
Department Head
Date: July 29, 2021

Recommending Approval

MA. THERESA P. LORETO
Dean, _____
Aug. 10, 2021

Comments & Recommendations for Development Purpose: Dr. Martinez is a committed and highly intellectual faculty of DLABS. She is a very dependable when it comes to department deliverables. Her presence also is a source of helpful wisdom to junior faculty.

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 8/13/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: <u>SEREGENA RUTH L. MARTINEZ</u>

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	Teaches two (2) graduate courses (LTNG 216, and LTNG 300) and three (2) undergraduate courses (Litr134, and Comm 11)	Regular attendance in online classes, grade sheet per courses taught, and good result of student performance evaluation	January 2021	July 2021	July 2021	Impressive	Outstanding	
2	Assists students' concerns through online consultation	Improved student performance	January 2021	January 2021 to July 2021	July 2021	Impressive	Outstanding	Provide more interventions for the improvement of students
3	Updates course syllabi, prepares Learning Guides (LGs)	Updated course syllabi in LT 216 and ELSt 105	March 22, 2021 for LT216, June 21, 2021 for ELSt 105	July 2021	July 2020	Impressive	Outstanding	OBE format followed as prescribed
4	Submission of midterm grades and final grades	Grades submitted to Registrar	July 2021	July 2021				
5	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2021	July 2021	within the rating period	Impressive	Outstanding	Participates actively in all activities
6	Perform other functions assigned by the Head, Dean and the university		January 2021	July 2021				
7	Attends trainings and workshops	Attendance	Moodle (Jan 2021)		Jan 2021 (VSU)	Impressive	Outstanding	

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

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

Prepared by:

JETT C. QUEBEC
Department Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SEREGENA RUTH L. MARTINEZ**

Performance Rating:

Aim: To engage in extension projects of the department.

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

Date: July 2021   Target Date: One year from today

First Step:

  a) Required her to update the syllabus for LT 216 (Teaching Speech Communication).
  b) Required her to organize a community outreach as part of DLABS' extension project.

Result:

  Syllabus of LT 216 updated
  Community Outreach conducted

Date: December 2021_____   Target Date: End of 2nd semester

Next Step:
  a) Encouraged her to make outreach projects an official part of DLABS' extension programs.
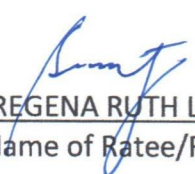
Outcome:

  • Preparing a proposal to make Community Outreach Projects an official extension program of DLABS temporarily shelved due to several adjustments in the teaching modalities adopted during this time of the pandemic. However, conduct of outreach projects continues. In fact, ocular visits have been conducted in neighboring barangays such as Pangasugan, Guadalupe, Patag, Tab-ang, Gabas, and San Agustin. The actual outreach is tentatively scheduled either last week of July or first week of August 2021.

Final Step/Recommendation: N/A

Prepared by:

JETT C. QUEBEC
Department Head

Conforme:

SEREGENA RUTH L. MARTINEZ
Name of Ratee/Faculty/Staff