

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HILDA A. PEDRERA


| Program Involvement (1) | Percentage Weight of Involvement | Numerical Rating (Rating x %) | Equivalent Numerical Rating |
|----------------------------------|----------------------------------------|----------------------------------|-----------------------------------|
| (1) | (2) | (3) | (2x3) |
| 1. Instruction | | | |
| a. Faculty | 25% | 5.00 | 1.25 |
| b. Students | 75% | 5.00 | 3.75 |
| TOTAL for Instruction | 90% | | 4.50 |
| 2. Research | 4.0% | 0.00 | 0.00 |
| 3. Extension | 4.0% | 2.00 | 0.08 |
| 4. Production | 1.0% | 5.00 | 0.05 |
| 5. Administration/Other Services | 1.0% | 5.00 | 0.05 |
| TOTAL | | | 4.680 |


EQUIVALENT NUMERICAL RATING: 4.680


Add: Additional Points, if any: _____


TOTAL NUMERICAL RATING: 4.680

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
HILDA A. PEDRERA
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"

I, **HILDA A. PEDRERA**, 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 **JULY-DECEMBER 2018**

HILDA A. PEDRERA

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 Filipino subjects (Fili 11, Fili 12, Fili 13 and Fili 002) | 18.00 | 36.10 | 5 | 5 | 5 | 5 | |
| | | Number of Instructional Materials Developed/Revised and Utilized | | | | | | | | | |
| | | * Revised IMs within the last 3 years | Author/Compiler | Revises IMs for Fili 11, Fili 12, Fili 13 and Fili 002 | 2 | 2 | 5 | 5 | 5 | 5 | Revised IMs for Fili 11, Fili 12, Fili 13 and Fili 002 |
| | | * Powerpoint presentations prepared | Author/Compiler | Prepares powerpoint presentations in Fili 11, Fili 12, Fili 13, and Fili 002 | 3 | 5 | 5 | 5 | 5 | 5 | Prepared powerpoint presentations in Fili 11, Fili 12, Fili 13, and Fili 002 |
| | | Student Advising and Consultation Services | | | | | | | | | |
| | | * Number of organizations advised | | | 1 | 1 | 5 | 5 | 5 | 5 | |
| | | * Number of hrs per week spent on student consultation | Consultation | Consultation with students | 3 | 6 | 5 | 5 | 5 | 5 | |
| | | | | SUB-TOTAL | | | | | | 25.00 | |
| MFO2 | Research | NONE | | | | | | | | | |
| | | | | SUB-TOTAL | | | | | | 0.00 | |

| | | | | | | | | | | | |
|------|------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|---|---|---|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MF04 | Extension | Number of trainings/seminars attended | Pambansang Kumperensiyang Pang-agham, Rainforestation Training, Gender Sensitivity Training and PRIME HR | Participant | 2 | 2 | 2 | 2 | 2 | 2.00 | Attended the Pambansang Kumperensiyang Pang-agham, Rainforestation Training, Gender Sensitivity Training and PRIME HR. |
| | | | | SUB-TOTAL | | | | | | 2.00 | |
| MF04 | Support to Students/ Production | Number of quizzes prepared and checked | | Prepares and checks quizzes in Fili 11, Fili 12, Fili 13, and Fili 002 | 15 | 20 | 5 | 5 | 5 | 5 | Prepared and checked quizzes in Fili 11, Fili 12, Fili 13, and Fili 002 |
| | | Number of midterm and final exams preapred and checked. | | Prepares and checks midterm and final exams in Fili 11, Fili 12, Fili 12, and Fili 002 | 6 | 6 | 5 | 5 | 5 | 5 | Prepared and checked midterm and final exams in Fili 11, Fili 12, Fili 13, and Fili 002 |
| | | Number of oral recitations graded/evaluated | | Evaluates oral recitations in Fili 11, Fili 12, Fili 13, and Fili 002 | 4 | 10 | 5 | 5 | 5 | 5 | Evaluated oral recitations in Fili 11, Fili 12, Fili 13, and Fili 002 |
| | | Number of midterm and final gradesheets submitted | | Submits midterm and final gradesheets in Fili 11, Fili 12, Fili 13, and Fili 002 | 6 | 6 | 5 | 5 | 5 | 5 | Submitted midterm and final gradesheets in Fili 11, Fili 12, Fili 13, and Fili 002 |
| | | | | SUB-TOTAL | | | | | | 20.00 | |
| MF05 | Other Services | Number of participation on the events/program in the dept, college, univ. and other offices | VSU Intramurals, DLABS Anniversary, Gender Sensitivity Training, Prime HR, Rainfo Training, Buwan ng Wika, English Month Celebration, 34th Regional SCUAA Games, and Pambansang Kumperensiyang Pang-agham | Chess Player (VSU Intramurals), Participant (DLABS Anniversary, Gender Sensitivity Training, Prime HR and Rainfo Training), Facilitator (Buwan ng Wika and English Month Celebration), Assistant Coach Chess Men and Women Varsity Team, and Participant (Pambansang Kumperensiyang Pang-agham) | 4 | 6 | 5 | 5 | 5 | 5 | Served as a Chess player during the VSU Intramurals, participated in the activities of DLABS Anniversary, Gender Sensitivity Training, Prime Hr and Rainfo Training, facilitated the Buwan ng Wika and English Month Celebration, served as an assistant coach in chess men and women varsity team during the 34th REGIONAL SCUAA 2018, and a participant in the Pambansang Kumperensiyang Pang-agham held in University of Santo |


