

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

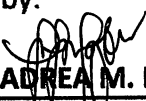
Name of Faculty Member: PAULA NADREA M. PAQUIBULAN


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%	4.00	0.16
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			4.840

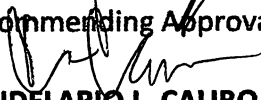
EQUIVALENT NUMERICAL RATING: 4.840


Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.840

ADJECTIVAL RATING: OUTSTANDING
i

Prepared by:

PAULA NADREA M. PAQUIBULAN
Name of Faculty

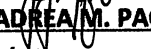
Reviewed by:

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 REPORT

I, PAUL A NADREA MORALES-PAQUIBULAN. 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.


PAULA NADREA M. PAQUIBULAN
Ratee

Approved: 
GUIRARDO C. FERNANDEZ, JR.
Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Acco	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Engl 137, Comm 11, ELSt 101, Engl 200	18.00	18.10	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler	Author/Compiler	1	3	5	5	5	5	
		* Revised IMs within the last 3 years	Author/Compiler	Author/Compiler	1	6	5	5	5	5	
		* Powerpoint presentations prepared	Author/Compiler	Comm11, Engl 137, ELST 101	2	25	5	5	5	5	
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period /Number of Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	1	2	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	5	5	5	5	5	
		* Number of students advised	Academic Advising		10	21	5	5	5	5	
		* Number of student-related activities assisted	English Month Celebration	Assisted and Performed during the English Month Culmination	1	1	5	5	5	5	
				SUB-TOTAL						45.00	
MF02	Research	Number of Outputs Presented in Regional/National/International Fora/Conferences	International Conference	Paper Presenter	1	1	3	3	5	3.00	ICLALIS 2018, Malaysia
		* Published book	Co-Author	Purposive Communication	1	1	5	5	5	5	
				SUB-TOTAL						8.00	

MF03	Extension	Number of seminars/trainings attended		Participant	1	2	2	2	2	2	University Wide Seminar
				SUB-TOTAL						2.00	
MF04	Support to Students/ Production	Number of midterm and final exams prepared and checked.	Author	Comm11, Engl 137, ELST 101	6	8	5	5	5	5	
		Number of oral recitations graded/evaluated		Comm11, Engl 137, ELST 101	25	30	5	5	5	5	
		Number of quizzes, activities, assignments prepared and checked	Author	Comm11, Engl 137, ELST 101	85	90	5	5	5	5	
		Number of periodic exams prepared and checked	Author	Comm11, Engl 137, ELST 101	6	8	5	5	5	5	
		Number of gradesheets submitted		Comm11, Engl 137, ELST 101	4	7	5	5	5	5	
				SUB-TOTAL						25.00	
MF05	Other Services	Number of participation on the events/program in the dept, college, univ. and other offices	Department's Anniversary, English Month Celebration, and Christmas Party, Sports Intramurals	Participant/ Performer	2	4	5	5	5	5.00	Department's Anniversary, English Month Celebration, and Christmas Party, Sports Intramurals
		Number of meetings attended	Meetings		2	8	5	5	5	5.00	
				SUB-TOTAL						10.00	

Average Rating (Total Over-all rating divided by no. of entries)		4.74
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

Though Ms. Pecquibulan rated outstanding, she has to maintain her performance quality.

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: **PAULA NADREA MORALES-PAQUIBULAN**

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 four (4) major courses of AB English Language: Litr. 137, Engl. 136, and Engl. 118 (2 classes)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	July 2018	December 2018	June 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Prepare course syllabi updates	Approved course syllabi in Litr. 137, Engl. 136, and Engl. 118	June 2018	July 2018	July 2018	Impressive	Outstanding	Follow OBE format as prescribed
3.	Prepare Instructional Materials	Developed and utilized IMs in class	July 2018	December 2018	December 2018	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	July 2018	December 2018	December 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
5.	Submit midterm grades and final grades	Grades submitted to registrar	July 2018	December 2018	December 2018	Impressive	Outstanding	Met the deadlines for the submission of grades
6.	Handle thesis advising/ student research	Approved manuscript submitted within the prescribed period	July 2018	December 2018	December 2018	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	July 2018	December 2018	December 2018	Impressive	Outstanding	Participates actively in all activities
8.	Attend and participate in National and Local seminars, conferences, and conventions.	Attendance, certificates if applicable	July 2018	December 2018	December 2018	Impressive	Outstanding	

* 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: Paula Nadrea Morales-Paquibulan

Performance Rating: Outstanding

Aim: To finish her thesis for the degree Master of Arts in Education major in Language and Literacy Education; Reinstate and resume teaching in the second semester of S.Y 2017-2018

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

Date: July 2018

Target Date: One year from today

First Step:

- a) Encouraged her to finish her Master's degree
- b) Required her to reinstate and resume teaching after the one semester extension of her study leave.

Result:

She has reinstated and resumed teaching while writing her Master's thesis.

Date: December 2018

Target Date: End of first semester

Next Step:

She was advised to participate in conferences and training as presenter/resource speaker as well as encouraged her to pursue a doctor's degree in line with her field.

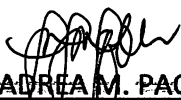
Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


PAULA NADREA M. PAQUIBULAN
Faculty/Ratee