

## Exhibit K

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

Name of Faculty Member: JOY A. BELLEN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00x50%= 2.50	
b. Students (50%)		3.500x50% = 1.75	
Total for Instruction	70%	4.25	2.97
2. Research	20%	5.00	1.00.
3. Extension			
4. Administration	10%	4.83	.48
5. Production			
TOTAL			4.45

EQUIVALENT NUMERICAL RATING: 4.45

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.45ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**JOY A. BELTEN**  
Name of Faculty

Reviewed by:

  
**LIJERAJ J. CUADRA**  
Department Head

Recommending Approval:

  
**ALELIA VILLOCINO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

### Individual Performance Commitment & Review Form (IPCR)

I, **JOY A. BELLEN**, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets and accomplishments for the period January to June 31, 2018.

  
**JOY A. BELLEN**  
Ratee

Approved:

  
**LIJUERAJ J. CUADRA**  
Head of Unit

MFO & PAPS	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	E <sup>3</sup>	A <sup>4</sup>	
Higher Education	<b>FTE</b>	<ul style="list-style-type: none"> <li>Taught undergraduate courses</li> </ul>	18	20	5	5	5	5	2 <sup>ND</sup> Semester SY 2017-2018
Advance Education	<b>FTE</b>	<ul style="list-style-type: none"> <li>Taught Graduate Courses</li> </ul>	3	5.50	5	5	5	5	EDUC 201
	Number of Curriculum Proposal Written	<ul style="list-style-type: none"> <li>Co-authored a proposal to offer Bachelor of Secondary Education major in Science</li> </ul>	1	1	5	5	5	5	Approved & Offered
	<b>Total for Instruction</b>				<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	
<b>Administrative Function &amp; Special Assignment</b>	<ul style="list-style-type: none"> <li>Number of Minutes Written &amp; Submitted</li> </ul>	<ul style="list-style-type: none"> <li>College Secretary</li> </ul>	4	6	5	5	4	4.67	1. Echo Seminar-Workshop on the 1 <sup>st</sup> Association of Education Researchers & Trainers National Convention on Outcome-Based Education 2. Writeshop on OBE-Syllabi  VSU Tolosa Campus. Isabel Campus,
	<ul style="list-style-type: none"> <li>Number of Workshop Attended</li> </ul>	<ul style="list-style-type: none"> <li>Resource Person</li> </ul>	1	2	5	5	5	5	
		<ul style="list-style-type: none"> <li>Chairperson-Programme</li> </ul>	1	1	5	5	5	5	

		Committee sent invitations to Deans, satellite campuses & Private schools							Alangalang Campus, Villaba Campus, VFES, ACS, Galilean School, Adventist Christian Preschool of Baybay, Incorporated
	• Number of Activities Conducted	Coordinator	1	1	5	5	5	5	Writeshop on OBE-compliant syllabi (college-wide)
	• Number of Guidelines Created	Co-author	1	1	4	5	5	4.67	Consultative Workshop on the Dev't of Guidelines on Partnership for Research Projects
	• Number of Committee Involvement	Member-Honors & Awards Committee Member-SHS Commencement Ceremony Member-Programme Tribute 2018 (Trained the Masters of Ceremony & Students' (with Latin honors) Speeches	1	3	5	5	4	4.67	Facilitated 238 SHS in practicing the SHS Graduation Ceremony for 3 days
<b>Total Over-all Rating</b>									

Average Rating (Total Over-all rating divided by 4)		<b>4.34</b>
Additional Points		
Punctuality		
Approved Additional Points (With copy of approval)		
FINAL RATING		<b>4.34</b>
ADJECTIVAL RATING		<b>VERY SATISFACTORY</b>

Comments & Recommendations for Development Purpose:

> write more research projects for funding  
> submit handbook/journal/story guide for endorsement to mmisc

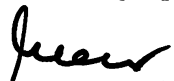
*[Signature]*

Evaluated & Rated by:

  
**LIJUERAS J. CUADRA**  
Head, DTE

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

Recommending Approval:

  
**ALELI A. VILLOCINO**  
Dean, CoEd

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

## Exhibit I

**PERFORMANCE MONITORING FORM**

Name of Employee: JOY A. BELLEN

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 undergraduate courses	21 FTE	1 <sup>st</sup> week of Jan 2018	Before end of sem	June 2018	Needs improvement	S	25.50 FTE; Needs to improve performance as reflected in the teaching performance evaluation
2	Craft proposal to offer BSED major in Science	Craft program 1	1 <sup>st</sup> week of Jan. 2018	2 <sup>nd</sup> week of Jan 2018	Jan. 12, 2018	Impressive	VS	Crafted 1 program
3	Publish article	Publish article 1	Jan 2018	Before end of the sem		Very Impressive	VS	Published 1 article
4	Write and submit minutes of meeting as secretary	4 minutes of meeting	Jan 2018	Before end of the sem	May 2018	Impressive	VS	Wrote and submitted 6 minutes of meeting
5	Serve as resource person	Serve RP in	Jan 2018	Before the		Impressive	VS	Served as

		one activity		end of the sem				RP twice
6	Coordinate, co-author and facilitates committee membership	3 activities	Han 2018	Before the end of the sem	June 2018	Impressive	VS	Coordinated, co-authored and facilitated 6 activities

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

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

Prepared by:

  
 LIJUERA J. QUADRA  
 Head, DTE

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Joy A. Bellen  
Performance Rating: 4.45

Aim: To increase involvement in research and extension activities.  
To produce instructional materials on subjects handled.

Proposed Interventions to Improve Performance:

Date: June 2018

Target Date: July to December 2018

First Step:

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Attends and presents paper in research & extension conference, seminars/workshops

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Gather materials for IM production

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Result:



Date: June 2018

Target Date: August to December 2018

Next Step:

Develop IM

Actively attend meetings to conceptualize extension activities.

Write research article

Outcome: Research article

Final Step/Recommendation:

Submit research article for publication

Submit IM to the Department IM Committee for approval

Prepared by:

LIJUELA CUADRA  
Head, DTE

Conforme:

JOY A. BELLEN

Name of Ratee Faculty/Staff