

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: NELSON H. TEJARA

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.86 x 50% = 2.43	
b. Students (50%)		4.67 x 50% = 2.335	
<b>TOTAL for Instruction</b>	<b>100%</b>	<b>4.765</b>	<b>4.765</b>
2. Research	0%	0	0
3. Extension	0%	0	0
4. Administration	0%	5	0
5. Production	0%	0	0
<b>TOTAL</b>			<b>4.77</b>

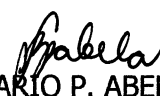
EQUIVALENT NUMERICAL RATING: 4.77  
 Add: Additional Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

  
NELSON H. TEJARA  
 Name of Faculty

  
ROSARIO P. ABELA  
 Department Head

Recommend Approval :

  
ALELI A. VILLOCINO  
 Dean

Approved:

  
BEATRIZ S. BELONIAS  
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NELSON H. TEJARA, of the VSU Laboratory High School commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY to DECEMBER, 2018.

NELSON H. TEJARA

Ratee

Approved: ROSARIO P. ABELA

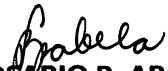
Head of Unit

MFO & PAPs	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>	
Advanced & Higher Education Services: Education Services as Laboratory High School of the College of Education	FTE		36	54.75	5	5	5	5	
	• TL	Teaching	12.75	25.075	5	5	5	5	Computer I , Computer II, Statistics I
	Number of Instructional Materials Developed/Revised and Utilized:								
	❖ Revised syllabi within the year		1	3	5	5	4	4.67	Computer I, Computer II, Statistics I
	❖ Teaching Guides / Handouts		1	3	5	5	5	5	Computer I, Computer II, Statistics I
	❖ Teaching Aid (PowerPoint/visual aids/etc)		1	3	5	4	5	4.67	Computer I, Computer II, Statistics I
	❖ Laboratory Guide		1	2	5	5	5	5	Computer I, Computer II
	Student Advising and Consultation Services:								
	❖ Number of organizations advised		1	2	5	5	5	5	Grade 7 – Marigold, SBO
	❖ Number of student-related activities assisted		1	11	5	5	5	5	Grade 7 Orientation, Acquaintance, Buwan ng Wika, English Month, Christmas Party, Math and Science Fair Culmination, Honors Program, Intramurals, Local Science Fair, City Meet, Cluster Meet
Average Rating					5	4.88	4.88	4.92	
Support to Operation to the College of Education	Instructional Services								
	❖ No. of Practice Teachers Mentored and Evaluated								
	❖ No. of Field Study Students Assisted		0	3	5	4	5	4.67	BSED Education students of VSU
	Other services								
	❖ Other services provided to VSU activities and other agencies								
Personal development and welfare support	Trainings / Seminars / Conferences Attended:								

	❖ Approved or Conducted by DepED		1	2	5	5	5	5	LIS Orientation, EBEIS Orientation
	❖ Local/International Conference		0	1	5	5	5	5	Presenter and Attendance to International Conference at Yogyakarta Indonesia
	Other services								
	Average Rating				5	4.67	5	4.89	
Administrative functions & other special assignments	Special Assignments from Office of the Principal								
	❖ Performs registrar functions such as keeping and updating students forms, VSULHS Entrance Exam assisted, Attendance to meetings called by the principal, to improve the school site, committee assignments, & other special assignments	Adviser of Grade7- Marigold	100% compliance		5	5	5	5	
	❖ Computer Laboratory In- Charge	Comp. Lab Management	100%		5	4	5	5	
	❖ LIS Coordinator	Facilitate LIS related activities	100%		5	5	4	4.67	
	❖ Other services provided to VSU activities and other agencies								
Average Rating					5	4.67	4.67	4.78	
Total Over-all Rating					5	4.74	4.85	4.86	

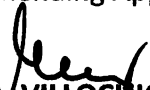
Average Rating (Total Over-all rating divided by 3)		4.86	Comments & Recommendations for Development Purpose: <i>He is a highly committed teacher. Congratulations for your extension and research initiatives!</i>
Additional Points:			
Approved Additional points (with copy of approval)	XX		
FINAL RATING		4.86	
ADJECTIVAL RATING		OUTSTANDING	

Evaluated & Rated by:

  
**ROSARIO P. ABELA, ED.D**  
Dept/Unit Head


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

Recommending Approval:

  
**ALELI A. VILLOCINO, ED.D.**  
Dean/Director

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

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D**  
Vice President

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

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

## PERFORMANCE MONITORING FORM

Name of Employee: NELSON H. TEJARA

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 Computer II (Introduction to Statistical Computing) to Grade 10 students	Deliver quality learning in statistical computing to students in the secondary level	July 2018	May 2019	May 2019	Very impressive	Outstanding	
2	Teach Stat I (Basic Statistics) to Grade 9 students	Deliver quality learning in basic concepts of Statistics to students in the secondary level	July 2018	May 2019	May 2019	Very impressive	Outstanding	
3	Teach Computer I (Basic Computer Education) to Grade 7 students	Deliver quality learning in basic computer education to students in the secondary level	July 2018	May 2019	May 2019	Very impressive	Outstanding	
3	Revise course outline in Computer I, Computer II and Stat I	Couse outline contains updated topics	July 2018	July 2018	July 2018	Very impressive	Outstanding	
4	Revise course syllabus in Computer I, Computer II and Stat I	OBE syllabus that addresses the needs of learners	July 2018	July 2018	July 2018	Very impressive	Very Satisfactory	
5	Revise computer laboratory manual for Computer I and Computer II	Use updated laboratory activities	July 2018	July 2018	July 2018	Very impressive	Outstanding	
6	Develop ppt in Computer I, Computer II and Stat I	A more comprehensive ppt presentation	July 2018	July 2018	July 2018	Very Impressive	Outstanding	
7	Submit reports and other requirements	Sign DTR, submit grade sheets	July 2018 to December 2018			Very Impressive	Outstanding	
8	Assist in school-related activities	Assist in checking attendance/monitoring of students in activities like Conference with Parents, Acquaintance party, buwan ng wika, Sports Intramurals for Studets/Faculty, English Month, Math and Science Month, Science Fair and Research	July 2018 to December 2018			Very Impressive	Outstanding	

		Congress, World Teachers' day, Career guidance Day, Division Science Fair, Regional Science Fair						
9	Supervise the SBO	Supervise and Organize the activities conducted by SBO (Acquaintance Party, Halloween Party)	July 2018 to December 2018			Very Impressive	Outstanding	
10	Attend seminars/conferences/trainings conducted by DepEd	Attend as coach Baybay City Meet and triangular meet	July 2018 to December 2018			Very Impressive	Outstanding	
11	Supervise BSEd field study students	Mentor and supervise the student teachers in handling and managing the class	August 2018	November 2018	November 2018	Very impressive	Outstanding	

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

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

Prepared by:

  
ROSARIO P. ABELA

Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Nelson H. Tejera  
Performance Rating: Very Satisfactory

Aim: To deliver instruction, research and extension services.

Proposed Interventions to Improve Performance:

Date: June 2018

Target Date: July – December 2018

First Step:

Write research and extension proposals for endorsement to OVPRE.

Result:

Approved research and extension proposals.

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

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


Next Step:

Revise and develop OBE-dized teaching materials.

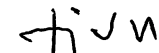
Outcome: Developed OBE-dized teaching materials.

Final Step/Recommendation:

Prepared by:

  
ROSARIO P. ABELA, Ed.D.  
Unit Head

Conforme:

  
NELSON H. TEJARA, M.I.T.  
Name of Ratee Faculty/Staff