

# Exhibit "K"

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MICHELLE C. TOLIBAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction	50%		
a. Head/ Dean		4.48 x 50% = 2.24	
b. Students		2.6 x 50% = 1.3	
Total		4.24	1.77 2.12
Extension	25%		2.12
a. Head/ Dean		5.0	
Total			1.25
Research	25%		
a. Head/ Dean		4.9	1.225
Total			
Grand Total			4.24 4.59

EQUIVALENT NUMERICAL RATING:

4.24 4.59

Add: Additional points, if any:

TOTAL NUMERICAL RATING:

4.24 4.59

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

**MICHELLE C. TOLIBAS**  
Faculty

Reviewed by:

**JESUSA M. MAGNO**  
College Dean

Recommending Approval:

**JESUSA M. MAGNO**  
College Dean

Approved:

**BEATRIZ S. BELONIAS**  
Vice President, Academic Affairs

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I MICHELLE C. TOLIBAS, of the COLLEGE OF NURSING commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period JULY to DECEMBER, 2022.

  
**MICHELLE C. TOLIBAS**

Ratee

  
Approved: **JESUSA M. MAGNO**

Head of Unit

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	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned: NCM 107, NCM 114	10	41.125	5	5	5	5	
		Number of new instructional materials developed: Handouts Slide presentations	Committee memberships: Instructional materials - Chairman Curriculum Committee Non-Academic Personnel Honors and awards	1 1	3 Nursing textbooks with copyright, ISBN, and catalogue; 4 PowerPoint for MCN, 1 for Gerontology	5	5	5	5	



		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	2	4.7	4.7	4.7	4.7	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	6	5	5	5	5	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lectures and laboratory	1	10	5	5	5	5	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	3	4.8	4.8	4.8	4.8	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	170 (BSN 2 & 3, Research advisees + 11)	5	5	5	5	
	<b>PI 9:</b> Number of instructional materials developed *	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3 Nursing textbooks with copyright, ISBN, and catalogue; 4 PowerPoint for MCN, 1 for Gerontology nursing	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5	
	<b>PI 10.</b> Additional outputs	Awards for submitting grade sheets on time-		0	2	5	5	5	5	
<b>UMFO 3. RESEARCH SERVICES</b>		<b>PI 3:</b> Percentage of Research outputs published in internationally-refereed				5	5	5	5	

	or CHED recognized journal within the year (2%) *								
	<i>In Refereed int'l journal</i>		1	1	4.7	4.7	4.7	4.7	
Additional outputs	<i>Scholarly research paper published in book</i>			3 evidenced-based nonfiction narrative informative books	5	5	5	5	
UMFO 4. EXTENSION SERVICES		Conduct of Health Education to the recipient of HELP extension Program	1	2	5	5	5	5	
UMFO 6. General Admin. & Support Services (GASS)									
	Total Over-all Rating							4.94	
	Average Rating								
	Adjectival Rating								

Average Rating (Total Over-all rating divided by 24)		
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.94
ADJECTIVAL RATING		Very Satisfactory

**Comments & Recommendations for Development Purpose:**

*Consider other means to augment delivery of learning & instruction & written evaluations for student performance.*

Evaluated by:

Recommending Approval:

Approved

by:

**JESUSA M. MAGNO**

Dept./Unit Head

Date: 2-22-23

1 - quality  
2 - Efficiency  
3 - Timeliness  
4 - Average

**JESUSA M. MAGNO**

Dean

Date: 2-22-23

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 2-28-23



# Exhibit "G"

## PERFORMANCE MONITORING AND COACHING JOURNAL

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

Name of Office: **COLLEGE OF NURSING**

Head of Office: **Jesusa M. Magno**

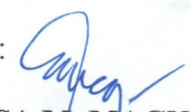
Name of Personnel: **TOLIBAS, MICHELLE C.**

Activity Monitoring	Mechanism				Remarks
	Meeting		Memo	Others (Pls specify)	
	One-on One	Group			
Counselling during faculty and individual meetings.		Advised to continue developing the learning guides as prescribed by the university.			Submitted the required learning materials for the classes handled.
		Encouraged to consider means to augment delivery of learning and instruction and written evaluation of students, as reported by the latest TPES.			Affirmed understanding based on the TPES and reports of students.

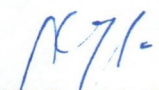
  
**MICHELLE C. TOLIBAS**

Faculty

Conducted by:

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

Noted by:

  
**BEATRIZ S. BELONIAS**  
VP, Academic Affairs

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: TOLIBAS, MICHELLE C.

Performance Rating: 4.24

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in some areas of functions mandated by the university.

The abovementioned faculty has was a member in the committee on the Instructional Materials which appraised the development of learning materials

**Aim:**

1. To implement extension activities stipulated in the program.
2. To consider other means to augment delivery of learning and instruction.
3. Attendance to conferences/seminars/training/workshops and similar undertakings in nursing.

Date: July 2022

Target Date: Dec. 2022

**First Step:**

1. Include in the discussion during faculty meeting.

**Results:**

1. With activities conducted under her Extension program handled (HELP).
2. Able to consider other teaching and learning approaches in the delivery of instructions.
3. To participate in seminars and workshops conducted outside of the university related to her field.

**Recommendations:**

1. Encouraged to strive in enhancing if not improving teaching strategies.
2. Visit websites of various related organizations for schedule of updates.


**Result:**

1. Agreed to expand other avenues avenues for improved and efficient teaching strategy.

Prepared by:

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

Conforme:

  
**TOLIBAS, MICHELLE C.**  
Faculty