

Exhibit "K"

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: PHOEBE LYNN B. CALUNGSOD

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/ Dean (50%)		4.71 x 50%= 2.355	
Students (50%)		3.6 x 50%= 1.8	
Total for Instruction	70%	4.155	2.90
Research			
Extension	30%	4.53	1.359
TOTAL			4.25

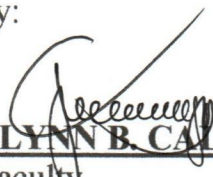
EQUIVALENT NUMERICAL RATING: 4.25

Add: Additional points, if any:

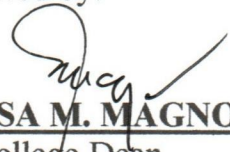
TOTAL NUMERICAL RATING: 4.25

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


PHOEBE LYNN B. CALUNGSOD
Faculty

Reviewed by:


JESUSA M. MAGNO
College Dean

Recommending Approval:


JESUSA M. MAGNO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President, Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I PHOEBE LYNN B. CALUNGSOD, of the COLLEGE OF NURSING commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period JULY to DECEMBER, 2019.

PHOEBE LYNN B. CALUNGSOD

Ratee

Approved:

JESUSA M. MAGNO

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
INSTRUCTION Prepares Lectures and Plans Academic activities of students	Full Time Equivalent (FTE)	Teach: 2nd semester, AY 2019-20 <ul style="list-style-type: none">NuCM 100 lecZool 138 lec & LabNuCM 106rNuCM 105 Pharma	5	10.875	4.8	4.8	4.8	4.8	
	Number of New Instructional Materials Developed: <ul style="list-style-type: none">SyllabusSlides (presentation)Hand—outs	Member, Curriculum Committee Member, Honors and Awards Committee Member, Events Committee Member, Grievance Committee	1 4 4	1 15 8	4.7 4.8 4.7	4.7 4.8 4.7	4.8 4.8 4.7	4.73 4.8 4.7	
	Number of Instructional Materials Revised: <ul style="list-style-type: none">Syllabus	Member, Curriculum Committee Member, Honors and Awards Committee Member, Events Committee Member, Grievance Committee	1	1	4.8	4.8	4.8	4.8	

Student Advising and Consultation Services	<ul style="list-style-type: none"> No. of Hours spent on consultation No. of Student related activities assisted 		100 hours 1	150 hours 2	4.8	4.7	4.8	4.76	
MFO 3 EXTENSION SERVICES	Number of extension programs/projects conducted and completed within prescribed period <ul style="list-style-type: none"> Number of person-days trained Number of IEC materials/techno-guides developed and utilized Number of beneficiaries served Groups/Institution Number of trainings conducted 	Component Leader: (CATCH) Component Member: (HELP) Component Member: (FAST)	0 50	0 90	4.8 4.7	4.8 4.7	4.8 4.8	4.8 4.73	
TOTAL OVER-ALL RATING					4.76	4.75	4.78	4.76	4.76

Average Rating (Total Over-all rating divided by 24)		
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)	xx	-
FINAL RATING		4.76
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

-Commendable performance. Contributes to the achievement of the college targets for July-Dec. 2019

Evaluated by:

JESUSA M. MAGNO

Dept./Unit Head

Date: _____

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

Recommending Approval:

JESUSA M. MAGNO

Dean

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President

Date: _____

EXHIBIT "I"

PERFORMANCE MONITORING FORM

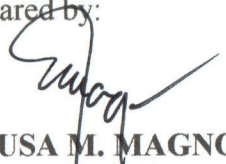
Name of Employee: PHOEBE LYNN B. CALUNGSON
 For the month: JANUARY-JUNE 2019

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output	Over-all assignment of output	Remarks/ Recommendation
1	A. Instruction							
	1. Class preparation	Prepared lesson plans and other teaching approaches like simulations, demo, ret-demo, power points & others	June 2019	Within the semester accomplishment	Within the given semester	Impressive	Very satisfactory	
	2. Preparing quizzes/ exams	Appropriate set of exams/TOS	Given per semester	2-3 days before unit/term tests	Within the given semester	Impressive	Very satisfactory	
	3. Reading/checking student exams/outputs/projects/lab reports	Raw scores/ ratings	Given per semester	2-3 days after the quizzes/unit/term tests	Within the given semester	Impressive	Very satisfactory	
	4. Computing/preparing grades	Excel prepared grades Entry into the teacher's portal	Given per semester	1 week after the approved schedule of unit & term tests	Within the given semester	Impressive	Satisfactory	
	5. Student consultation	Record of consultations	Given per semester	Per semester accomplishment	Within the given semester	Impressive	Very satisfactory	
	6. Supervising/reading/correcting students in research/case studies/CHN output	Approved proposal, manuscript, tool, Final output, hardbound copy following defense	1 st Sem of Level II	1-2 weeks before the end of 1 st Sem Level II	2 weeks before the end of the Sem	Impressive	Very satisfactory	
	7. Supervising students in the clinical area	Nursing care plan utilizing the Nursing process, enhanced KSA measured in the PRS	Within the given semester	Every after a weekly clinical rotation	As reflected in the clinical rotation plan	Impressive	Very satisfactory	
2	8. Prepare/Revise course syllabi of subjects assigned	Final copy of the OBE-based course syllabi/ course outline	July and Dec. In a given school year	July and Dec. In a given school year	Within the given semester	Impressive	Very satisfactory	
	B. Research							
	1. Conceptualizing/writing research proposal	Approved research proposal	AY 2018-2019	Jan-Dec 2019	On-going			Dearth of Faculty members and increased IFW.
	2. Implementation of approved research							On-going

