

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SHEERWINA MAE GONZAGA BALOTITE

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.81 x 50% = 2.408	
b. Students (50%)		5 x 50% = 2.50	
TOTAL for Instruction	75%	4.908	3.68
2. Research	10%	0	0
3. Extension	0%	0	0
4. Administration	15%	5	0.75
5. Production	0%	0	0
TOTAL			4.43

EQUIVALENT NUMERICAL

RATING:

4.43

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.43

ADJECTIVAL RATING:


Very Satisfactory

Prepared by:

Reviewed by:


SHEERWINA MAE GONZAGA BALOTITE


Name of Faculty


ROSARIO P. ABELA
Department Head

Recommending Approval:


ALELI A. VILLOCINO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

Personal development and welfare support	Trainings / Seminars / Conferences Attended:									
	❖ Approved or Conducted by DepED		0	2	4	4	5	4.33	Division Schools Press Conference, Regional Schools Press Conference	
	Other services									
	Average Rating							4.66		
Administrative functions & other special assignments	Special Assignments from Office of the Principal									
	❖ Performs registrar functions such as keeping and updating students forms, VSULHS Entrance Exam assisted, Attendance to meetings called by the principal, to improve the school site, committee assignments, & other special assignments	Guidance Facilitator	90% compliance	95% compliance	5	5	5	5	Conducted programs for Career Guidance, provided guidance services for students	
Average Rating								5		
Total Over-all Rating										

Average Rating (Total Over-all rating divided by 3)		4.81	Comments & Recommendations for Development Purpose: <i>She diligently accomplishes tasks assigned to her.</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.81	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated by:

Rabela
ROSARIO P. ABELA, Ed.D
 Dept/Unit Head

Recommending Approval:

AV
ALELI A. VILLOCINO, Ed.D.
 Deah/Director

Approved by:

BS
BEATRIZ S. BELONIAS, Ph.D
 Vice President

Date: _____

Date: _____

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: SHEERWINA MAE G. BALOTITE

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 English IV (Grade 10)	Deliver quality teaching for Grade 10 students in terms of improving their communication and language skills with the literature-integrated approach.	July 2018	May 2019	May 2019	Very impressive	Outstanding	
2	Revise course outline in English IV	A course outline that includes updated topics relevant to the subject.	July 2018	July 2018	July 2018	Impressive	Very Satisfactory	
3	Revise course syllabus in English IV	Develops an OBE syllabus	July 2018			Impressive	Very Satisfactory	
4	Create PowerPoint for English IV	PowerPoint presentation that is elaborative and comprehensive	July 2018	July 2018	July 2018	Impressive	Very Satisfactory	
5	Construct evaluation and assessment tools to rate students' performance	gather projects, and assignments, role-plays, oral recitation, reporting with rubrics to assess the students	July 2018-December 2018			Very impressive	Outstanding	
6	Submit reports and other requirements	Submit DTR, grade sheets	July 2018-December 2018			Very impressive	Outstanding	
7	Monitor and facilitate school-related activities	<ul style="list-style-type: none"> Students are being guided and facilitated 	July 2018-December 2018			Very impressive	Outstanding	

		<p>during their conduct of activities during Acquaintance party, Buwan ng Wika, Intramurals, Triangular Meet, City Meet, Career Guidance Day, English Month, Math and Science Month, Christmas Program</p> <ul style="list-style-type: none"> • Mentored the students during the Division and Regional Schools Press Conference 				
8	Department-Based Guidance Facilitator	<ul style="list-style-type: none"> • Monitoring students which concerns their performance in school • Make incidental/anecdotal record • Make references to the Guidance Counselor for students who need counseling. • Facilitated student-related activities • Conducted Career-Guidance Program. 	July 2018-December 2018	Very impressive	Outstanding	

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

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

Prepared by:

R. Abela
ROSARIO P. ABELA
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ms. Sheerwina Mae G. Balotite
Performance Rating: Very Satisfactory

Aim: To produce instructional materials on subjects handled.

Proposed Interventions to Improve Performance:

Date: June 2018

Target Date: July to December 2018

First Step:

To produce at least 1 IM/subject.

Result:

Carry out responsibilities as an instructor and use the IM's produced to facilitate
Students' learning.

Date: June 2018

Target Date: August 2018

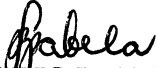
Next Step:

Attend seminars related to the field of specialization.

Outcome: Attended a seminar in Baguio on October 27 – 30, 2018 Communicative
Language Teaching (CLT) in the ASEAN classroom: Principles and Practices .

Final Step/Recommendation:

Prepared by:


ROSARIO P. ABELA, Ed.D.
Unit Head

Conforme:


SHEERWINA MAE A. GONZAGA, M.Ed.
Name of Ratee Faculty/Staff