"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 (2 x 3)
Instruction			
Head (50%)		4.79X50%=2.395	
Student (50%)		5.0X50%= 2.5	
TOTAL for Instruction	60%	4.895	2.937
Research	20%	4.80	.957
Extension	20%	4.785	.96
TOTAL			**4.854**

EQUIVALENT NUMERICAL RATING: 4.854
Add: Additional points, if any: -
TOTAL NUMERICAL RATING: **4.854**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JESUSA M. MAGNO
College Dean

Approved by

BEATRIZ S. BELONIAS
VP, Academic Affairs

"Exhibit B"

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 **JULY** to **DECEMBER**, **2018**

JOEL REY U. ACOB
Ratee

Approved:

JESUSA M. MAGNO
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating Q[1]	E[2]	T[3]	A[4]	Remarks
MFO 1 INSTRUCTION Prepares Lectures and Plans Academic activities of students	Full Time Equivalent (FTE)	Teaches: 1st Semester NCM 107-A, Nres 12, CA 11, Zoo 138, Zoo 138a, NCM 100n, NEIC 115	2	20.4	4.3/4.9	4.4/4.8	4.2/4.8	4.3/4.83	
	Number of New Instructional Materials Developed: a. Handouts b. slides (presentation) c. Course Syllabus Revised instructional materials a. Handouts b. Powerpoint presentation Trainings attended/ seminars/ continuing Education for profession	College Coordinator, RDE Comm Member on: Curriculum, Academic and Non- Academic personnel, Honors and Awards, Instructional Material	2 1 1 10	4 4 4 2 2 10	4.3/4.8 4.4/4.8 4.3/4.8 4.5/4.8 4.4/4.8 4.0/4.9	4.5/4.8 4.2/4.8 4.3/4.8 4.3/4.8 4.3/4.8 4.2/4.9	4.4/4.8 4.2/4.8 4.0/4.8 4.2/4.7 4.4/4.8 4.2/4.9	4.4/4.8 4.2/4.8 4.3/4.8 4.4/4.74 4.4/4.8 4.2/4.9	
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	1 2	4.2/4.8 4.2/4.8	4.3/4.8 4.5/4.8	4.2/4.7 4.2/4.8	4.2/4.74 4.4/4.8	
Student Advising and Consultation Services	No. of Hours spent on consultation No. of Student related activities assisted		10 hrs 2	80 hrs 10	4.0/4.7 4.2/4.8	4.0/4.6 4.2/4.8	4.0/4.7 4.2/4.8	4.0/4.66 4.2/4.8	

MFO 3 EXTENSION SERVICES	No. of Extension proposal made and submitted	Component member			4.0/4.8	4.2/4.8	4.2/4.7	4.3/4.74	
	Number of person-days trained		10	30	4.0/4.8	4.2/4.8	4.2/4.8	4.3/4.8	
	Number of IEC materials/techno-guides developed/approved/used		1	2	4.2/4.7	4.1/4.8	4.4/4.7	4.5/4.73	
	Number of beneficiaries served: Groups/Institutions			4	4.2/4.8	4.4/4.7	4.2/4.7	4.3/4.73	
	Individuals								
	-FAST		10	15	4.2/4.8	4.5/4.8	4.2/4.7	4.2/4.74	
	- CATCH		30	56	4.3/4.7	4.5/4.7	4.2/4.7	4.4/4.7	
	- HELP		40	91	4.3/4.9	4.5/4.9	4.3/4.9	4.4/4.9	
	- CARES		10	142					
	Number of trainings conducted								
	Number of extension projects conducted and completed within prescribed period								
	Number of invitations as resource person			4	4.2/4.9	4.4/4.9	4.3/4.9	4.2/4.9	
Research Services	Research proposals submitted and approved by the College Research Coordinator			1	4.3/4.8	4.2/4.8	4.4/4.8	4.2/4.8	
	Research paper published in an international journal			3	4.4/4.8	4.3/4.8	4.5/4.9	4.2/4.8	
Total Over-all Rating					4.8	4.79	4.78	4.74	4.78

Average Rating (Total Over-All rating divided by 4)		xx
Additional points		
Punctuality	xx	
Approved Additional points (with copy of approval)	xx	
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

1.) Performed all his functions deligently.