| | | | | | | | | | | |
|--|-----------------------------|-------------------------------------------------------------|------------------|---|---|---|---|---|--------------|------------------------------------------------------------------------|
| | Number of committees served | DLABS Socio-Cultural Committee, and VSU Faculty Association | Member | 3 | 3 | 5 | 5 | 5 | 5 | Served the DLABS Socio-Cultural Committee, and VSU Faculty Association |
| | Number of meetings attended | DLABS Meetings, VSU Faculty Association Meetings | Participant | 3 | 9 | 5 | 5 | 5 | 5 | Attended meetings of the department and VSU Faculty Association |
| | | | SUB-TOTAL | | | | | | 15.00 | |

| | | |
|---------------------------------------------------------------------|--|-------------|
| Average Rating (Total Over-all rating divided by number of entries) | | 4.77 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.77 |
| ADJECTIVAL RATING | | Outstanding |


Comments & Recommendations for Development Purpose:

Excellence knows no limits. Hence, Ms. Pedraza should raise the bar for excellence since there is always a 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 FORMName of Employee: **HILDA A. PEDRERA**

| 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 four (4) courses subjects (Fili 11, Fili 12, Fili 13, and Fili 002) | Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation | July 2018 | December 2018 | December 2018 | Impressive | Outstanding | Improve performance with respect to students' comments on TPES. |
| 2 | Assist students through students consultation | Improved student performance | July 2018 | December 2018 | December 2018 | Impressive | Outstanding | Provide more interventions for the improvement of students |
| 3 | Prepares course syllabi updates in Fili 11, Fili 12, Fili 13, and Fili 002 | Approved course syllabi in Fili 11, Fili 12, Fili 13, and Fili 002 | July 2018 | August 2018 | August 2018 | Impressive | Outstanding | Follow OBE format as prescribed |
| 4 | Develop/Revise instructional manual in Fili 11, Fioi 12, Fili 13, and Fili 002 | Copy of teaching manual in Fili 11, Fili 12, Fili 13, and Fili 002 | July 2018 | December 2018 | December 2018 | Impressive | Outstanding | Follow the format prescribed by MMDC |
| 5 | Submission of midterm grades and final grades | Grades submitted to registrar | July 2018 | July 2018 | December 2018 | Impressive | Outstanding | Submitted the grades on time. |
| 6 | Participate in all activities conducted by the department, college and the university | Attendance, certificates if applicable | July 2018 | December 2018 | December 2018 | Impressive | Outstanding | Participates actively in all activities |
| 7 | Perform other functions assign by the Dean, and the university. | Attendance, certificates if applicable | July 2018 | December 2018 | December 2018 | Impressive | Outstanding | Assistant Coach in Chess Men and Women Varsity Team |

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

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

Prepared by:


GUIRALDO C. FERNANDEZ JR.
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Hilda A. Pedrera**

Performance Rating: **Outstanding**

Aim: To pursue graduate studies for the degree MA in Education major in Filipino Language Teaching, engage in research or extension projects and improve teaching strategies.

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

Date: January 2019

Target Date: End of second semester

First Step:

- a) Encouraged her to enroll for the second term in Cebu Normal University' MAEd Program.
- b) Required her to be involved on research or extension projects which the Department has started to work on.
- c) Advised her to simplify her discussions more in order for the students with different levels of intellectual abilities to comprehend.

Result:

She has finished 18 units of his MA's Academic requirements by the end of May 2019 and has enrolled in 12 more units which will be finished by the end of July 2019.

Date: July 2019

Target Date: One year from today

Next Step:

She was advised to finish her Master's Thesis by the end of May 2020 and employed more teaching strategies based on the evaluation of the students.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


HILDA A. PEDRERA
Faculty/Ratee