

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS


Name of Faculty Member: PAULA NADREA M. PAQUIBULAN


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	4.86	1.46
b. Students	70%	4.67	3.27
TOTAL for Instruction	90%		<b>4.25</b>
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	3.00	0.08
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			<b>4.579</b>


EQUIVALENT NUMERICAL RATING: 4.579


Add: Additional Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: **4.579**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:   
PAULA NADREA M. PAQUIBULAN  
Name of Faculty


Reviewed by:   
GUIRALDO C. FERNANDEZ, JR.  
Department Head


Recommending Approval:   
CANDELARIO L. CALIBO  
Dean, CAS

Approved by:   
BEATRIZ S. BELONIAS  
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT REPORT

I, PAUL A NADREA MORALES-PAQUIBULAN. of the Department of Liberal Arts and Behavioral Sciences \_commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July-December 2019.**

  
PAULA NADREA M. PAQUIBULAN  
Ratee

Approved:   
GUIRALDO C. FERNANDEZ, JR.  
Head of Unit

MFO No.	of MFO & PAPs	Success/Performance Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Speech 11, Engl.125, Engl. 113, ELSt 104	18.00	20.85	4.7	4.67	4.67	4.67	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler	Author/Compiler	1	2	5	5	4	4.67	
		* Revised IMs within the last 3 years	Author/Compiler	Author/Compiler	1	2	5	5	4	4.67	
		* Powerpoint presentations prepared	Author/Compiler		2	21	5	5	5	5	
		Student Advising and Consultation Services									
		* Number of hrs per week spent on student consultation	Consultation		3	4	5	5	5	5	
		* Number of students advised	Academic Advising		5	10	5	5	5	5	
		* Number of student-related activities assisted			1	1	5	5	5	5	
			Speech Choir Expo								
				<b>SUB-TOTAL</b>						<b>34.01</b>	
MF02	Research	NONE								<b>0.00</b>	
MF03	Extension	Number of seminars/trainings attended	DLABS Lecture Series, Syllabi-Making Workshop for new GE	Participant/ Presenter	1	2	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>5.00</b>	
MF04	Support to Students/ Prduction	Number of midterm and final exams prepared and checked.	Author	Speech 11, Engl.125, Engl. 113, ELSt 104	6	8	5	5	5	5.00	
		Number of oral recitations graded/evaluated		Speech 11, Engl.125, Engl. 113, ELSt 104	25	28	5	5	5	5.00	
		Number of quizzes,activites, assignments prepared and checked	Author	Speech 11, Engl.125, Engl. 113, ELSt 104	85	88	5	5	5	5.00	
		Number of periodic exams prepared and checked	Author	Speech 11, Engl.125, Engl. 113, ELSt 104	6	8	5	5	5	5.00	
		Number of gradesheets submitted		Speech 11, Engl.125, Engl. 113, ELSt 104	4	4	5	5	5	5.00	
				<b>SUB-TOTAL</b>						<b>25.00</b>	





PERFORMANCE MONITORING FORM

Name of Employee: **PAULA NADREA MORALES-PAQUIBULAN**

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 four (3) major courses of AB English Language: ELSt 104 ( 2 sections), Engl.1183, Engl.125 and 1 GE course Speech 11 (3 sections)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	August 2019	December 2019	December 2019	Impressive	Outstanding	
2.	Prepare course syllabi updates	Approved course syllabi in ELSt 104, Engl. 113, Engl. 125.	August 2019	December 2019	December 2019	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	August 2019	December 2019	December 2019	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	August 2019	December 2019	December 2019	Impressive	Outstanding	
5.	Submit midterm grades and final grades	Grades submitted to registrar	August 2019	December 2019	December 2019	Impressive	Outstanding	
6.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	August 2019	December 2019	December 2019	Impressive	Outstanding	
7.	Attend and participate in National and Local seminars, conferences, and conventions.	Attendance, certificates if applicable	August 2019	December 2019	December 2019	Impressive	Outstanding	

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

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

Prepared by:

**GUIRALDO C. FERNANDEZ, JR.**

Unit Head



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Paula Nadrea Morales-Paquibulan

Performance Rating: Outstanding

Aim: To finish her thesis for the degree Master of Arts major in Language and Literacy Education;  
Enroll in a doctoral degree program

**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**

Date: July 2020

Target Date: One year from today

First Step:

- a) Encouraged her to finish her Master's degree

Result:

She reinstated and resumed teaching while writing her Master's thesis.

Date: December 2019

Target Date: End of first semester

Next Step:

She was advised to participate in conferences and training as presenter/resource speaker as well as encouraged her to pursue a doctor's degree in line with her field.

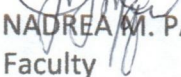
Outcome: NA

Final Step/Recommendation: NA

Prepared by:

  
GUIRALDO C. FERNANDEZ, JR.  
Department Head

Conforme:

  
PAULA NADREA M. PAQUIBULAN  
Faculty