

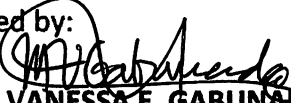
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: MA. VANESSA E. GABUNADA


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%	2.00	0.08
4. Production	1.0%	5.00	0.05
5. Administration/Other Services	1.0%	5.00	0.05
TOTAL			4.800


EQUIVALENT NUMERICAL RATING: 4.800  
Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.800

ADJECTIVAL RATING: OUTSTANDING

Prepared by:   
MA. VANESSA E. GABUNADA  
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"

## INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, MARIA VANESSA E. GABUNADA, 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**.

  
MARIA VANESSA E. GABUNADA

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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO2	Higher Education	FTE									
		Higher Education	Teaching	Teaches AB ENGLISH Major Subjects (Engl 125, Engl 112, Engl 116) and one Core Course (Comm 11)	18.00	14.90	5	5	5	5.00	
		<b>Number of Instructional Materials Developed/Revised and Utilized</b>									
		* Revised IMs within the last 3 years	Author/Compiler	Revises IMs and Syllabus in AB Engl 125, Engl 112, Engl 116 and Comm 11	2	4	5	5	5	5.00	
		* Approved Manuscript submitted within the prescribed period / Student Thesis Advised	Author/Compiler	Undergraduate Student Thesis Adviser	2	2	5	5	5	5	
		* Number of visual aids/powerpoint presentations prepared	Author/Compiler	Prepares powerpoint in AB Engl 125, Engl 112, Engl 116 and Comm 11	6	10	5	5	5	5.00	
		<b>Student Advising and Consultation Services</b>									
		* Number of hrs per week spent on student consultation			3	3	5	5	5	5	
						Sub-total				25.0	
MF03	Research	Number of Outputs Presented in Regional/National/International Forum/Conferences	Conference	Paper Presenter	1	2	3	3	3	3.00	1. Trends, Issues, and Conditions in the Publication Process of Cebuano Literature Translation Projects (NRCASH-October) 2. Language and Power in The Translation of Cebuano Literature (ICLALIS-November)
						Sub-total				3.00	

MF04	Extension	Number of trainings/seminars attended	Training	Participant	2	2	2	2	2	2.00	1. PRIME HR Seminar (August 2019), 2. PRIME HR Final Reminder (September 2019)
						Sub-total				2.00	
MF05	Production/Support to Students	Number of quizzes prepared and checked		Prepares and checks quizzes in Engl 125, Engl 112, Engl 116 and Comm 11	10	20	5	5	5	5.00	
		Number of midterm and final exams prepared and checked.		Prepares and checks major exams in Engl 125, Engl 112, Engl 116 and Comm 11	8	16	5	5	5	5.00	
		Number of oral recitations graded/evaluated		Grades and evaluates recitations in Engl 125, Engl 112, Engl 116 and Comm 11 class discussions	10	20	5	5	5	5.00	
						Sub-total				15.00	
MF06	Other Services	Number of participation in the events/program of the dept./college/university and other offices		Participates in events/programs of the dept/college/university and other offices	1	2	5	5	5	5.00	1. DLABS Team Building (September, 2019), 2. English Month Culmination (November, 2019)
		Number of committees served			1	1	5	5	5	5.00	Member, English Curriculum Committee
		Number of meetings attended		Attends department and committee meetings	2	4	5	5	5	5.00	
						Sub-total				15.00	
Total Over-all Rating											

Average Rating (Total Over-all rating divided by no. of entries)		4.62
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.62
ADJECTIVAL RATING		Outstanding

#### Comments & Recommendations for Development

Purpose:

Congrats Pr. Gabuñada.  
Keep up to good work. Yet,  
there is always space 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: \_\_\_\_\_

# PERFORMANCE MONITORING FORM

Name of Employee: **MARIA VANESSA E. GABUNADA**

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 3 major subjects of AB English Language (Engl 125: 2 classes, Engl 116, Engl 112) and 1 minor class (Comm 11)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2018	December 2018	December 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES
2.	Prepares/revises course syllabi	Approved course syllabi in Engl 125, Engl 116, and Engl 112	August 2018	August 2018	August 2018	Impressive	Outstanding	Follow OBE format as prescribed
3.	Advises AB English graduating students	Gave directions and comments for revisions of thesis	August 2018	December 2018	December 2018	Impressive	Outstanding	
3.	Submission of midterm grades and final grades	Grades submitted to registrar	August 2018	December 2018	December 2018	Impressive	Outstanding	
4.	Paper presentation in a national and international conference	Certificate of appearance, certificate of attendance and certificate of participation	October and November 2018	October and November 2018	October and November 2018	Impressive	Outstanding	
5.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2018	December 2018	December 2018	Impressive	Outstanding	Participates actively in all activities

\* 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: Maria Vanessa E. Gabunada

Performance Rating: Outstanding

Aim: To publish in a ISI/SCOPUS/CHED IJP Journals; Conduct Research; Write textbook in RIPH, and Initiate Extension Programs

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

Date: January 2019

Target Date: One year from today

First Step:

- a) Encouraged her to polish journal articles for publication
- b) Reminded her to compile materials and write the textbook in RIPH
- c) Advised her to write research proposal in English Language/Literature
- d) Encouraged her to join extension programs

Result:

She has received letter of acceptance for publication in an ISI journal and her article will be published on Kritika Kultura February 2019 Issue.

Date: January 2019

Target Date: End of second semester

Next Step:

She is in the process of writing research proposal and textbook in RIPH.

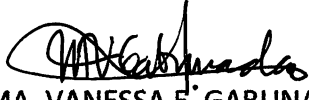
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
MA. VANESSA E. GABUNADA  
Faculty/Employee