3	C. Extension								
	1. Implementation of approved extension project	Planned activities, number of trainees, written reports, pictures of the undertaking, certificates	Within the SY	2016-2021	Quarterly implementation	Impressive	Very satisfactory	Ongoing	
	2. Documenting extension process	Approved appointment, written reports	Within the year	Within the year	Within the year	Impressive	Very satisfactory		
	3. Negotiating with stakeholders	Approved communication	Within the year	Quarterly meeting	Quarterly meeting with stakeholders	Impressive	Very satisfactory		
	4. Preparing reports for in-house reviews, RDE, symposiums)	Record of activities conducted in the community, evaluation reports	Within the year	Written reports/ other documents	Quarterly basis	Impressive	Satisfactory	Dearth of Faculty members and increased IFW. Employment status of other faculty members	
	5. Visiting /working with collaborators	Approved communication letters/schedule/attendance	Quarterly meeting	Within the year	Every quarter	Impressive	Satisfactory		
	6. Responding to official communications(letters/emails/etc)	Approved communication letters, record of activity conducted	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory		
	7. Serving as resource person in workshops/trainings, etc.	Lecture output, evaluation, attendance, pictures/certificate	Per invitation	Within the AY	Within the AY	Impressive	Satisfactory		
4	Other Responsibilities								
	1. Committee membership	Attendance, record or document of events conducted	Within the AY	Within the AY	After each AY	Impressive	Satisfactory		
	2. Attendance in dept. meetings/committees	Feedback report, attendance	Within the AY	Within the AY	Within each AY	Impressive	Satisfactory		
	3. Attendance in trainings/ workshops/ conferences/ conventions	Travel report, attendance, certificates	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory		
	4. GAD coordinator	Attends activities related to GAD Cascade information to faculty and students regarding GAD	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory		
	5. Level I adviser (Batch Jadeite)	Final output of OBE Syllabi/ course outlines/ TOS/ copies of test papers. Record of student consultations. Semestral schedule of	Within the AY	Within the AY	Within the year	Impressive	Satisfactory		

		classes, meetings/ consultation with students, documents for CHED/ISO/AACCUP Accreditation						
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Prepared by:



JESUSA M. MAGNO
 Dean, College of Nursing


Exhibit “G”

PERFORMANCE MONITORING AND COACHING JOURNAL


	1 st	Q u a r t e r
	2 nd	
	3 rd	
Oct. 2019	4 th	

Name of Office: COLLEGE OF NURSING
Head of Office: Jesusa M. Magno
Name of Personnel: CALUNGSOD, PHOEBE LYNN B.

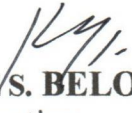
Activity Monitoring	Mechanism				Remarks	Conforme
Monitoring	Meeting		Memo	Others (Pls specify)		
	One-on One	Group				
Counselling	Discussed on the following: a. Should follow the policy in wearing of the prescribed uniform while in school. b. Maintain an appropriate teacher-student relationship. c. Limitation on the use of social media to entertain every student's concern. d. Attendance to seminars/ trainings/ workshop for personal and professional development.				The faculty agreed to address the concerns raised during the discussion. Commendation is accorded to other remarkable functions such as: Attending to students/ graduates concerns and asking the head's opinion and together review policies from the student handbook before imposing sanctions. Gathering documents needed in the conduct of lecture and RLE in major courses.	

					<p>Orientation of new faculty members</p> <p>Imposing student discipline as stipulated in the student handbook.</p> <p>Other functions performed toward the achievement of 2019 targets.</p>	<p> <u>Phoebe Lynn B. Calungsod</u> Faculty</p>
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Conducted by:


JESUSA M. MAGNO
Dean, College of Nursing

Noted by:


BEATRIZ S. BELONIAS
VP, Instruction

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CALUNGSOD, PHOEBE LYNN B.

Performance Rating: 4.25

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in areas of Instruction, Research and Extension based from TPES and IPCR results.

The abovementioned faculty has commendable performance as the college accomplished the targets set for CY 2019.

Aim:

Attendance to seminars/training/workshop in nursing for personal and professional growth and development.

Date: July 2019

Target Date: Dec. 2019

First Step:

One-on-one meeting.

Include in the discussion during faculty meeting.

Recommendations:

Visit websites of various related organizations for schedule of updates.

Attendance once the college receives letter of invitation from allied health profession.

Prepared by:


JESUSA M. MAGNO
Dean, College of Nursing

Conforme:


CALUNGSOD, PHOEBE LYNN B.
Faculty