SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DIANA R. ECLAVIA

Program Involvement (1)		Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head (50%) from IPCR	0.50%	4.94x50%= 2.47	
	b. Student (50%) from Teaching Performance Eval'n. By-Students	0.50%	5.0x50% = 2.50	
	Total for Instruction	100%	4.97	4.97
	1. Research			
	a. Client/Dir. for Research (50%)	0%	0 x 0% = 0	
	b. Dept. Head/Center Director (50%)	0%	0 x 0% = 0	0
	Total for Research			
	2. Extension		0 x 0% = 0	
	a. Client/Dir. for Extension (50%)	0%	0 x 0% = 0	0
	b. Dept Head/Center Director (50%)	0%	0	0
		0%	0	0
2.	Total for Extension			
	3. Administration			
	4. Production			
	TOTAL	100%		4.97

EQUIVALENT NUMERICAL RATING: 4.97
Add: Additional Points, if any: -
TOTAL NUMERICAL RATING: | 4.97 |

ADJECTIVAL RATING: | Outstanding |

Prepared by: Reviewed by:

DIANA R. ECLAVIA   **N/A**
Name of Faculty   Department Head
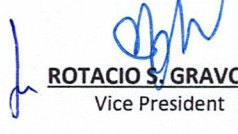
                          Recommending Approval:

                          CHRISTIAN VIE P. BALDONADO
                          Dean, Director

                          Approved:

                          ROTACIO S. GRAVOSO
                          Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DIANA R. ECLAVIA, faculty of the College of Nursing commit to the 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 2024.

Approved:

DIANA R. ECLAVIA
Instructor I
Date: 7/25/2024

CHRISTIAN VIE P. BALDONADO
Dean, College of Nursing
Date: 7/30/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	10	26	5	5	5	5.00	NuCM 109, NuCM 109r, NuCM 103r, NuCM 101r

		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	*1*	1	5	5	5	5.00	
		A 11. *Number of INC forms with grade submitted within prescribed period*	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12. *Number of trainings attended related to instruction*	Attend mandated trainings	*1*	2	5	5	4	4.67	Integrated Course on Primary Care, and Research Writeshop
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	*1*	2	5	5	5	5.00	
		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	*8*	30	5	5	4	4.67	NuCM 109, NuCM 109r
		A15. *Number of lab reports and term papers checked and graded*	Checks lab reports and term papers submitted as required	*1*	1	5	5	5	5.00	

PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	0	78	5	5	5	5.00	BSN 3 Students
	A17. Number of students advised on thesis/ field practice/special problem:		1	11	5	5	5	5.00	BSN 2 Group 7 case study
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	71	5	5	5	5.00	NuCM 109, NuCM 109r

PI	Activity	Description								Remarks
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	Advises student organizations recognized by USOO								
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities								
PI 10: Number of instructional materials developed *	**A 21 :** Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel								
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof								
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	26	5	5	5	5.00		
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	15	5	5	5	5.00		NuCM 109, NuCM 109r
	A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor								
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:									
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation								
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
UMFO 3 . RESEARCH SERVICES										

	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in sciencfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							

		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36**. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	PI 2. Number of trainees weighted by the length of training	**A 37**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	**A 39**. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	PI 5. *Number of technical/expert services*	**A 40** . *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	*Research Mentor*								
	Peer reviewers/Panelists	*Peer reviewers/Panelists*								
	Resource Persons	*Resource Persons*								
	Convenor/Organizer	*Convenor/Organizer*								
	Consultancy	*Consultant*								
	Evaluator	*Evaluator*								
	PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
MFO 12- Instructional Materials Development Services										
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Spearheading in the planning of instructional material development and coordination the publication of the same.							
	PI 2. Percentage of syllabi, evaluation sylllabus, TOS, instructional materials and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.							
	PI 4: Number of seminars/trainings/workshops coordinated for entire university		Coordinating seminars/ workshops for entire unviersity.							
	PI 6: Number of syllabi, evaluation sylllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.							
	PI 7: Number of Virtual Classroom Evaluation & Monitoring reviewed and approved		Review and approve Virtual Classroom Evaluation							
	PI 9: Number of Virtual Classroom created		Creat Virtual Classroom							
	PI 9: Number of coordinating the VSU faculty and students VSUEE account									
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	**A 44**. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member							

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools								
		On program accreditations									

		On institutional accreditations										
UMFO 6. General Admin. & Support Services (GASS)												
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC.											
	PI 2: . Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services										
	PI 3: Number of planning sessions, tracking and monitoring of targets, meeting, etc. cnducted to ensure attainment of department targets											
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.											

