

Exhibit "K"

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FRANCE ALLAN M. CAVITE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/ Dean (50%)		4.69 x 50%= 2.345	
Students (50%)		4.3 x 50% = 2.15	
Total for Instruction	60%	4.49	2.69
Research	20%	4.66	.932
Extension	20%	4.5	.9
TOTAL			4.52

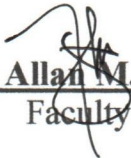
EQUIVALENT NUMERICAL RATING: 4.52

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.52


ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by: Reviewed by:

  
France Allan M. Cavite  
Faculty

  
JESUSA M. MAGNO  
College Dean

Recommending Approval:

  
JESUSA M. MAGNO  
College Dean

Approved:

  
BEATRIZ S. BELONIAS  
Vice President, Instruction

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I FRANCE ALLAN M. CAVITE, of the COLLEGE OF NURSING commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period JULY to DECEMBER, 2019

FRANCE ALLAN M. CAVITE

Ratee

Approved:

JESUSA M. MAGNO

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO I INSTRUCTION Prepares Lectures and Plans Academic activities of students	Full Time Equivalent (FTE)	Teaches: 1st semester, AY 2019-20 Zool138 and 138a (lec and lab) NuCM 105 (lec and lab) NuCM 106 NuCM 107r	4	36.625	4.8	4.8	4.8	4.8	
	Number of New Instructional Materials Developed:  • Handouts • Slides (presentation) • Syllabus	Executive Committee Member Academic and Non-Academic Personnel Committee Member IM Development Committee Member Curriculum Committee Member  Zool138 and 138a (lec and lab) NuCM 105 (lec and lab) NuCM 106 NuCM 107r	4 4 3 1		4.6 4.7 4.7 4.7	4.6 4.7 4.6 4.7	4.6 4.7 4.6 4.7	4.6 4.7 4.63 4.7	
Student Research and Field Practice Advising	No. of student research and Field practice Advising • No. of Case Study • No. of Student Research	Adviser	1	1	4.7	4.7	4.7	4.7	

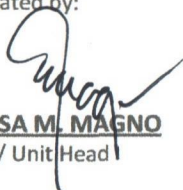
MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Student Advising and Consultation Services	<ul style="list-style-type: none"> <li>No. of Hours spent on consultation</li> <li>No. of Student related activities assisted</li> <li>Class Adviser level I</li> <li>CN-SSC ADVISER</li> </ul>		100	110	4.8	4.7	4.7	4.73	
			1	1	4.8	4.8	4.8	4.8	
			1	1	4.8	4.7	4.7	4.73	
			1	1	4.8	4.7	4.7	4.73	
MFO II. Extension Services	<b>Number of Extension Programs/ Projects Conducted within the prescribed period</b> <ul style="list-style-type: none"> <li>Number of person-days trained</li> <li>Number of IEC materials/ techno guides developed/ approved/ used</li> <li>Number of beneficiaries served: Groups Individuals</li> <li>Number of trainings conducted</li> <li>Number of extension projects conducted and completed within prescribed period</li> </ul>	Component member: CATCH	20	89	4.5	4.5	4.5		
		Component member: FAST	15	25	4.8	4.7	4.7		
		Component member: HELP	50	111	4.5	4.5	4.5		
MFO III. Research Services	Number of Research proposals submitted by the Faculty and approved by the College Research Coordinator	EVHRDC Proposal	1	1	4.7	4.5	4.5	4.56	
Total Over-all Rating					4.7	4.65	4.64	4.66	4.66

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.66
ADJECTIVAL RATING		VERY SATISFACTORY

Comments & Recommendations for Development Purpose:

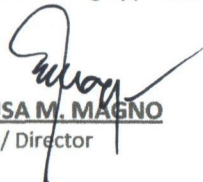
1. With marked contributions to the achievement of the college targets for 2019
2. Keep up the good work.

Evaluated by:

  
**JESUSA M. MAGNO**  
 Dept./ Unit Head

Date: \_\_\_\_\_

Recommending Approval:

  
**JESUSA M. MAGNO**  
 Dean/ Director

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ BELONIAS**  
 Vice President

Date: \_\_\_\_\_

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



Exhibit “G”

	1 <sup>st</sup>	Q u a r t e r
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
Oct. 2019	4 <sup>th</sup>	

Name of Office: **COLLEGE OF NURSING**

Head of Office: Jesusa M. Magno

Name of Personnel: **CAVITE, FRANCE ALLAN M.**

Activity Monitoring	Mechanism			Remarks	Conforme
Monitoring	Meeting		Memo	Others (Pls specify)	
	One-on One	Group			
<b>Counselling</b>	a. Conduct the university approved research proposals.  b. Allow frequent student-teacher interaction in the classroom.  c. Reminded to collect & compute early the RLE grades and make summary of extension duties.  d. Reminded to help in the preparation for the forthcoming ISO certification of the university.			The faculty agreed to perform/conduct and address concerns discussed.  With updated record/grade sheets. Noted to have updated/Revised course syllabi  Commendable performance.  Helped in the achievement of the college 2019 targets.	<b><u>Cavite, France Allan M.</u></b>  Faculty

