

# **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:

  
**MARILYN N. MANAIG**  
Name of Faculty

Reviewed by:

  
**LIJUERAJ J. 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 January to June 30, 2018.

**MARILYN N. MANAIG**  
Ratee

Approved:

**LIJUERAJ S. 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	FTE	<ul style="list-style-type: none"> <li>Taught undergraduate courses</li> </ul>	10	13	5	5	5	5	PsEd 114, PrEd 199, SHS Immersion
Advance Education	FTE	<ul style="list-style-type: none"> <li>Taught Graduate Courses</li> </ul>	3	5.25	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 English</li> </ul>	1	1	5	5	5	5	Approved & Offered
	<ul style="list-style-type: none"> <li>Number of student immersion Advisory</li> <li>Approved Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>Approved portfolio of Immersion Students</li> </ul>	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
	<b>Total for Instruction</b>				5	5	4.75	<b>4.92</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	

[illegible]

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

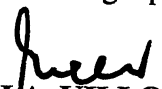
Comments & Recommendations for Development Purpose: <i>write research proposal for  funding.</i>
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Evaluated & Rated by:

  
**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: 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/ Recommendation
1	Teach graduate and undergraduate courses	13 FTE	1 <sup>st</sup> 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 <sup>st</sup> week of Jan. 2018	2 <sup>nd</sup> 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:

  
LUJERALD J. 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:

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Attend 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

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Actively attend meetings to conceptualize extension activities.

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Write research proposal

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Outcome: Research proposal

Final Step/Recommendation:


Submit research proposal for funding

Submit IM to the Department IM Committee for approval

Prepared by:

  
LIJUERAJ QUADRA  
Head, DTE

Conforme: .

  
MARILYN N. MANAIG  
Name of Ratee Faculty/Staff