

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: ANGELIE E. GENOTIVA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty (30%)	30%	4.89	1.47
b. Students (70%)	70%	5.00	3.50
TOTAL for Instruction	90%		4.47
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.795

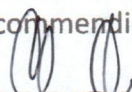
EQUIVALENT NUMERICAL RATING: 4.795

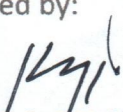
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.795

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
ANGELIE E. GENOTIVA  
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

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, ANGELIE E. GENOTIVA, 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 2019.

ANGELIE E. GENOTIVA

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>	
MF01	Higher Education	Full Time Equivalent	Teaching	Assigned in Social Science subjects	18.00	45.70	5	5	5	5.00	Handled ScSc 13n, ScSc 11n and UCSP 112 courses
		Number of Instructional Materials Developed/Revised and Utilized	Revising	OBE format Syllabus	1	3	5	5	4	4.67	Revised syllabus for Scsc 13n, ScSc 11n and UCSP 112 courses
		<b>Student Advising and Consultation Services</b>									
		* Number of hours / week spent on student consultation	Students' Consultation	Advising	3	4	5	5	5	5	Instructor of Department of Liberal Arts and Behavioral Sciences
				<b>SUB-TOTAL</b>						<b>14.67</b>	
MF02	Research	Number of Outputs Presented in Regional/National/International/Conferences	Raw manuscript	Paper Presenter	1	0	0	0	0	0.00	
				<b>SUB-TOTAL</b>						<b>0.00</b>	
MF04	Extension	Number of trainings/seminars attended	Lecture	Participant/Secretariat	1	2	5	5	5	5.00	42nd International Conference on the Anthropology of Food and Eating, Nov 7-9, 2019
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Support to Students/ Production	Number of quizzes prepared and checked	quizzes	production of quizzes	20	30	5	5	5	5.00	7 sections (3 sections for Scsc 11n, 2 sections for ScSc 13n and 2 sections for UCSP 112 )
		Number of midterm and final exams prepared and checked.	midterm and finals output	preparation of midterms and finals output instructions	7	7	5	5	5	5.00	7 sections (3 sections for Scsc 11n, 2 sections for ScSc 13n and 2 sections for UCSP 112 )



		Number of oral recitations graded/evaluated	oral recitation	evaluation of oral recitations	7	14	5	5	5	5.00	7 sections (3 sections for Scsc 11n, 2 sections for ScSc 13n and 2 sections for UCSP 112 )
		Number of midterm and final gradesheets submitted	midterm and final gradesheet	submission of gradesheets	14	14	5	5	5	5.00	7 sections (3 sections for Scsc 11n, 2 sections for ScSc 13n and 2 sections for UCSP 112 )
				SUB-TOTAL						20.00	
MF05	General Administration & Support Services	Number of participation on the events/program in the dept, college, university. and other offices		Participant	1	2	5	5	5	5.00	VSU Intramurals 2019
											DLABS Lecture Series 2019
		Number of committees served		Secretariat Committee	1	1	5	5	5	5.00	UGAT International Conference 2019
		Number of meetings attended		Attendee	5	8	5	5	5	5.00	Attended departmental meetings and Dorm Adviser's meeting with USSO
Total Over-all Rating				SUB-TOTAL						15.00	

Average Rating (Total Over-all rating divided by number of entries)		4.56
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.56
ADJECTIVAL RATING		OUTSTANDING

**Comments & Recommendations for Development Purpose:** Ms. Genotiva 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. She should also engage in research/extension; submit outputs for publication and present papers in conferences.

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 FORM

Name of Employee: **ANGELIE E. GENOTIVA**

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 three (3) courses (ScSc 11n, ScSc13n, and Ucult 112)	Will provide attendance sheets of assigned classes, midterm and final gradesheets per course, and achieve an outstanding result in students' performance evaluation	July 2019	December 2019	December 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	July 2019	December 2019	December 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	July 2019	December 2019	June 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	July 2019	December 2019	December 2019	Impressive	Outstanding	
5	Paper presentations in conferences	Certificate of appearance and certificate of participation	July 2019	December 2019	December 2019	Impressive	Outstanding	
6	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	July 2019	December 2019	December 2019	Impressive	Outstanding	
7	Perform other functions assigned by the department head	Certificate of the trainings and workshops	July 2019	December 2019	December 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: **Angelie E. Genotiva**

Performance Rating: **Very Satisfactory**

Aim: To pursue graduate studies for the degree MA in Political Science, 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: August 2018

Target Date: One year from today

First Step:

- a) Encouraged her to enroll for the second Trimester in the University of San Jose Recoletos' MA Political Science 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 is currently enrolled with 9 units of her MA's Academic requirements which will be finished by the end of October 2018 and will enroll for another 9 units that will end on January 2019.

Date: January 2019

Target Date: October 2019

Next Step:

She was advised to finish her Master's Thesis by the end of October 2019 and employ more teaching strategies based on the evaluation of the students


Outcome: She was able to finish and graduate with a degree of MA Political Science on October 2019.

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
ANGELIE E. GENOTIVA  
Faculty