

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LIJUERAJ J. CUADRA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87x50%= 2.43	
b. Students (50%)		5.00x50% = 2.50	
Total for Instruction	20%	4.93	✓ 0.986
2. Research	20%	4.33	✓ 0.866
3. Extension			
4. Administration	60%	4.67	2.80
5. Production			
TOTAL			✓ 4.65

EQUIVALENT NUMERICAL RATING:

✓ 4.65

Add: Additional Points, if any:

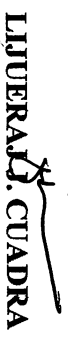
TOTAL NUMERICAL RATING:

✓ 4.65

ADJECTIVAL RATING:

Outstanding

Prepared by:


LIJUERAS S. CUADRA

Name of Faculty

Reviewed by:


LIJUERAS S. CUADRA
Department Head

Recommending Approval:


ALEJI A. VILLOCINO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LIJUELA J. CUADRA**, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2018.


LIJUELA J. CUADRA
Head

Approved: 
ALELI L. VILLOCINO
Dean

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education	FTE	<ul style="list-style-type: none"> Teach undergraduate courses 	4.0	1.05	5	5	4	4.67	PrEd154
	Number of New Programs Revised/Proposed	<ul style="list-style-type: none"> Supervise the crafting of new program 	1.0	1.00	5	5	5	5.00	BECED
		<ul style="list-style-type: none"> Supervise the crafting of new major fields under the BSED program 	2.0	2.00	5	5	5	5.00	English and Social Studies
		<ul style="list-style-type: none"> Supervise the revisions of programs based on new CMOs 	2.0	2.00	5	5	5	5.00	BEED and BSED
		<ul style="list-style-type: none"> Supervise the revisions of major fields under the BSED programs 	3.0	3.00	5	5	5	5.00	Filipino, Math and Science
		<ul style="list-style-type: none"> Supervise the preparations of the programs for RQAT 	3.0	3.00	5	5	5	5.00	BEED, BECED and BSED
Advanced Education	FTE	<ul style="list-style-type: none"> Teach graduate courses 	2.0	1.50	5	5	4	4.67	AgEd 212, AgEd214
	Number of graduates within prescribed period								
	<ul style="list-style-type: none"> PhD 	<ul style="list-style-type: none"> Serve as GAC 	1.0	2.00	5	5	4	4.67	Dadios, Gapasin
	<ul style="list-style-type: none"> MS 	<ul style="list-style-type: none"> Serve as GAC 	1.0	3.00	5	5	4	4.67	Domingo, Garrido, Santianes
	<ul style="list-style-type: none"> MEd 	<ul style="list-style-type: none"> Serve as GAC 	3.0	9.00	5	5	5	5.00	Cabana, Felicia, Galenzoga, Dena, Galenzoga, Faith, Garcia, Montuya, Pigte, Sanico, Son
	Total for Instruction				5.0	5.0	4.6	4.87	

Research Services	Number of researches reviewed and endorsed	Review and endorse research proposal for funding	1	1	4	4	5	4.33	Dr. Aure's research proposal
	Total of Research				4	4	5	4.33	
Administrative Support Services	<ul style="list-style-type: none"> Percentage of minutes and reports submitted on time 	Prepare and submit minutes and reports on time	90%	95%	5	5	4	4.67	
	<ul style="list-style-type: none"> Percentage of actual faculty workload prepared 	Prepare and submit faculty workload on time	90%	95%	5	5	4	4.67	
	<ul style="list-style-type: none"> Percentage of participation in university, college and department committee and council meetings 	Participate in university, college and department committee and council meetings	90%	100%	5	5	4	4.67	
	<ul style="list-style-type: none"> Percentage of documents prepared/signed/endorsed /approved within the day 	Prepare/sign/endorse and approve documents within the day	90%	100%	5	5	4	4.67	
	<ul style="list-style-type: none"> Percentage of reports/communication/recommendations/minutes of meetings, etc prepared and submitted on time 	Prepare and submitted reports/communications/recommendations/minutes of meetings, etc on time	90%	95%	5	5	4	4.67	
	<ul style="list-style-type: none"> Percentage of students advised/served within the day 	Advice and serve students within the day	90%	100%	5	5	4	4.67	
	<ul style="list-style-type: none"> Number of faculty workload prepared and endorsed 	Prepare and endorse faculty workload	14	19	5	5	4	4.67	
	<ul style="list-style-type: none"> Number of faculty coached 	Conduct Coaching sessions to some faculty members	1	2	5	5	4	4.67	Compendio and Morantte

	Total for Administrative Support Services				5	5	4	4.67	
Total Over-all Rating								4.62	

Average Rating (Total Over-all rating divided by 4)		4.62
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.62
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

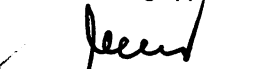
Evaluated & Rated by:


LIJUERAL J. CUADRA
Department Head

Date: _____

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Recommending Approval:


ALELI A. VILLOCINO
Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: LIJUERAJ J. CUADRA


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 undergraduate and graduate courses	5 FTE	1 st week of Jan. 2018	Before end of sem	June 2018	Very Impressive	Outstanding (per Teaching Performance Evaluation)	2.55 FTE
2	Supervise the crafting of new CMOs	3 new programs	1 st week of Jan. 2018	Before end of the sem	May 2018	Impressive`	VS	Supervised the Crafting 3 new programs
3	Supervise the preparations of the new programs for RQAT	3 new programs to be assessed by RQAT`	Jan 2018	Before end of the sem	July 2018	Very Impressive	VS	Supervised the preparations of 3 programs
4	Serve as GAC member to graduate students	5 graduating students	Jan 2018	Before end of the sem	June 2018	Very Impressive	VS	15 graduating students served
5	Review and endorse research proposal for funding	1 research proposal	Jan 2018	Before end of the sem	May 2018	Impressive	VS	Reviewed and endorsed 1

								research proposal
4	Plans, implements programs and activities and attends meetings as DTE Head	80% compliance	Jan 2018	Before end of the sem	May 2018	Needs improvement	S	95% complied

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

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

Prepared by:


LIJUERAS J. CUADRA
Head, DTE

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lijueraj J. Cuadra
Performance Rating: 4.71

Aim: To produce study guides in AgEd212 and AgEd 214.
To publish research output.

Proposed Interventions to Improve Performance:

Date: March 2018 Target Date: May 2018

First Step:

Apply for sabbatical leave

Result:

Sabbatical leave was approved by APB and UADCO

1000000

REVENUE BOARD OF THE DISTRICT OF COLUMBIA

Revenue Board of the District of Columbia
Office of the Director of Finance

For the year ending June 30, 1964

Revenue Board of the District of Columbia

Revenue Board of the District of Columbia

Revenue Board of the District of Columbia

Revenue Board of the District of Columbia

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Revenue Board of the District of Columbia

Date: June 2018

Target Date: August 2018

Next Step:


Sabbatical leave was endorsed to BOR for approval

Outcome: BOR approval

Final Step/Recommendation:

Sabbatical leave to start August 2018 to July 2019

Prepared by:


LIJUERAJ CUADRA
Head, DTE

Conforme:


LIJUERAJ CUADRA
Name of Ratee Faculty/Staff