

Exhibit "K"

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

Name of Faculty Member: **Joel Rey U. Acob**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		4.5 x 50% = 2.25	
Students (50%)		4.89 x 50% = 2.445	
Total for Instruction	60%	4.695	2.817
Research	20%	4.2	.84
Extension	20%	4.2	.84
TOTAL			4.57

EQUIVALENT NUMERICAL RATING: **4.57**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.57**

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

JOEL REY U. ACOB
Name of Faculty

Reviewed by:

JESUSA M. MAGNO
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOEL REY U. ACOB, of the COLLEGE OF NURSING commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY to JUNE, 2019.

JOEL REY U. ACOB

Ratee

Approved:

JESUSA M. MAGNO

Head of Unit



MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. INSTRUCTION Prepares lectures and plans academic activities of students	FTE	Teaches: (1 st semester) NCM 107a, NRES 12, CA 11, Zool 138, Zool 138a, NCM 100n, NCM 100	2	18. 425	4.8	4.8	4.8	4.8	
	Number of new instructional materials developed: Handouts Slide presentations Course syllabus	College Coordinator, RDE College Secretary Committee memberships: Curriculum Academic and non-Academic personnel, honors and awards, Instructional materials	 2 1 1	 4 4 4	 4.2 4.2 4.2	 4.2 4.2 4.4	 4.1 4.0 4.4	 4.3 4.4 4.4	
Student research and field practice advising	No. of student research and field practice advising No. of case study No. of research manuscripts	Case study adviser	1 1	2 2	4.7 4.7	4.7 4.7	4.7 4.7	4.7 4.7	
Student advising and consultation services	No. of hours spent on consultation No. of student related activities assisted		10 hrs 2	90 hrs 4	4.5 4.2	4.5 4.2	4.5 4.2	4.5 4.2	

Control No-036

MFO 3. EXTENSION SERVICES	No. of extension proposal made and submitted								
	No. of person-days trained	10	30	4.0	4.0	4.0	4.0		
	No. of IEC materials/technoguides developed/approved/used	1	3	4.0	4.0	4.0	4.1		
	Number of beneficiaries served:								
	Groups/ institution		3	4.7	4.8	4.8	4.76		
	Individuals								
	FAST	10	20	4.6	4.7	4.7	4.66		
	CATCH	30	60	4.7	4.7	4.7	4.7		
Research services	HELP	40	90	4.7	4.7	4.7	4.7		
	CARES	10	137	4.6	4.7	4.8	4.8		
	Number of trainings conducted								
	Number of extension projects conducted and completed with prescribed period		3	4.2	4.1	4.1	4.3		
	Number of invitations as resource person								
	Research proposals submitted and approved by the college research coordinator	0	1	4.3	4.5	4.4	4.4		
	Research paper published in an international journal		4	4.5	4.6	4.6	4.6		
Total Over-all Rating					4.43	4.47	4.46	4.50	4.47

Average Rating (Total Over-all rating divided by 4)		XX
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.525
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development

Purpose:

- Advised to assume other related functions assigned
- Commendable for his research publications

Evaluated & Rated by:

JESUSA M. MAGNO

Dept/Unit Head

Date: _____

Recommending Approval:

JESUSA M. MAGNO

Dean/Director

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Exhibit "G"

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

NAME OF OFFICE: **COLLEGE OF NURSING**

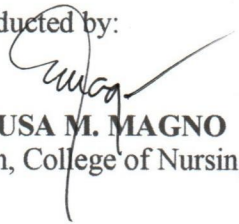
Head of Office: **Jesusa M. Magno**

Name of Personnel: **ACOB, JOEL REY U.**

Activity Monitoring	Mechanism				Remarks
	Meeting		Memo	Others (Pls specify)	
	One-on One	Group			
Monitoring					
Counselling	<ol style="list-style-type: none"> 1. Discussed the importance of making class schedule weeks ahead of time. 2. Advised to check revised syllabus per semester. 3. Discussed the importance of collecting hard copies of grades, TOS from respective instructors and to keep those on file. 4. Discussed to refrain from scheduling extension activities weeks before the start and near the end of every semester. 5. Advised to keep track of the college activities and check related documents 				<ol style="list-style-type: none"> 1. The instructor agreed to perform the activities and points discussed. 2. Commendation for all the good deeds and contributions for the betterment of the college especially in the conduct of Extension services in Research while maintaining collaboration with other agencies.

	<p>necessary for CHED monitoring, evaluation and for accreditation.</p> <p>6. Discussed that he may attend meetings in lieu of the dean if the latter is not available because of valid reasons.</p>				
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Conducted by:


JESUSA M. MAGNO
 Dean, College of Nursing

Noted by:


BEATRIZ S. BELONIAS
 VP, Instruction

EXHIBIT "I"**PERFORMANCE MONITORING FORM**

Name of Employee: **JOEL REY U. ACOB**
For the month: **JANUARY-JUNE 2019**

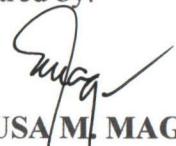
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output	Over-all assignment of output	Remarks/ Recommendation
1	A. Instruction							
	1. Class preparation	Prepared lesson plans and other teaching approaches like simulations, demo, ret-demo, power points & others	December 2018	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	Grades cannot be submitted on time as students will still comply for lacking requirements/exams
	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	2 nd Sem of Level III and 1 st Sem of Level IV	1-2 weeks before the end of 1 st Sem Level IV	2 weeks before the end of the Sem	Impressive	Very satisfactory	

	studies/CHN output							
	7. Supervising students in 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	
	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	
2	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	
	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	NI	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		Impressive	Satisfactory	
	3. Attendance in trainings/workshops/conferences/conventions	Travel report, attendance, certificates	Within the AY	Within the AY		Impressive	Satisfactory	
	4. College secretary	Prepared plan for Faculty / Staff need Monthly record of events, minutes of meetings, attendance to meetings (as the need arises)	Within the AY	Within the AY		Impressive	Satisfactory	
	5. Academic coordinator	Final output of OBE Syllabi/ course outlines/ TOS/ copies of test papers.	Within the AY	Within the AY	Within the year	Impressive	Satisfactory	

		Record of student consultations. Semestral schedule of classes, meetings/ consultation with students, documents for CHED/ISO/AACCUP Accreditation						
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Prepared by:


JESUSA M. MAGNO
Dean, College of Nursing

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ACOB, JOEL REY U.

Performance Rating: 4.60

The Performance Rating shows that the concerned faculty obtained a Very Satisfactory Performance on the following areas: Instruction, Research, Extension with Community Development, Administrative Functions and other responsibilities for the College Dean.

Aim:

Increase the number of research outputs of other faculty members.

Date: August 2019

Target Date: January to December 2020

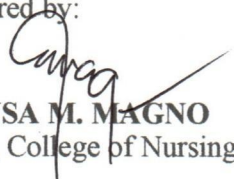
First Step:

Encouraged to assist other faculty members to conduct/implement research in order to achieve the college target in terms of research output.

Recommendations:

Agreed and very much willing to assist other faculty members in conducting research and eventually publish in high impact journals and therefore be used by our stakeholders, the students. With commendable performance in research.

Prepared by:


JESUSA M. MAGNO
Dean, College of Nursing

Conformer:


ACOB, JOEL REY U.
Faculty