

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: ANNIE P. GRAVOSO


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%	3.00	0.12
3. Extension	4.0%	3.50	0.14
4. Production	1.0%	5.00	0.05
5. Administration/Other Services	1.0%	5.00	0.05
TOTAL			4.860


EQUIVALENT NUMERICAL RATING: 4.860


Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.860

ADJECTIVAL RATING: OUTSTANDING

Prepared by: 
ANNIE P. GRAVOSO
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

ANNIE P. GRAVOSO

Approved: GUIRALDO C. FERNANDEZ, JR.

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	
MFO:1	Advanced Education	Pl. 1 Full time Equivalent (FTE)	Teaching	Taught LTNG 300.2, LTNG 225, ENGL 232, LTNG 207	18.00	12.3	5	5	5	5.00	
MFO2	Higher Education	Full Time Equivalent	Teaching	Taught major undergraduat courses (EnGL 200.2, Engl 200.1, Engl 124, Engl 121, Engl 199, Elst 101		17.20	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New Course Handouts	Author	Engl 200, Elst 101, Engl 124, Engl 121, Engl 199, LTNG 207, LTNG 225, Engl 232	5	9	5	5	5	5.00	
		*Visual Aids prepared	Compiler	Video clips, films, cartolina, etc.	10	15	5	5	5	5.00	
		Student Advising and Consultation Services					5	5	5	5.00	
		* Number of organizations advised	Organization adviser	ABELS, TAU GAMMA PHI/SIGMA	1	2	5	5	5	5.00	
		*Number of thesis advised		Adviser of Graduate and Undergraduate thesis	3 grad; 8 undergrad	6 grad; 21 undergrad	5	5	5	5.00	
		*Number of thesis (as chair)		Chairman & Member	11	21 Chair; 8 Member	5	5	5	5.00	
		* Number of comprehensive exam attended/advised	Member		1	5	5	5	5	5.00	
		* Number of hrs per week spent on student consultation	Consultation		5	10	5	5	5	5.00	
				SUB-TOTAL						50.00	
MF03	Research	Number of Outputs Presented in Regional/ National/International Fora/Conferences		Paper Presenter	1	1	3	3	3	3.00	Hongkong Polytechnic University
				SUB-TOTAL						3.00	
MF04	Extension	Number of editions aired in DYDC	NOSTALGIA, aMusic and info/tips program	Production Assistant	10	18	5	5	5	5.00	

		Number of trainings/seminars attended		Participant	2	5	2	2	2	2.00	
				SUB-TOTAL			5	5	5	3.50	
MF05	Production/Support to Students	Number of orals, quizzes, assignments, seatworks			200	300	5	5	5	5.00	
		Number of periodic exams prepared and checked			18	20	5	5	5	5.00	
		Number of culmination program produced			5	7	5	5	5	5.00	
		Number of grade sheets prepared and submitted			7	11	5	5	5	5.00	
				SUB-TOTAL						20.00	
MF06	Other Services	Number of Committees served	Committee Member, Chair, Vice-Chair	Serves as University Curriculum Comm. Member, DLABS Curriculum Comm. Member, DLABS Academic Personnel Committee, Culture and Arts Committee, Marketing and Promotions Committee Member, Univ. Academic Council Member, Graduate School Council Secretary, Instructional Materials Dev. Committee and Publications Vice-Chair, Graduate School Council Member, Chair, AB-EL Program Major Courses Coordinator, Speech Courses Coordinator, CAS Curriculum Committee Member	7	8	5	5	5	5.00	
		Number of participation on the events/program in the dept, college, univ. and other offices		Head, committee member, coordinator, singer, dancer, participant, usherette, sponsor	2	5	5	5	5	5.00	
		* Number of courses coordinated	Coordinator	Coordinates major undergraduate and graduate courses	1	2	5	5	5	5.00	
				SUB-TOTAL						15.00	
Total Over-all Rating										91.50	

Average Rating (Total Over-all rating divided by 4)		4.58
Additional Points:		
Approved Additional points (with copy of		
FINAL RATING		4.58
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Keep doing!