Evaluated & Rated by:

Dept./Unit Head

Date: 1/30/2019

Recommending Approval:

Dean/Director

Date: 1/30/2019

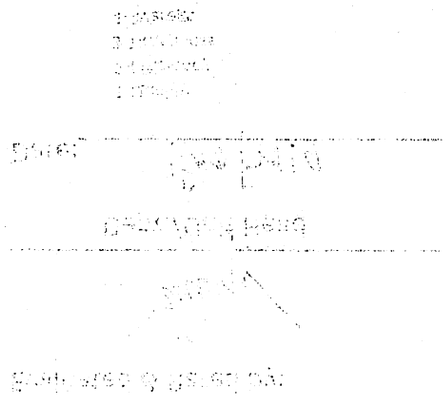
Approved by:

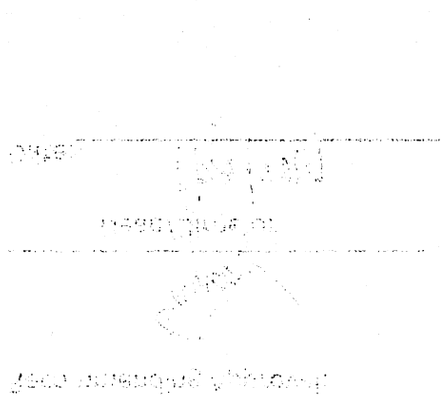
BEATRIZ S BELONIAS, PhD

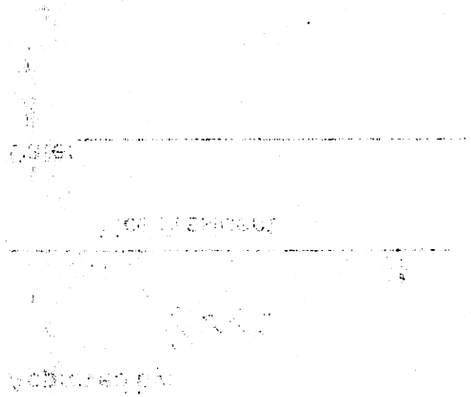
Vice President

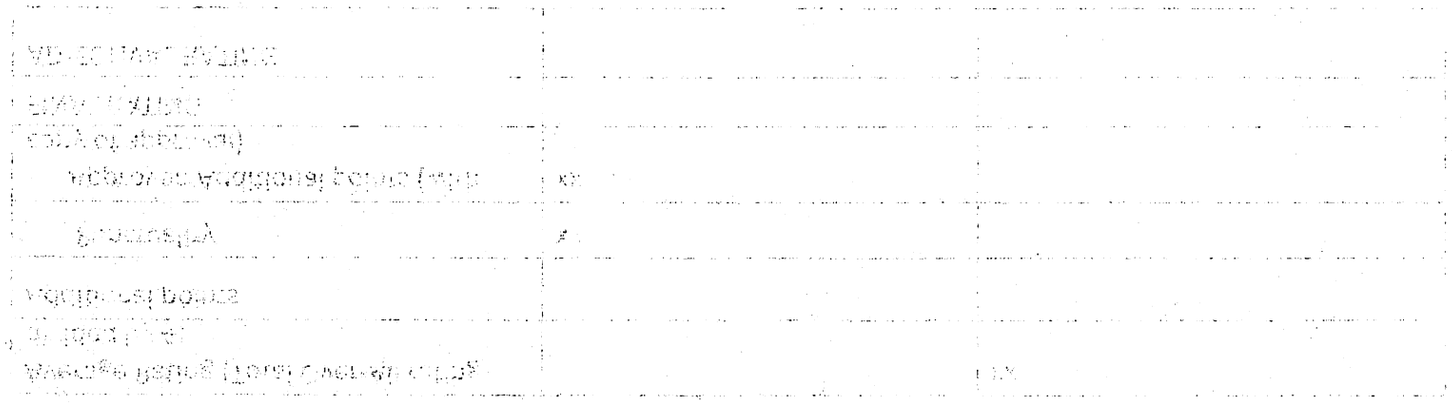
Date:

