Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARILYN N. MANAIG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92x50%= 2.46	
b. Students (50%)		5.0x50% = 2.50	
Total for Instruction	70%	4.96	3.47
2. Research			. •
3. Extension			
4. Administration (CE secretary)	30%	4.84	1.45
5. Production			
TOTAL			4.92

EQUIVALENT NUMERICAL RATING:

4.92

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

4.92

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

MARILYN N, MANAIG Name of Faculty

LIJUERAJJ. CUADRA Department Head

Recommending Approval:

ALELI A. VILLOCINO

Dean/Director

Approved:

BEATRIZ S/BELONIAS
Vice President

Individual Performance Commitment & Review Form (IPCR)

I, MARILYN N. MANAIG, 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 <u>January</u> to <u>June 30, 2018</u>.

MARILYN N. MANAIG

Approved:

LIJUERAJ J. EUADRA

Head of Unit

MFO &	Success Indicator	Task Assigned	Target	Actual		R	ating		
PAPS		Task Assigned	Target	Accomplishment	Q^1	Q^1 E^2 E^3 A^4		A ⁴	Remarks
Higher Education	FTE	Taught undergraduate courses	10	13	5	5	5	5	PsEd 114, PrEd 199, SHS Immersion
Advance Education	FTE	Taught Graduate Courses	3	5.25	5	5	5	5	EDUC 201
	Number of Curriculum Proposal Written	Co-authored a proposal to offer Bachelor of Secondary Education major in English	1	1	5	5	5	5	Approved & Offered
	 Number of student immersion Advisory Approved Portfolio 	Approved portfolio of Immersion Students	10	24	5	5	4	4.67	Sivila, Cortes, Javier, Paredes, Mahusay, Orapa EJ., Orapa RV., Tripoli, Rebuyas, Abela, Ramos, Alas, Garcia, Pajaron, Decasa, Sorilla, Kintanar V., Kintanar PL., Villafañe, Ganancial, Sanchez, Luna, Mayor, Murella
	Total for Instruction				5	5	4.75	4.92	
Administrati ve Function & Special Assignment	Number of Minutes Written & Submitted	College Secretary	4	6	5	5	4	4.67	

	Number of Workshop	Resource Person	1	2	5	5	5	5	1. Echo Seminar-Workshop on the
	Attended								1 st Association of Education
									Researchers & Trainers National Convention on Outcome-Based
									Education Education
									2. Writeshop on OBE-Syllabi
		Chairperson-Programme	1	1	5	5	5	5	VSU Tolosa Campus. Isabel Campus,
		Committee sent invitations to							Alangalang Campus, Villaba Campus,
		Deans, satellite campuses & Private schools							VFES,ACS, Galilean School, Adventist Christian Preschool of Baybay, Incorporated
	No. 1 and C.A. of the	Coordinates	1	1	5	5	5	5	Writeshop on OBE-compliant syllabi
	Number of Activities Conducted	Coordinator	1	1		3	3		(college-wide)
	Number of Guidelines	Co-author	1	1	4	5	5	4.67	Consultative Workshop on the Dev't
	Created								of Guidelines on Partnership for Research Projects
	Number of Committee	Member-Honors & Awards Committee	1	3	5	5	4	4.67	Facilitated 238 SHS in practicing the
	Involvement	Member-SHS Commencement Ceremony							SHS Graduation Ceremony for 3 days
		Member-Programme Tribute 2018							
		(Trained the Masters of Ceremony &							
		Students' (with Latin honors) Speeches							
					4.83	5	4.67	4.84	
Total Over- all Rating						,		4.88	

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Average Rating (Total Over-all rating divided by 4)	4.88
Additional Points	
Punctuality	
Approved Additional Points (With copy of approval)	
FINAL RATING	4.88
ADJECTIVAL RATING	Outstanding

g (10th 01th thi rating till)	dod by 1)	4.00	Comments & Recommendations for	
Additional Points			Development Purpose:	
Punctuality				
Approved Additional Points (With copy of	approval)		write never programs.	€ ~
FINAL RATING		4.88	fusing.	
ADJECTIVAL RATING		Outstanding		8
Evaluated & Rated by:	Recomme	nding Approval:	Approved by:	
LIJUERAJ J. CUADRA	0	. VILLOCINO	BEATRIZ S. BELONIAS	

1 – Quality

Date:

Head, DTE

2 – Efficiency

3 – Timeliness

Date:

Dean, CoEd

4 – Average

BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

Comments & Recommendations for

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: MARILYN N. MANAIG

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
1	Teach graduate and undergraduate courses	13 FTE	1 st week of Jan 2018	Before end of sem	June 2018	Very Impressive	Outstanding	18.25 FTE
2	Craft proposal to offer BSED major in English	Craft 1 program	1 st week of Jan. 2018	2 nd week of Jan 2018	Jan. 12, 2018	Impressive	VS	Crafted 1 program
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 to 1 activity	Jan 2018	Before the end of the sem		Impressive	VS	Served as RP twice
6	Coordinate, co-author and facilitates committee membership	3 activities	Jan 2018	Before the end of the sem	June 2018	Impressive	VS	Coordinated, co-authored and facilitated 6 activities
7	Approve portfolios of graduating students	10 portfolios	Jan 2018	Before the end of the sem	June 2018	Impressive	VS	Approved 24 portfolios of graduating students

* Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

LIJUERAN, CUADRA Head, DTE

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marilyn N. Manaig

Performance Rating: 4.92

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:

Attend research & extension conference, seminars/workshops

Gather materials for IM production

Result:

Date: June 2018

Target Date: August to December 2018

Next Step: Develop IM

Actively attend meetings to conceptualize extension activities.

Write research proposal

Outcome: Research proposal

Final Step/Recommendation:
Submit research proposal for funding
Submit IM to the Department IM Committee for approval

Prepared by:

LIJUERAJ OUADRA Head, DTE

Conforme:

MARILYN N. MANAIG Name of Ratee Faculty/Staff