[Signature]

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: _____

PERFORMANCE MONITORING FORM

Name of Employee: **ANNIE P. GRAVOSO**

For: July-December 2018

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.	Prepared course syllabi	-	-	-	-	Impressive	Outstanding	No comment
2.	Prepared handouts	-	-	-	-	Impressive	Outstanding	No comment
3.	Taught subjects assigned	-	-	-	-	Impressive	Outstanding	No comment
4.	Advised theses	-	-	-	-	Impressive	Outstanding	No comment
5.	Prepared other instructional materials	-	-	-	-	Impressive	Outstanding	No comment
6.	Advised student organizations	-	-	-	-	Impressive	Outstanding	No comment
7.	Participated in university, college and department activities	-	-	-	-	Impressive	Outstanding	No comment
8.	Served as an usherette during designated occasions	-	-	-	-	Impressive	Outstanding	No comment
9.	Attended conferences and seminar-workshops	-	-	-	-	Impressive	Outstanding	No comment
10.	Made paper for paper presentations	-	-	-	-	Impressive	Outstanding	No comment
11.	Active in community engagement	-	-	-	-	Impressive	Outstanding	No comment
12.	Performed other functions assigned by the head	-	-	-	-	Impressive	Outstanding	No comment
13.	Required student to submit videos in a flash drive	-	-	-	-	Impressive	Outstanding	No comment
14.	Required students to submit scrapbooks	-	-	-	-	Impressive	Outstanding	No comment
15.	Required students to perform tasks assigned	-	-	-	-	Impressive	Outstanding	No comment
16.	Write script for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
17.	Recorded editions for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
18.	Live broadcasting for Nostalgia (Radio Program)	-	-	-	-	Impressive	Outstanding	No comment
19.	Attended university, college, department activities	-	-	-	-	Impressive	Outstanding	No comment
20.	Sat as GAC chair (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
21.	San as GAC Member (Master's Comprehensive Exam)	-	-	-	-	Impressive	Outstanding	No comment
22.	Made student consultations	-	-	-	-	Impressive	Outstanding	No comment

23.	Coordinated AB-EL major subjects	-	-	-	-	Impressive	Outstanding	No comment
24.	Made proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
25.	Defended the proposal for the ABELS program	-	-	-	-	Impressive	Outstanding	No comment
26.	Passed midterm and final grades	-	-	-	-	Impressive	Outstanding	No comment
27.	Passed requirements for the ABELS Program	-	-	-	-	Impressive	Outstanding	No comment
28.	Helped the Department Head draft the letter for DLABS split	-	-	-	-	Impressive	Outstanding	No comment
29.	Served as a member of Department Academic Personnel Committee	-	-	-	-	Impressive	Outstanding	No comment
30.	Evaluated the applicants at DLABS	-	-	-	-	Impressive	Outstanding	No comment
31.	Submitted papers for international conference	-	-	-	-	Impressive	Outstanding	No comment
32.	Presented a paper for international conference (Hongkong Polytechnic University)	-	-	-	-	Impressive	Outstanding	No comment
33.	Attended meetings (University, College, Department, Committees)	-	-	-	-	Impressive	Outstanding	No comment
34.	Attended Accreditation programs	-	-	-	-	Impressive	Outstanding	No comment
35.	Produced culmination programs by courses (undergraduate & graduate)	-	-	-	-	Impressive	Outstanding	No comment
36.	Required students to submit shirt/blouses with subject-text print outs	-	-	-	-	Impressive	Outstanding	No comment

* 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: ANNIE P. GRAVOSO

Performance Rating: Outstanding

Aim: To be able to conduct a research(es) and present them in international conference/convention.

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

Date: December 2018

Target Date: August – December 2018

First Step:

- a) Encourage her to take time to conduct researches.

Result:

Date:

Target Date:

Next Step:


Outcome: In progress

Final Step/Recommendation: More encouragement.

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


ANNIE P. GRAVOSO
Name of Ratee/Faculty/Staff