#### 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: <u>June 2018</u> Target Date: <u>July – December 2018</u>

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:

Name of Ratee Faculty/Staff

### SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name	of	Faculty	Member:	LUCIA S. NORRIS	
1401116	v	· ucuity		LOCATION TO THE	_

	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 x50%=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
T	OTAL			4.81

<b>EQUIVALENT</b>	NUMERICAL
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**RATING:** 

4.81

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.81

ADJECTIVAL RATING:

**Outstanding** 

Prepared by:

Reviewed by:

Name of Faculty

Department Head

Recommending Approval:

Approved:

# INDIVIDUAL PER .MANCE COMMITMENT AND REVIEW F . 1 (IPCR)

I, <u>LUCIA S. NORRIS of the VSU Laboratory High School commits the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July 1</u> to <u>December 31</u>, 2018.</u>

LUCIA S. NORRIS

Ratee

Approved:

ROSARIO P. ABELA

**Head of Unit** 

MFO & PAPs	Success Indicators	Tasks	Target	Accomplishments	Rating				Remarks	
5 2 7 7 8 7		Assigned			Q1	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
	FTE		12.75	55.4	5	5	5	5		
Education Services as Laboratory High School of the College of Education	• TL	Teaching	18.00	25.00	5	5	5	5	Science IVB(Organic Chemistry/Biochemistry), Science I (Earth Science), Math 1B	
	Number of Instructional Materials Developed/Revised and Utilized:									
	Revised syllabi within the year		1	1	4	4	4	4	Science IVB(Organic Chemistry/Biochemistry), Science I (Earth Science), Math 1B	
	Teaching Guides / Handouts		4	10	5	5	5	5		
·	Teaching Aid (PowerPoint/visual aids/etc)		4	12	5	5	5	5	Science IVB(Organic Chemistry/Biochemistry), Science I (Earth Science), Math 1B	
	Laboratory Guide		1	1	4	4	4	4	Science 1 (Earth Science)	
	Student Advising and Consultation Services:									
	Number of organizations advised		0	1	4	4	4	4		
	<ul> <li>Number of student-related activities assisted</li> </ul>		6	11					Activities assisted: Acquaintance program, VSULHS local science fair, Math and Science month celebration, honors program, Buwan ng wika, Teachers day celebration, English month celebration, Christmas Program and Party, State University Academic Convocation	
Average Rating					4.6	4.6	4.6	4.6		
Support to Operation to the College of	Instructional Services									
Education	No. of Practice Teachers Mentored and Evaluated		1	2	5	5	5	5		
	No. of Field Study Students Assisted		5	3	3	3	3	3		
	Other services									
	Other services provided to VSU activities and other agencies									

								_	
Average Rating					4	4	4	4	
Administrative functions & other special	Special Assignments from Office of the	(				( -		<b> </b>	
assignments	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	
Total Over-all Rating								13.6	
Average Rating (Total Over-all rating divided by 3)  Additional Points:		13.6					Develo The Ke	poment Purpose:  is a plasared mentar.  rep up the good work!	
Approved Additional points (with	copy of approval)	ХХ	1						
FINAL RATING				4.5	_				
ADJECTIVAL RATING			TUO	STANDING					
Received by:  Machine Brincipal  Received by:  Received by		Α	He	nding Approv OCINO, Ed.D. n/Director		R€	ceived -	by:	BEA/TRIZ S. BELONIAS, Ph.D.  Vice President

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

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

1 - Quality

2 - Efficiency

3 - Timeliness

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

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

4 - Average

### PERFORMANCE MONITORING FORM

Name of Employee: <u>LUCIA S. NORRIS</u>

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplishe	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recomme
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	ndation
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	July2018 to December 2018			Very impressive	Very Satisfactory	
5	Develop laboratory guide	Develop a laboratory guide for Science 1	July 20	018 to December	r 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	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

OSARIO P. ABELA, Ed.D

Unit Head

<sup>\*\*</sup> Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

## PERFORMANCE MONITORING FORM

Name of Employee: <u>LUCIA S. NORRIS</u>

Task No.	Task Description	Expected Output	Date Ass gned	Expected Date to	Actual Date Accomplishe	Quality of ()utput*	Over- ill Assessment of Ot tput**	Remarks/ Recomme
1	Teach Science IVB, Science 1 and Math 1B	L'eliver quality learning to students in the	July 2018:	Accomplish December	December	Very impressive	<u> </u>	ndation
2		junior high school		2018	2018	very impressive	Outstanding	
	Revised syllabi in Science IVB, Science 1 and Math   B within the school year	Revised syllabi that addresses the needs of learners	July 2018:	March 2(18		Very impressive	Very Satisfactory	
3	Develop teaching aid in Science 1VB, Science 1 and Math 1B	A. more comprehensive ppt presentat on	July 2018	December	December	Very Impressive	Outst: nding	
4	Develop teaching guide/ handouts	Levelop teaching guide and handout: s iitable to junior h gh school students	2018   2018     July2018 to December 2018			Very impressive	Very Satisfactory	
5	Develop laboratory squide	Levelop a laboratory guide for Science 1	July 2018 to December 2018					
5	Number of student-related activities assisted	A ssisted eleven (11) student related		8 to Dece nber		Very Impressive Very Impressive	Outstanding	
7	Practice teachers mentored and	activities			2010	Very Impressive Outstanding		
	evaluated	A ssisted, mentored and evaluated two (2) bio-sci major students	August 2018 to December 2018			Very Impressive	Outstanding	
<b>3</b>	Field study students assisted	A ssisted three (3) f eld study student;	August 2018 to December 2018			Very impressive	Outst: nding	
	Special assignments from the	fi om the college of education				very impressive	Outsit naing	
	principal	CIC principal	September 25,		mber 25, 2018 Very in		Outstanding	

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

ROSARIO P. ABELA, Ed.D

Unit Head

<sup>\*\*</sup> Outstanding, very satisfactory, satisfactory, unsatisfactory, poor