

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

RECEIVED  
08-570 1849  
14 DEC 2023

Name of Faculty Member: NICOLE CHELSEA MANGUIAT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
c. Head/Dean (50%)		4.90x50%= 2.45	
d. Students (50%)		4.25x50%= 2.13	
Total for Instruction	100%	4.48	4.48
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production			
TOTAL	100%		4.48

EQUIVALENT NUMERICAL RATING: 4.48  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.48

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


  
**NICOLE CHELSEA MANGUIAT**  
 Name of Faculty

  
**ANALYN M. MAZO**  
 Department Head

Recommending Approval:

  
**MA. THERESA P. LORETO**  
 Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NICOLE CHELSEA MANGUIAT, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January- June 2023

**NICOLE CHELSEA B. MANGUIAT**

Substitute Instructor

Date: Dec. 4, 2023

Approved:

**ANALYN M. MAZO**

Department Head

Date:

**Ma. THERESA P. LORETO**

College Dean

Date: **DEC 05 2023**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating					REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeline	Value	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned								ScTS11b (2), Micr24 (4)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students								
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman									
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript								
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty								
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems								
On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof								
Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								



Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	3	3	5	5	5	5.00	ScTS11b (2), Micr24 Lec (1), Micr24 Lab (3)
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	ScTS11b (2), Micr24 (1)
	A12. Number of trainings attended related to instruction	Attend mandated trainings							
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	12	5	5	5	5.00	First Long Exam, Midterm Exam, Third Long Exam, Final Exam in subjects taught
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	49	49	5	5	5	5.00	In all subjects taught
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	32	32					ScTS11b (Learning tasks), Micr24 (Lab reports)
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Adviser								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	Entertains students consulting on subject taught
	Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	24	24	5	5	4	4.67	Updated PPT for Micr24 (Lec&Lab) and ScTS11b, Supplemental videos on Micr24
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	39	39	5	5	4	4.67	Major Exams, Quizzes, Lab Worksheets

		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*								
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>								34.33	
	<b>Average Rating</b>								4.90	
	<b>Adjectival Rating</b>								Outstanding	

Comments & Recommendations for Development  
Purpose: *must obtain her Masteral degree*

Evaluated & Rated by:

*ANALYN M. MAZO*  
Head, DBS  
Date:

Recommending Approval

*Ma. THERESA P. LORETO*  
Dean, CAS  
Date: **DEC 05 2023**

Approved by:

*BEATRIZ S. BELONIAS*  
Vice President for Academic Affairs  
Date: *12/05/23*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Nicole Chelsea Manguiat  
Performance Rating: Outstanding

Aim: Improve Instruction and Research Capability

Proposed Interventions to Improve Performance: Attend trainings

Date: \_\_\_\_\_ Target Date: Jan. 2024

First Step:

Look for potential training (instruction or research related)

Result:


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

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**NICOLE CHELSEA MANGUIAT**  
Substitute