PI 5: Number of monthly/special staff meetings conducted**												
PI 6:: Additional Outputs												
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *												
	A 47. Collaboration with the VSU Component College											
	A 48. Consolidation of guidelines and policies with the Academic Units/ department.											
	A 49. Prepares training proposal for OHIMD and ODIE											
	A 50. Coordinate with Nephila Web in the creation of Branded Moodle App for VSUEE.											
	A 51. Other outputs implementing the new normal due to covid 19											
	A 51. Appointed as one of the members in the University's Parol Contest											
PI 5: Number of monthly/special staff meetings conducted**												
Total Over-all Rating										54.34		
Average Rating										4.94		
Adjectival Rating									Outstanding			

(handwritten note: Resume Mofus in Nursing.)

Evaluated & Rated by:

CHRISTIAN VIE P. BALDONADO
Dean, College of Nursing
Date: 7/30/2024

Recommending Approval

CHRISTIAN VIE P. BALDONADO
Dean, College of Nursing
Date: 7/30/2024

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 12/09/2024

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
/	1st	U
/	2nd	A
		R
	3rd	T
		E
	4th	R

Name of Office: <u>COLLEGE OF NURSING</u>

Head of Office: <u>CHRISTIAN VIE P. BALDONADO</u>

Number of Personnel: 17

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Review and Finalization of the CON Individual Targets (January – December 2024) and Accomplishments (January – June 2024)		Faculty Meeting May 28, 2024 Consolidation of IPCR Accomplishments July 2024			All personnel provided their accomplishments and reviewed the feasibility of obtaining the targets for the rest of the year (January – June 2024)
Coaching Reviewed the need support to facilitate the attainment of the office targets and improvement of individual personnel performance		Faculty Meeting May 28, 2022 Consolidation of IPCR Accomplishments July 2024			Submitted list if support needed to attain targets.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

CHRISTIAN VIE P. BALDONADO
Dean, College of Nursing

Noted by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Diana R. Eclavia
Performance Rating: 4.97

Aim: The faculty takes steps to qualify for a regular position

Proposed Interventions to Improve Performance: Resume Masters Program in Nursing

Date: July 2024   Target Date: December 2024

First Step: Discuss with the faculty member the possible factors that would support her in resuming Masters in Nursing

_____

Result: Factors and areas of support have been identified

Date: July 2024   Target Date: December 2024

Next Step: Faculty will continue pursuing her Masters in Nursing

Outcome: Faculty re-enrolls in a Masters program in Nursing

Final Step/Recommendation:

Discuss with the faculty member the possible factors that would support her in finishing her Masters in Nursing for the faculty to re-enroll

Prepared by:

CHRISTIAN VIE P. BALDONADO
Unit Head

Conforme:

DIANA R. ECLAVIA
Name of Ratee Faculty/Staff

TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS

1ST Semester AY 2023 - 2024

Name of Faculty : ECLAVIA, DIANA R.
Department: Nursing
College: Nursing

Course No. & Descriptive Title		Lec./ Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
NuCM 104	Community Health Nursing 1 (individual & family as clients)	Lec	5.00	Outstanding	91.00%
NuCM 107	Care of mother, child adolescent (well client)	Lec	4.00	Very Satisfactory	89.00%
Average Rating			4.50	Outstanding	90.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE
Legend:
1.00 – 1.49 Poor (P)
1.50 – 2.49 Fair (F)
2.50 – 3.49 Satisfactory(S)
3.50 – 4.49 Very Satisfactory(VS)
4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL
TPES In-Charge
Date: May 14, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 14, 2024

Received by:

ECLAVIA, DIANA R.
Name and Signature of Faculty
Date: 5- 23 - 24
Distribution of copies: IEO, College, Department, Faculty (all in original signature)

INSTRUCTION AND EVALUATION
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Baybay City, Leyte
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Page 1 of 1
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V02 12-08-2023
No.1st23-24sCON-12