Conducted by:

**JESUSA M. MAGNO**  
Dean, College of Nursing

Noted by:

**BEATRIZ S. BELONIAS**  
VP, Instruction

EXHIBIT “I”

PERFORMANCE MONITORING FORM

Name of Employee: FRANCE ALLAN M. CAVITE  
For the month: JULY-DECEMBER 2019


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output	Over-all assignment of output	Remarks/ Recommendation
1	A. Instruction							
	1. Class preparation	Prepared lesson plans and other teaching approaches like simulations, demo, return demo, power points & others	June 2019	Within the semester accomplishment	Within the given semester	Impressive	Very satisfactory	
	2. Preparing quizzes/ exams	Appropriate set of exams/TOS	Given per semester	2-3 days before unit/term tests	Within the given semester	Impressive	Very satisfactory	
	3. Reading/checking student exams/outputs/projects/lab reports	Raw scores/ ratings	Given per semester	2-3 days after the quizzes/unit/term tests	Within the given semester	Impressive	Very satisfactory	
	4. Computing/preparing grades	Excel prepared grades Entry into the teacher's portal	Given per semester	1 week after the approved schedule of unit & term tests	Within the given semester	Impressive	Very satisfactory	
	5. Student consultation	Record of consultations	Given per semester	Per semester accomplishment	Within the given semester	Impressive	Very satisfactory	
	6. Supervising/reading/correcting students in research/case studies/CHN output	Approved proposal, manuscript, tool. Final output, hardbound copy following defense	Given per semester	1-2 weeks before the end of the semester	2 weeks before the end of the semester	Impressive	Very satisfactory	
	7. Supervising students in the clinical area	Nursing care plan utilizing the nursing process, enhanced KSA measured in PRS	Within the given semester	Every after a weekly clinical rotation	As reflected in the clinical rotation plan	Impressive	Very satisfactory	
	8. Prepare/Revise course syllabi of subjects assigned	Final copy of the OBE-based course syllabi/ course outline	July and Dec. in a given school year	July and Dec. in a given school year	Within the given semester	Impressive	Very satisfactory	



2	<b>B. Research</b>							
	1. Conceptualizing/writing research proposal	Approved research proposal	AY 2018-2019	Jan-Dec 2019	On-going			Death of Faculty members and increased IFW.
	2. Implementation of approved research							On-going
3	<b>C. Extension</b>							
	1. Implementation of approved extension project	Planned activities, number of trainees, written reports, pictures of the undertaking, certificates	Within the SY	2016-2021	Quarterly implementation	Impressive	Very satisfactory	
	2. Documenting extension process	Approved appointment, written reports	Within the year	Within the year	Within the year	Impressive	Very satisfactory	
	3. Negotiating with stakeholders	Approved communication	Within the year	Quarterly meeting	Quarterly meeting with stakeholders	Impressive	Very satisfactory	
	4. Preparing reports for in-house reviews, RDE, symposiums)	Record of activities conducted in the community, evaluation reports	Within the year	Written reports/ other documents	Quarterly basis	NI	Satisfactory	Death of Faculty members and increased IFW. Employment status of other faculty members
	5. Visiting /working with collaborators	Approved communication letters/schedule/attendance	Quarterly meeting	Within the year	Every quarter	Impressive	Satisfactory	
	6. Responding to official communications(letters/emails/etc)	Approved communication letters, record of activity conducted	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory	
	7. Serving as resource person in workshops/trainings, etc.	Lecture output, evaluation, attendance, pictures/certificate	Per invitation	Within the AY	Within the AY	Impressive	Satisfactory	
4	<b>Other Responsibilities</b>							
	1. Committee membership	Attendance, record or document of events conducted	Within the AY	Within the AY	After each AY	Impressive	Satisfactory	
	2. Attendance in dept. meetings/committees	Feedback report, attendance	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory	

	3. Attendance in trainings/ workshops/ conferences/ conventions	Travel report, attendance, certificates	Within the AY	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory	
	4. RLE Coordinator	Final output of RLE schedule. Prepare activities for skills laboratory and RLE. Process MOA, prepare and send communications to affiliated hospitals. Collate and submit RLE grades. Consolidate RLE extension.	Within the AY	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory	

Prepared by:



JESUSA M. MAGNO

Dean, College of Nursing



**Exhibit "L"**

Name of Employee: CAVITE, FRANCE ALLAN M.  
Performance Rating: 4.52

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in the areas of Instruction, Research and Extension based from TPES and IPCR results.

The abovementioned faculty has commendable performance as the college accomplished the targets set for 2019.

**Aim:**

Attendance to seminars/training/workshop in nursing for personal and professional growth and development.

Date: July 2019

Target Date: Dec. 2019

**First Step:**

One-on-one meeting.


Include in the discussion during faculty meeting.

**Recommendations:**

Visit websites of various related organizations for schedule of updates.

Confirm attendance once letter of invitation is received.

Prepared by:

  
**JESUSA M. MAGNO**  
Dean, College of Nursing

Conforme:

  
**CAVITE, FRANCE ALLAN M.**  
Faculty