

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARILYN N. MANAIG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
26. Instruction			
k. Head/Dean (50%)		4.60 x50%= 2.30	
l. Students (50%)		4.50 x50% = 2.25	
Total for Instruction	100%	4.55	4.55
27. Research			
28. Extension			
29. Administration			
30. Production			
TOTAL			4.55


EQUIVALENT NUMERICAL RATING: 4.55

Add: Additional Points, if any:

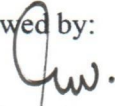
TOTAL NUMERICAL RATING: 4.55

ADJECTIVAL RATING: Very Satisfactory

Prepared by:


MARILYN N. MANAIG
Name of Faculty

Reviewed by:


BAYRON S. BARREDO
Department/Office Head

Recommending Approval:


ALELI L. VILLOCINO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

Individual Performance Commitment & Review Form (IPCR)

I, **MARILYN N.MANAIG**, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 31, 2019 and accomplishments for the period January to June 31, 2019.

MARILYN N.MANAIG
Ratee

Approved:

BAYRON S. BARREDO
Head of Unit

MFO & PAPS	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	E ³	A ⁴	
Higher Education	FTE	Taught undergraduate courses	18.00	36.75	5	5	5	5.00	2 nd sem, 2018 – 2019
	Number of IMs developed / revised & utilized								
	• Course outline Developed	Developed course outline before classes start	1	2	5	5	3	4.33	ELng 102 PrEd 125
	Revised	Revised course outline before classes start	1	2	5	5	4	4.67	PrEd 123 PsEd 114
	• Syllabus Developed	Developed syllabus	1	2	5	5	3	4.33	ELng 102 PrEd 125
	Revised	Revised syllabus	1	2	5	5	3	4.33	PrEd 123 PsEd 114

	<ul style="list-style-type: none"> Instructional Materials 	Published a book on Child and Adolescent Learners and Learning Principles	1	1	5	5	4	4.67	PrEd 123
		Developed IMs and Power point presentations before classes start	10	30	5	5	4	4.67	PrEd 123, PrEd 125, ELng 102, PsEd 114
	Enrollment (No. of students advised)	Advised students during enrolment	30	50	5	4	5	4.67	2 nd sem, 2018 – 2019
	<ul style="list-style-type: none"> Number of student-related activities assisted 	organization Assisted student-related activities	1	2	4	4	5	4.33	VSUIHS Commencement Exercises
					5	5	5	5	VSU Anniversary
	Total for Instruction				4.9	4.8	4.4	4.6	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		4.6
Additional Points		
Punctuality	xx	
Approved Additional Points (With copy of approval)	xxx	
FINAL RATING		4.6
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:
- Demonstrates professional demeanor.
- Attends classes regularly

Evaluated & Rated by:


BAYRON S. BARREDO
Head, DTE

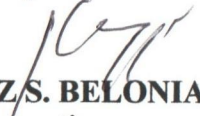
Date: _____

Recommending Approval:


ALELI A. VILLOCINO
Dean, CoEd

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM


Name of Employee: **MARILYN N. MANAIG**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Teach undergraduate courses	18 FTE	1 st week of January 2019	Before the end of Semester	June, 2019	Very Impressive	Outstanding	36.75 FTE
2	Revise course outline	Revise 1 course outline	1 st week of January 2019	2 nd week of January 2019	January 11, 2019	Impressive	VS	Revised 2 Course Outlines
3	Revise course syllabus before start of classes	Revise 1 course syllabus	1 st week of January 2019	2 nd week of January 2019	January 11, 2019	Impressive	VS	Revised & Developed 2 Course Syllabus
4	Publish Research Articles/Books	Publish research 1 article/ books	January 2019	Before the end of Semester	June, 2019	Very impressive	Outstanding	Published Book on Child & Adolescent. ISBN: 978-971-821-904-1

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


BAYRON S. BARREDO
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILYN N. MANAIG

Performance Rating: 4.55

Aim: Increases involvement in research and extension activities
Produces instructional materials on subjects handled
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: June 2019 Target Date: August – December, 2019

First Step:

Attend Seminars, Trainings, and Workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: June, 2019 Target Date: August-December, 2019

Next Step:

Conduct In-service Trainings

Submit Instructional Material for ISBN or Patenting

Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research Trainings and Extension Activities

Prepared by:



BAYRON S. BARREDO

Unit Head

Conforme:


MARILYN N. MANAIG

Name of/Ratee Faculty/Staff