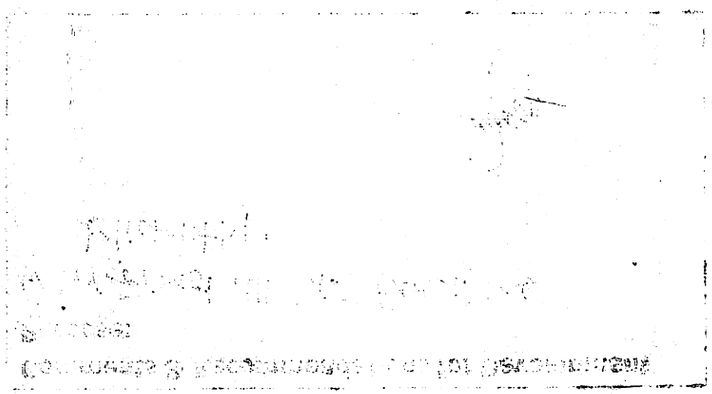
1-Quality
2-Efficiency
3-Timeliness
4-Average











"Exhibit L"

EMPLOYEE DEVELOPMENT PLAN

Name : Joel Rey U. Acob
Performance Rating: 4.854

Aim: Submit research proposals for approval and implementation once approved.

Proposed intervention to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: July 2018 Target Date: December 2018

Next Step:

Outcome: _____

Final Step/Recommendation:
Performed his functions deligently during this period.
With research papers presented/published in recognized journals.

Prepared by:

Unit Head

Conforme:

JOEL REY U. ACOB
Name of Ratee Faculty/Staff

" Exhibit G"

PEFORMANCE MONITORING & COACHING JOURNAL

	1ST	QUARTER
	2nd	
	3rd	
Dec 2018	4th	

Name of Office: NURSING

Head of Office: JESUSA M. MAGNO

Number of Personnel: JOEL REY U. ACOB

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls specify)	
	One-on-One	Group			
Monitoring					
Counselling	Conducted a one on one discussion with regards to dealing with students like avoidance of having close friendly relationship with them when inside the campus.				Acknowledged the discussion.

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

Conducted by:

JESUSA M. MAGNO
Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS
VP, Academic Affairs

"Annex G"

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: MURSHID

Head of Office: ESTELA M. VALDINO

Number of Personnel: 1071 SEYLA ACOB

Activity Monitoring	MONITORING				
	Meeting		Memo	Others (Pls specify)	Remarks
Monitoring	One-on-One	Group			
Counselling	Conducted a one on one discussion with towards coaching with guidance like avoidance of having close friendly relationship with them when inside the campus.				Achieved regular the discussion.

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

Conducted by: Noted by:

ESTELA M. VALDINO
Instructor

BEATRICE E. BERTONAS
Program Head

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of employee: **ACOB, JOEL REY U.**
For the Month: **JULY-DECEMBER 2018**

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, appropriate teaching strategies like power-point presentations, dummies , other visual materials	July 16, 2018	Per semester accomplishment	Within the given semester	Impressive	Very satisfactory	
	2.Preparing quizzes/exams	Appropriate set of exams./ TOS	Per semester assignment	2-3 days before unit exams, term tests	Within the given semester	Impressive	Very satisfactory	
	3.Reading/checking exams/outputs	Raw scores, ratings	Per semester assignment	2-3 days after the exams	Within the given semester	Impressive	Very satisfactory	
	4.Computing/preparing grades	Excel prepared grades. Entry to cumulus.	Per semester assignment	1 week after submission of grades thru cumulus	Within the given semester	Impressive	Very satisfactory	Submitted grades before deadline
	5.Student consultation	Record of consultation	Per semester assignment	Per semester accomplishment	Within the given semester	Impressive	Very satisfactory	

