

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

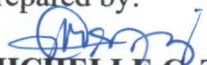
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.87(.50) = 2.4$	
b. Students (50%)		$4(.50) = 2$	
<i>Total</i>	<i>50%</i>	<i>4.4(.50)</i>	<i>2.2</i>
2. Extension			
a. Head (100%)		$4(1) = 4.2$	
<i>Total</i>	<i>50%</i>	<i>4(.50)</i>	<i>2</i>
Grand total			4.2

EQUIVALENT NUMERICAL RATING: 4.2


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.2ADJECTIVAL RATING: **Very Satisfactory**

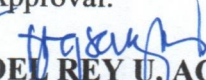
Prepared by:


MICHELLE C. TOLIBAS
Name of Faculty


Reviewed by:


JOEL REY U. ACOB
Department Head

Recommending Approval:


JOEL REY U. ACOB
Dean


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 accomplishment in accordance with the indicated measures for the period JANUARY to JUNE, 2022.


MICHELLE C. TOLIBAS
 Ratee


 Approved: **JOEL REY A. ACOB**
 Head of Unit

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 109, NCM 109r, NuCM 103, NuCM 103r	10	52.078	5	5	5	5	
		Number of new instructional materials developed: Handouts Slide presentations	Committee memberships: Curriculum Committee Honors and awards, Instructional materials	1 1	NuCM 103 ppt = 13 NuCM 109 = 3	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	6	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	4.7	4.7	4.7	4.7	

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	NUCM 103 = 10 NuCM 109 = 10	5	5	5	5	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	3	4.8	4.8	4.8	4.8	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	99	5	5	5	5	
	PI9: 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	1	4.7	4.7	4.7	4.7	
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1	4.7	4.7	4.7	4.7	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	4.8	4.8	4.8	4.8	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	4.8	4.8	4.8	4.8	Rubrics in NCP making
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		4	5	5	5	5	NuCM 109 NuCM 109r NuCM 103 NuCM 103r
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	1	0					Collaboration with the Brgy council in Brgy. Bunga for HELP extension program
			Conduct of Health Education to the recipient of HELP extension Program	1	2	4	4	4	4	Conducted 2 seminars in Brgy Bunga.
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				
UMFO 6. General Admin. & Support Services (GASS)									
	Total Over-all Rating								
	Average Rating								
	Adjectival Rating								

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

Comments & Recommendations for Development Purpose:

- encouraged to deliver with mandatory function aside from instruction
- encouraged to utilize more teaching strategies of learning


Evaluated by:


JOEL REY A. ACOB
 Dept./Unit Head

Date: 9/7/22

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

Recommending Approval:


JOEL REY A. ACOB
 Dean

Date: 9/7/22

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date: 9/7/22

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: COLLEGE OF NURSING

Head of Office: ACOB, JOEL REY U.

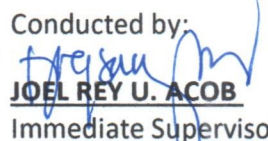
Number of Personnel: TOLIBAS, MICHELLE C.


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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Coaching and mentoring executed during the monthly faculty meetings.		*Advised to continue developing the learning guides as prescribed by the university.			Able to submit the required learning materials for the classes handled.
		*Encouraged to render extra mile to reach out students in the new normal.			Commendation for taking the advice as evidenced by conduct of asynchronous student consultation.
		*Encourage to consider other means to augment delivery of learning and instruction this new normal, as reported by the latest TPES			Able to affirm understanding based on the TPES result.

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

Noted by:

BEATRIZ S. BELONIAS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating:

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

The abovementioned faculty membered 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

Target Date: July 2022

2. attendance in workshops/seminars for professional advancement, development and to enrich the delivery of instruction aspect.

Target date: May 2022

Proposed Interventions to Improve Performance:

First Step:

- Included in the faculty and staff meeting discussion

Results:

- Currently handling a continuing extension project (HELP).
- Able to deliver community-based activity in support to instruction function.

Next Step:

- Encourage to continue the same in the succeeding semester.
- Encourage to strive in enhancing if not improving teaching strategies.


Final Step/Recommendation:

- Agreed to expand other avenues for improved and efficient teaching strategy.

Prepared by:


JOEL REY U. ACOB
Dean

Conforme:


MICHELLE C. TOLIBAS
Faculty