

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Rating Period: July- December 2024

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%)		3.57 x 50% = 1.785	
b. Students (50%)		5.00 x 50% = 2.500	
TOTAL for Instruction	80%	4.29	3.428
2. Research			
a. Client/Director for Research			
b. Dept. Head/Center Director			
TOTAL for Research			
3. Extension			
a. Client/Director for Extension			
b. Dept. Head/Center Director	20%	3.33 x 20% = 0.666	0.666
TOTAL for Extension			
4. Production			
5. Administration/Other Services			
TOTAL	100%		4.09

EQUIVALENT NUMERICAL RATING: 4.09

Add: Additional Points, if any: N/A


TOTAL NUMERICAL RATING: **4.09**

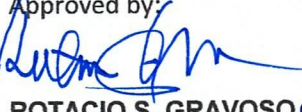
ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by: 
SEREGENA RUTH L. MARTINEZ
Name of Faculty

Reviewed by: 
MARIA VANESSA E. GABUNADA
Department Head

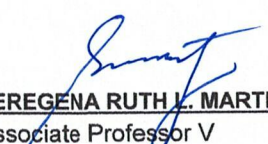
Recommending Approval:



GLENN G. PAJARES
Dean, CAS


Approved by: 
ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SEREGENA RUTH L. MARTINEZ, a faculty member of the DEPARTMENT OF ARTS, LANGUAGES AND LITERATURE commit 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 2024


SEREGENA RUTH L. MARTINEZ
 Associate Professor V
 Date: January 2025

Approved: 
MARIA VANESSA E. GABUNADA
 Department Head
 Date: 1-17-25


GLENN G. PAJARES
 College Dean
 Date: 1-17-25

FTE/sem

4.0
2.5

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles assigned subject (LTNG 212)	1	1	4	4	3	3.67	
	PI8: Number of graduate students advised *	A2. Number of students advised		None (Has just reinstated from sabbatical leave this school year)							
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman									
		AS GAC Member		Conducts comprehensive exams with MEd, Biology Majors	1	2	4	4	4	4.00	

		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	1	2	4	4	3	4.00	
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review		Prepares syllabus for the MAGDEV Program (LTNG212 & LTNG216)	1	2	4	4	3	3.67	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	4	4	3	3.67	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	4	4	3	3.67	
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor									
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	x	1 Group Chat for communication with students					
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	x	x					
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> Actual Faculty's FTE		Handles and teaches courses assigned (ELSt105, ELSt200.1, Comm11)	15 units	19 units	4	4	3	3.67	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	10	14	4	4	3	3.67	
		<u>A 11</u> . 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	0					
		<u>A12</u> . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1	2	4	4	3	3.67	
		<u>A13</u> . Number of long examinations administered and checked	exam preparation and checking	Administers and checks long examination for subjects taught	2	2	4	4	3	3.67	
		<u>A14</u> . Number of quizzes administered and checked		Prepares and checks quizzes for lecture	5	10	4	4	3	3.67	
		<u>A15</u> . Number of lab reports and term papers checked and graded			N/A						

[illegible]

	A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	1	1	4	3	3	3.33	
					Total:				3.57	
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 *		1	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		1	0					
	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								
		<i>In refereed int'l journals</i>		1	0					
		<i>In refereed nat'l/regional journals</i>		1	0					
	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 *								
		<i>In int'l fora/conferences</i>		N/A	N/A					
		<i>In nat'l/regional fora/conferences</i>		N/A	N/A					
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved								
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		0	0					
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer		0	0					
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	0	0					
		A 35. Other outputs implementing the new normal due to covid 19		0	0					

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			N/A	N/A				
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training			N/A	N/A				
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented			N/A	N/A				
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance			N/A	N/A				
	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	N/A	N/A				
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer			1	organized 2 outreach projects	4	3	3	3.33
	Consultancy	Consultant								
	Evaluator	Evaluator								