	6.Supervising student research/case studies	Draft of Research or Case Study. Final output of hardbound research or case study	1st Semester of Level IV	1-2 weeks before the end of the 1st Semester	Two weeks before the end of the semester	Impressive	Very satisfactory	Conducted
	7. Reading/correcting student research/case studies	Defense in a panel. Final output of hardbound research or case study	Start of the 1st Semester	Two weeks before end of the 1st Semester Level IV	December 7, 2018	Impressive	Very satisfactory	Conducted
	8. Prepare/revise course syllabus for assigned subject	Final copy of the OBE Course Syllabus	July 2018	2-4 weeks before the start of every semester	July 20, 2018	Impressive	Satisfactory	Submitted on time
2	**B.Research**							
	1.Implementation of approved research	Number of Approved Research proposals	AY 2019	DEC. 2019				On-going
	2.Documenting research process	Gantt chart	AY 2019					
	3. Negotiating with stakeholders	MOU/MOA	Within the school year	1st Quarter of AY 2019				
	4.Preparing reports for reviews (in house, cluster, RDE, symposiums) or for funding organizations	List of approved and on-going researches	1ST Week of Sept.	3 days before the scheduled in-house review for AY 2019	3 days before the scheduled in-house review for AY 2019	Impressive	Very Satisfactory	In-house review for Research Sept. 12, 2018
	5. Mentoring/visiting/working with collaborators	Invitation, programs, evaluations	Within the school year and on invi-tation basis	Within the AY	Expected to conduct every two mons.	Impressive	Very Satisfactory	
	6. Responding to official communications(letters, emails, etc)	Communication letters, screen shots of communication, record of proceedings of meetings	Within the year	Within the year		Impressive	Very Satisfactory	

3	**C.Extension**							
	1.Conceptualizing/writing extension proposal	Communication letters to OVPRE, Proposals, Approved Extension Program/project, Appointments	Within the AY			Impressive	Very Satisfactory	5 year program 2016-2021 With proposals submitted to OVPRE
	2.Implementation of approved extension project	Approved Schedule of Activities, Documentation and records (communication letter to the Brgy.,Attendance), Evaluation reports	Within the year	Within the year once approved				On-going for approved projects
	3.Documenting extension process	Approved appointment, documentation of activities	Per scheduled activity within the year	Every after implementation within the AY	Every after implementatio n within the AY	Impressive	Very Satisfactory	On-going
	4.Gathering data/information	FGD records, TNA , Evaluation	Within the AY	Within the year once approved				On-going
	5. Preparing reports for reviews (in house, cluster, RDE, symposiums) or for funding organizations	Quarterly records/reports on the progress of Extension activities. File kept by Extension communicator and coordinator	Quarterly preparation			Impressive	Very Satisfactory	In-house review for Extension Sept. 13, 2018
	6. Mentoring/visiting/ working with collaborators	Invitation, programs, evaluations	Per invitation					To start once proposal is approved
	7. Responding to official (letters, emails, etc)	Communications (letters, emails, etc)	Per invitation					

	8. Serving as resource person in workshops/ trainings, etc.	Program of invitation, Copy of lecture article, pictures, Evaluation	Within the AY Per invitation/ Memo Order	Within the AY Per invitation/ Memo Order	Within the AY Per invitation/ Memo Order	Impressive	Very Satisfactory	With invitations and conducted
4	**D.Other Responsibilities**							
	1.Committee membership	Minutes of meetings, Records of activities conducted	Within the AY	Within the AY				Performed
	2.Sociocultural committees	Calendar of activities participated	Within the AY	At the end of each AY				Performed
	3.Attendance in meetings(dept./college/committees/AACCUP/etc	Attendance, Minutes	Within the AY	Within the AY Per invitation/ Memo Order	Within the AY Per invitation/ Memo Order	Impressive	Very Satisfactory	Attended seminars, trainings, ICONS
	4.Attendance in trainings/workshops/ conferences/conventions	Certificate of Participation and attendance	Within the AY	Within the AY Per invitation/ Memo Order	Within the AY Per invitation/ Memo Order	Impressive	Very Satisfactory	Attended seminars, trainings, ICONS
	5. Research Coordinator	Approved Research Proposals	2018	Within the AY	Within the AY	Impressive	Very Satisfactory	With approved Research and Extension Program

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

JESUSA M. MAGNO
Unit Head