

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **TOLIBAS, MICHELLE C.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
l. Instruction			
q. Head/Dean (100%)		4.65x100%= 4.65	
r. Students (<i>TPES on-going</i>)			
Total for Instruction	100%	4.65	4.65
TOTAL			4.65

EQUIVALENT NUMERICAL RATING: 4.65


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING:

Very Satisfactory

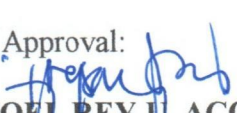
Prepared by:


MICHELLE C. TOLIBAS
Name of Faculty *15 Dec 2020*


Reviewed by:


JOEL REY U. ACOB
Department Head *11 Jan 2021*

Recommending Approval:



JOEL REY U. ACOB
Dean *11 Jan 2021*


Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I MICHELLE C. TOLIBAS, 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, 2020.


MICHELLE C. TOLIBAS
 Associate Professor I
 Date: December 15, 2020

Approved: 
JOEL REY A. ACOB
 College Dean
 Date: 11 Jan 2021

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	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned: NCM 107, NCM 114	1	13.1	4.8	4.8	4.8	4.8	
		Number of new instructional materials developed: Handouts Slide presentations	Committee memberships: Curriculum Committee Academic Personnel Committee Non-Academic personnel Honors and awards, Instructional materials	1 1	1 3	4.8	4.8	4.8	4.8	

		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	2	4.3	4.6	4.7	4.53	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	4.6	4.5	4.5	4.53	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	6	4.6	4.6	4.6	4.6	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	1	4.5	4.5	4.7	4.56	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	170	4.6	4.6	4.6	4.6	
	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	1	2	4.5	4.5	4.5	4.5	
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	2	4.6	4.7	4.7	4.66	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	4.8	4.8	4.8	4.8	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	4.8	4.8	4.8	4.8	
		A 6 : Number of onnline course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC	1						

		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	1	2	4.7	4.6	4.7	4.66	
	PI 10. Additional outputs	A 8. Other outputs implementing the new normal due to covid 19	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
	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							
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
	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 the QMS 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		zero non-conformity					

		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		100% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								4.65	

Average Rating (Total Over-all rating divided by 24		
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		
FINAL RATING		4.65
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

-encourage to develop her full blown proposal to be submitted to OVPRDE

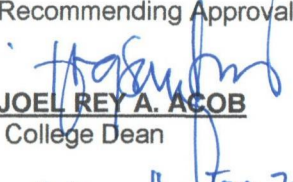
Evaluated by:


JOEL REY A. ACOB
Department Head

Date: 11 Jan 2021

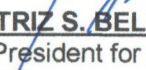
1 - quality
2 - Efficiency
3 - Timeliness
4 - Average

Recommending Approval:


JOEL REY A. ACOB
College Dean

Date: 11 Jan 2021

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Date: 1/15/21

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: COLLEGE OF NURSING

Head of Office: ACOB, JOEL REY U.

Number of Personnel: TOLIBAS, MICHELLE C.


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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Coaching and mentoring executed during the monthly faculty meetings.		<p>*Advised to continue developing the learning guides as prescribed by the university.</p> <p>*Encouraged to submit weekly accomplishments for the applied WFH dates.</p> <p>*Encouraged to render extra mile to reach out students in the new normal.</p>			<p>Able to submit the required learning materials for the classes handled.</p> <p>Able to submit weekly accomplishments with appropriate attachments.</p> <p>Commendation for taking the advice as evidenced by conduct of consultation calls.</p>
		<p>*encouraged to coordinate with RDE for the College review and proposal development of new extension activities.</p> <p>*start retrieving documents to update PDS, Curriculum Vitae</p>			<p>Commendation for a successful 2-day College RDE review and proposal presentations</p> <p>Able to secure needed documents and attachments.</p>

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


MICHELLE C. TOLIBAS
Faculty

Conducted by:


JOEL REY U. ACOB
Immediate Supervisor
11 Jan 2021

Noted by:


BETARIZ S. BELONIAS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **TOLIBAS, MICHELLE C.**

Performance Rating: **4.65**

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in Instruction aspect.

The abovementioned faculty member in the committee on the Instructional Materials which critically appraise the developed learning materials in the new normal.

Aim(s): 1. to generate either extension or research proposal

Date: July 2020

Target Date: July 2023

2. attendance in workshops/seminars for professional advancement and development.

Date: July 2020

Target date: December 2020

Proposed Interventions to Improve Performance:

First Step:

- Included in the monthly meeting discussion
- Conduct of College in-house review in crafting research and extension proposals along with senior faculty members.

Results:

- Able to identify researchable topics and areas feasible for extension works.
- Participated in the nursing webinars to augment instruction delivery

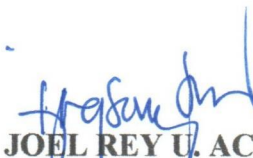
Next Step:

- Follow-up the drafting of research and/or extension proposals

Final Step/Recommendation:

- Finalize proposal for endorsement.

Prepared by:


JOEL REY U. ACOB
Dean 11 Jan 2021

Conforme:


MICHELLE C. TOLIBAS
Faculty January 11, 2021