

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Lucia S. Norris  
Performance Rating: Outstanding

Aim: To produce instructional materials on subjects handled.

Proposed Interventions to Improve Performance:

Date: June 2018

Target Date: July – December 2018

First Step:

Attend seminar and workshops.

Develop at least one IM.

Result:

Attended seminars and workshops held in the university.

Developed instructional materials.

Date: June 2018

Target Date: August 2018

Next Step:

Perform responsibilities as a faculty.

Outcome: Achieved goals and objectives in instruction.


Final Step/Recommendation:

Mentor young and less experienced faculty.

Prepared by:

  
ROSARIO P. ABELA, Ed.D.  
Unit Head

Conforme:

  
LUCIA S. NORRIS  
Name of Ratee Faculty/Staff

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LUCIA S. NORRIS

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.5 x 50% = 2.25	
b. Students (50%)		5.0 x 50% = 2.5	
TOTAL for Instruction	75%	4.75	3.56
2. Research	0%		0
3. Extension	0%		0
4. Administration	25%	5	1.25
5. Production	0%	0	0
TOTAL			4.81

EQUIVALENT NUMERICAL  
RATING:

4.81

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


4.81

ADJECTIVAL RATING:

Outstanding


Prepared by:

Reviewed by:

  
LUCIA S. NORRIS  
Name of Faculty

  
ROSARIO P. ABELA  
Department Head

Recommending Approval:

  
ALELI A. VILLOCINO  
Dean/Director

Approved:

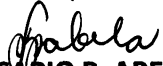
  
BEATRIZ S. BELONIAS  
Vice President

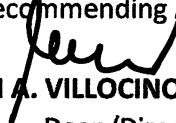



Average Rating					4	4	4	4
<b>Administrative functions &amp; other special assignments</b>	Special Assignments from Office of the Principal							
	❖ Performs registrar functions such as keeping and updating students forms, VSULHS Entrance Exam assisted, Attendance to meetings called by the principal, to improve the school site, committee assignments, & other special assignments	90%	98%		5	5	5	5
Average Rating					5	5	5	5
<b>Total Over-all Rating</b>								<b>13.6</b>

Average Rating (Total Over-all rating divided by 3)	13.6	4.5
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.5
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:  
*She is a seasoned mentor.  
 Keep up the good work!*

Received by:  
  
**ROSARIO P. ABELA, Ed.D.**  
 Principal

Recommending Approval:  
  
**ALELI A. VILLOCINO, Ed.D.**  
 Dean/Director

Received by:  
  
**BEATRIZ S. BELONIAS, Ph.D.**  
 Vice President

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

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

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

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

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

## PERFORMANCE MONITORING FORM

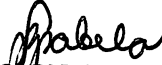
Name of Employee: LUCIA S. NORRIS

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 Science IVB, Science 1 and Math 1B	Deliver quality learning to students in the junior high school	July 2018	December 2018	December 2018	Very impressive	Outstanding	
2	Revised syllabi in Science IVB, Science 1 and Math 1B within the school year	Revised syllabi that addresses the needs of learners	July 2018	March 2018		Very impressive	Very Satisfactory	
3	Develop teaching aid in Science 1VB, Science 1 and Math 1B	A more comprehensive ppt presentation	July 2018	December 2018	December 2018	Very Impressive	Outstanding	
4	Develop teaching guide/ handouts	Develop teaching guide and handouts suitable to junior high school students	July 2018 to December 2018			Very impressive	Very Satisfactory	
5	Develop laboratory guide	Develop a laboratory guide for Science 1	July 2018 to December 2018			Very Impressive	Outstanding	
6	Number of student-related activities assisted	Assisted eleven (11) student related activities	July 2018 to December 2018			Very Impressive	Outstanding	
7	Practice teachers mentored and evaluated	Assisted, mentored and evaluated two (2) bio-sci major students	August 2018 to December 2018			Very Impressive	Outstanding	
8	Field study students assisted	Assisted three (3) field study students from the college of education	August 2018 to December 2018			Very impressive	Outstanding	
9	Special assignments from the principal	OIC principal	September 26, 2018			Very impressive	Outstanding	

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

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

Prepared by:

  
**ROSARIO P. ABELA, Ed.D**  
 Unit Head

## PERFORMANCE MONITORING FORM

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

Prepared by:

  
**ROSARIO P. ABELA, Ed.D**  
 Unit Head