

Exhibit "K"

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DEVIANNE JANE E. DAIZ

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|----------------------------|--|--------------------------------------|---|
| Instruction | | | |
| Head/ Dean (50%) | | 4.7 x 50%= 2.35 | |
| Students (50%) | | 5.0 x 50%= 2.5 | |
| Total for Instruction | 70% | 4.85 | 3.39 |
| Research | 20% | 4.56 | .912 |
| Extension | 10% | 4.56 | .456 |
| TOTAL | | | 4.75 |

EQUIVALENT NUMERICAL RATING: 4.75

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

Reviewed by:


DEVIANNE JANE E. DAIZ

Faculty


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 DEVIANNE JANE E. DAIZ, 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 JULY to DECEMBER, 2019

DEVIANNE JANE E. DAIZ
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 | |
| MFO I INSTRUCTION Prepares Lectures and Plans Academic activities of students | Full Time Equivalent (FTE) | Teaches: 1st semester, AY 2019-20 Zool138 and 138a (lec and lab) | 4 | 12.625 | 4.7 | 4.7 | 4.6 | 4.6 | |
| | Number of New Instructional Materials Developed: • Handouts • Slides (presentation) • Syllabus | Executive Committee Member Academic and Non-Academic Personnel Committee Member IM Development Committee Member Curriculum Committee Member | | | | | | | |
| | | Zool138 (lec and lab) | 4 | 5 | 4.7 | 4.7 | 4.7 | 4.7 | |
| | | | 4 | 5 | 4.8 | 4.7 | 4.7 | 4.76 | |
| | | | 1 | 1 | 4.8 | 4.8 | 4.7 | 4.76 | |
| Student Research and Field Practice Advising | No. of student research and Field practice Advising • No. of Case Study • No. of Student Research | Adviser | 1 | 1 | 4.7 | 4.7 | 4.6 | 4.66 | |
| Student Advising and Consultation Services | • No. of Hours spent on consultation • No. of Student related activities assisted | | 100 | 110 | 4.6 | 4.7 | 4.6 | 4.63 | |
| | | | 1 | 1 | 4.7 | 4.7 | 4.7 | 4.7 | |

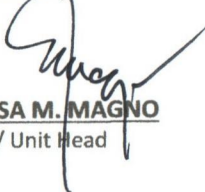
| MFO & Performance Indicators (PI) | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|-----------------------------------|--|-------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| MFO II. Extension Services | Number of Extension Programs/ Projects Conducted within the prescribed period <ul style="list-style-type: none"> Number of person-days trained Number of IEC materials/ techno guides developed/ approved/ used Number of beneficiaries served: <ul style="list-style-type: none"> Groups Individuals Number of trainings conducted Number of extension projects conducted and completed within prescribed period | Component member: CATCH | 20 | 89 | 4.5 | 4.5 | 4.5 | 4.5 | |
| | | Component member: FAST | 15 | 25 | 4.5 | 4.5 | 4.5 | 4.5 | |
| | | Component member: HELP | 50 | 111 | 4.5 | 4.5 | 4.5 | 4.5 | |
| MFO III. Research Services | Number of Research proposals submitted by the Faculty and approved by the College Research Coordinator | EVHRDC Proposal | 1 | 1 | 4.7 | 4.7 | 4.6 | 4.63 | |
| Total Over-all Rating | | | | | 4.65 | 4.65 | 4.61 | 4.63 | 4.63 |

| | | |
|---|----|-------------------|
| Average Rating (Total Over-all rating divided by 4) | | XX |
| Additional Points: | | |
| Punctuality | XX | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.63 |
| ADJECTIVAL RATING | | VERY SATISFACTORY |

Comments & Recommendations for Development Purpose:

1. Have seen the enthusiasm to help the college.
2. Advised to make the additional/ proposed extension program.

Evaluated by:


JESUSA M. MAGNO
 Dept./ Unit Head

Date: _____

Recommending Approval:


JESUSA M. MAGNO
 Dean/ Director

Date: _____

Approved by:


BEATRIZ BELONIAS
 Vice President

Date: _____

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

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

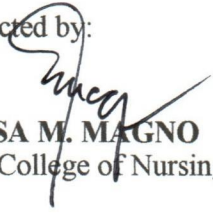
Name of Personnel:

DAIZ, DEVIANNE JANE E.

| Activity Monitoring | Mechanism | | | | Remarks | Conforme |
|---------------------|---|-------|------|----------------------|---|---|
| Monitoring | Meeting | | Memo | Others (Pls specify) | | |
| | One-on One | Group | | | | |
| Counselling | Discussed on the following: a. Adopt and be a program leader of a community extension program and establish collaboration with appropriate agencies. b. Strict imposition of student discipline guided by the policies and regulations found at the student handbook. c. Observe on the wearing of prescribed uniform. d. Attendance to seminars/training and workshops | | | | The faculty agreed to conduct / perform/ abide on the concerns discussed. Commendations accorded for: a. Attending to students concerns with prior consultation from the head. b. Helping in gathering documents needed in the conduct of lecture and RLE in major courses. c. Good performance in the conduct of classes. d. Achievement of the college 2019 targets. |  <u>Daiz, Devianne Jane M.</u> Faculty |

| | | | | | | |
|--|---|--|--|--|--|--|
| | outside of VSU was discussed for personal and professional development. | | | | | |
|--|---|--|--|--|--|--|

Conducted by:


JESUSA M. MAGNO
Dean, College of Nursing

Noted by:



BEATRIZ S. BELONIAS
VP, Instruction

EXHIBIT “I”

PERFORMANCE MONITORING FORM

Name of Employee: DEVIANNE JANE E. DAIZ
For the month: JULY-DECEMBER 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, return 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 | Very 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 | Given per semester | 1-2 weeks before the end of the semester | 2 weeks before the end of the semester | Impressive | Very satisfactory | |
| | 7. 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 | Within the 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 | | |

Prepared by:



JESUSA M. MAGNO
Dean, College of Nursing

Exhibit "L"

Name of Employee: DAIZ, DEVIANNE JANE E.
Performance Rating: 4.75

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in the 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:

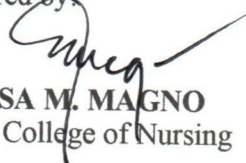
One-on-one meeting.

Include in the discussion during faculty meeting

Recommendations:

Visit websites of various related organizations for schedule of updates.
Confirm attendance once letter of invitation is received.

Prepared by:


JESUSA M. MAGNO
Dean, College of Nursing

Conforme:


DAIZ, DEVIANNE JANE E.
Faculty