

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

Name of Faculty Member:

JETT C. QUEBEC

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.87	1.46
b. Students	70%	4.67	3.27
TOTAL for Instruction	90%		4.26
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			4.582

EQUIVALENT NUMERICAL RATING: 4.582


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.582

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


JETT C. QUEBEC
Name of Faculty

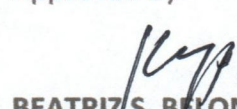
Reviewed by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:

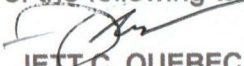

CANDELARIO L. CALIBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction


INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, JETT C. QUEBEC, 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 **APRIL-DECEMBER, 2019.**


JETT C. QUEBEC

Ratee

Approved:


GUINALDO C. FERNANDEZ, JR.

Head of Unit

MFO No.	of MFO & PAPs	Success/Performance Indicators	Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Instruction	18	15.9	4.7	4.67	4.67	4.67	Some subjects are requested subjects hence there are less students enrolled.
		Number of Instructional Materials Developed/Revised and Utilized									
		* Revised course syllabus within the last 3 years	Author/Compiler	Revision	1	1	5	5	4	4.67	Semantics
		* Powerpoint presentations prepared	Author/Compiler	Author	10	15	5	5	5	5.00	
		Student Advising and Consultation Services									
		* Number of students advised	Advising	Adviser	1	2	5	5	5	5.00	Undergrad Thesis
		* Number of hrs per week spent on student consultation	Consultation		3	5	5	5	5	5.00	
				SUB-TOTAL						24.34	
MF02	Research	None								0.00	
				SUB-TOTAL							
MF04	Extension	Number of trainings/seminars attended	International	Participant	1	1	5	5	5	5.00	Ugat International Conference
				SUB-TOTAL						5.00	
MF04	Support to Students/ Production	Number of quizzes prepared and checked			15	20	5	5	5	5.00	Semantics, Advanced Grammar, Argumentation and Debate, Essay Writing, Language and Culture, Literature of the Philippines Graduate Seminar
		Number of midterm and final exams prepared and checked.			6	12	5	5	5	5.00	
		Number of oral recitations graded/evaluated			10	15	5	5	5	5.00	
		Number of midterm and final gradesheets submitted			6	12	5	5	5	5.00	
				SUB-TOTAL						20.00	
MF05	General Admin & Support	Number of participation on the events/program in the dept, college, univ. and other offices			2	7	5	5	5	5.00	Debate Expo 1, Debate Expo 2, Literary Walk, Speech Choir, Speech Bonanza, Video Making

	Services										Contest, Intrams (darts)
		Number of committees served		Head, Member	1	4	5	5	5	5.00	Head Language Section, DPC, Sports Comm, Curriculum
		Number of meetings attended			2	10	5	5	5	5.00	Department meetings, DPC
				SUB-TOTAL						15.00	
	Over-all Rating									64.34	

Average Rating (Total Over-all rating divided by number of entries)		4.60
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.60
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose: Dr. Quebec serves the department well doing what is expected of him as a faculty member of DLABS. Yet, he should always keep in his mind that there is always room for improvement. He 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

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **JETT C. QUEBEC**

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 six (6) courses	Will provide attendance sheets of assigned classes, midterm and final grade sheets per course, and achieve an outstanding result in students' performance evaluation	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
2	Assist students' concerns through students consultation	Will improve students' performance	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
3	Class preparation	Will prepare visual aids, quizzes, and activities	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
4	Submission of midterm grades and final grades	Grades will be submitted to the university registrar	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
5	Publish written essays	Published manuscript will be submitted to the department secretary	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
6	Paper presentations in conferences	Certificate of appearance and certificate of participation	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
7	Participate in all activities conducted by the department, college and the university	Attendance sheet; will present certificates if possible	Aug 2019	Nov 2019	Nov 2019	Impressive	Outstanding	
8	Perform other functions assigned by the department head	Certificate of the trainings and workshops	Aug 2019	Nov 2018	Nov 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: JETT C. QUEBEC

Performance Rating: Outstanding

Aim: To publish an article or book

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

Date: January 2020

Target Date: October 2020

First Step:

.Revise dissertation to a publishable article.

Outcome:

Publishable article

Date: January , 2020

Target Date: November 2020

Next Step:

Publish article in a reputable journal.

Result:

Publication

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.

Department Head

Conforme:


JETT C. QUEBEC

Name of Ratee/Faculty/Staff