	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *			None	None					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *			None	None					
		A 43. Other outputs implementing the new normal due to covid 19			none	None					
						Total:			3.33		
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 4. Program and Institutional Accreditation Services				none	None					
	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 the QMS core processes of the university under ISO 9001:2015*			zero non-conformity	ro non-coformity					Zero % non-conformity
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation		100% compliant						100% compliant
		On program accreditations	Pilot Plant Manager			00 % compliant					
		On institutional accreditations	SSF Rootcrop facility incharge								
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services			Zero % complaint						Zero % non-conformity
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *			N/A	N/A					
		A 48. Other outputs implementing the new normal due to covid 19			N/A	N/A					
	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:


MARIA VANESSA E. GABUNADA

Department Head

Date: 1-17-25

Recommending Approval

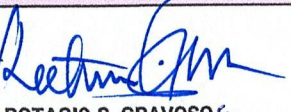

GLENN G. PAJARES

Dean, College of Arts and Sciences

Date: 1-17-25

Comments & Recommendations for Development
Purpose: Dr. Martinez is one of the senior faculty at the department. She is a commendable professor who delivers her functions superbly. As senior faculty, it is recommended that she published in Scopus/WoS/ACI indexed journal.

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING FORM

Name of Employee: SEREGENA RUTH L. MARTINEZ

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	Prepare a syllabus for LTNG216 & LTNG212 of the MAGDEV Program (for COPC)	Syllabi (LTNG216 & LTNG 212) for the MAGDEV Program COPC	Nov. 2024	Dec. 2024	Dec. 2024	Impressive		
2	Serve as thesis adviser for ABELS Majors	Advisees to present Thesis Outline for Defense	Start of the Sem	Before end of the semester	Dec. 2024	Impressive		
3	Serve as GAC Member for graduate students' (MEd) Comprehensive Exam	GAC Member for two graduate students' Comprehensive Exams	Start of the Sem	Before end of the semester	Dec. 2024. 23	Impressive		
4	Prepare course outline and loose copies of activity materials for graduate course handled	Course Outline for LTNG 212 and loose copies of activity materials	August 2024	First week of August 2024	3 rd week of August 2024	Impressive		
5	Prepare materials and activities for undergraduate course handled	PPT for Comm 11, ELSt 105 and enrichment activities	August 2024	First week of August 2024	December 2024	Impressive		
6	Participate in all activities conducted by the department, college, and the university	Attendance Sheet	August 2024	Dec. 2024	Dec. 2024	Impressive		
7	Perform other functions assigned by the department head	DALL's Literary Bulletin	August 2024	Dec. 2024	Dec. 2024	Impressive		
8	Conduct Community Outreach	Monterico Community Outreach	October 2024	Dec. 2024	Dec. 2024	Impressive		

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

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

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating:

Aim: To update syllabus for undergraduate subjects handled (ELPr 138)
To update syllabus for graduate subjects handled
To process an activity permit for community outreach projects for safety reasons

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

Date: August 2024

Target Date: December 2025

First Step:

- a) Encouraged her to organize community outreach projects in the neighboring barangays of the university, namely: Pangasugan, Guadalupe and Patag and Gabas
- b) Required her to update syllabus for graduate subjects handled.

Prepared by:



MARIA VANESSA E. GABUNADA
Department Head

Conforme:



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



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

Second Semester AY 2023-2024

Name of faculty: MARTINEZ, SEREGENA RUTH L.

Department: Dept. of Arts, Languages and Literature

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
Comm 11	PURPOSIVE COMMUNICATION	LEC	5.00	Outstanding	100.0%
ELPr 138	TECHNICAL WRITING IN THE PROFESSIONS	LEC	5.00	Outstanding	100.0%
LTNG216	TEACHING SPEECH COMMUNICATION	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: 11-06-2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: 11-11-2024

Received by:

MARTINEZ, SEREGENA RUTH L.

Name and Signature of Faculty

Date: _____

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

