

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: VENICE LOU GABRIELLE C. RELEVO

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%	$4.89 \times 50\% = 2.45$	
	b. Student (50%) from Teaching Performance Eval'n. By	0.50%	$5.0 \times 50\% = 2.5$	
	Total for Instruction	100%	4.95	4.95
	1. Research			
	a. Client/Dir. for Research (50%)		$0 \times 100\% = 0$	
	b. Dept. Head/Center Director (50%)	0%	0	0
	Total for Research			
	2. Extension		$0 \times 100\% = 0$	
	a. Client/Dir. for Extension (50%)	0%	0	0
	b. Dept Head/Center Director (50%)	0%	0	0
		0%	0	0
2.	Total for Extension			0
	3. Administration			
	4. Production			
	TOTAL	100%		4.95

EQUIVALENT NUMERICAL RATING:

4.95

Add: Additional Points, if any:

-

TOTAL NUMERICAL RATING:

4.95

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

VENICE LOU GABRIELLE C. RELEVO

Name of Faculty

N/A

Department Head

Recommending Approval:

CHRISTIAN VIE P. BALDONADO

Dean/Director

Approved:

ROTACIOS. GRAVOSO

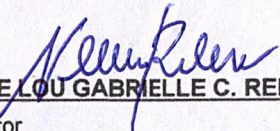
Vice President




"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VENICE LOU GABRIELLE C. RELEVO**, 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 - June 2024.

  
**VENICE LOU GABRIELLE C. RELEVO**  
 Instructor  
 Date: 7/23/2024

Approved:   
**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	Efficiency	Timelines	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							



		<b>A4 . Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	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 Moodle or Google Classroom							
	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	10	20 12	4	4	4	4.00	NuCM101, NuCM101r (2 sections),



		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	4	5	5	5	5.00	NuCM101, NuCM101r (2 sections),
		<b>A11.</b> 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							
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings		4	5	5	5	5.00	Otitis Media and Tuberculosis, Unlocking the potential of Micro-credentials, Human Participant Protection in the Philippines: The UPMREB STORY, Holistic Approach to CKD Evaluation and Management
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	4	5	5	4	4.67	NuCM101, NuCM101r (2 sections),
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	14	4.3	4.3	5	4.53	NuCM101, NuCM101r (2 sections), Nucm
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students		95	4.9	4.9	4.9	4.90	BSN 1st Year Students
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							



		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	188	5	5	4	4.67	NuCM101, NuCM101r (2 sections),
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : 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	6	5	5	5	5.00	NuCM101, NuCM101r (2 sections),
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	5	5	5.00	NuCM101, NuCM101r (2 sections),
		<b>A 23</b> : 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							
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		4	4.9	4.9	4.9	4.90	NuCM101, NuCM101r (2 sections),



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								



		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							



	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>MFO 12- Instructional Materials Development Services</b>										

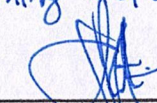


	<b>PI 1.</b> Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Spearheading in the planning of instructional material development and coordination the publication of the same.							
	<b>PI 2.</b> Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.							
	<b>PI 4:</b> Number of seminars/trainings/workshops coordinated for entire university		Coordinating seminars/ workshops for entire unviarsity.							
	<b>PI 6:</b> Number of syllabi, evaluation syllabus, TOS and VSUEE monitored.		Monitoring of OBE Syllabi, Evaluation of syllabi, TOS, Ims and VSUEE.							
	<b>PI 7:</b> Number of Virtual Classroom Evaluation & Monitoring reviewed and approved		Review and approve Virtual Classroom Evaluation							
	<b>PI 9:</b> Number of Virtual Classroom created		Creat Virtual Classroom		8	4.9	4.9	4.9	4.90	NuCM101, NuCM101r (2 sections),
	<b>PI 9:</b> Number of coordinating the VSU faculty and students VSUEE account									
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										







	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *									
		<b>A 47.</b> Collaboration with the VSU Component College								
		<b>A 48.</b> Consolidation of guidelines and policies with the Academic Units/ department.								
		<b>A 49.</b> Prepares training proposal for OHIMD and ODIE								
		<b>A 50.</b> Coordinate with Nephila Web in the creation of Branded Moodle App for VSUEE.								
		<b>A 51.</b> Other outputs implementing the new normal due to covid 19	OUDDRM Handbook Training-Workshops							
		<b>A 51.</b> Appointed as one of the members in the University's Parol Contest								
	<b>PI 5:</b> Number of monthly/special staff meetings conducted**									
									4.90	Comments & Recommendation for Development Purpose: Attend PDE upskilling activities. 
	<b>Total Over-all Rating</b>								57.47	
	<b>Average Rating</b>								4.89	
	<b>Adjectival Rating</b>								Outstanding	



Evaluated & Rated by:

  
CHRISTIAN VIE P. BALDONADO

Department Head

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

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

Name of Office: COLLEGE OF NURSING

Head of Office: CHRISTIAN VIE P. BALDONADO


Number of Personnel: 17

Activity Monitoring	MECHANISM					Remarks
	Meeting		Memo	Others (Pls. specify)		
	One-on-One	Group				
<b>Monitoring</b>  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)
<b>Coaching</b>  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:

Noted by:

  
**CHRISTIAN VIE P. BALDONADO**  
Dean, College of Nursing

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Venice Lou Gabrielle C. Relevo  
Performance Rating: 4.95

Aim: Establish IPCR targets related to research and extension by 2025

Proposed Interventions to Improve Performance: Send the faculty to RDE upskilling activities

Date: July 2024

Target Date: December 2024

First Step: Send faculty to research and extension upskilling activities

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Result: Faculty agreed to engage in research and extension activities

Date: July 2024

Target Date: December 2024


Next Step: Identify research and extension upskilling activities provided by the university or external agencies where the faculty member may engage in.

Outcome: Identification of IPCR targets related to research and extension by January 2025


Final Step/Recommendation:

Send faculty to research and extension upskilling activities.

Prepared by:

  
**CHRISTIAN VIE P. BALDONADO**  
Unit Head

Conforme:

  
**VENICE LOU GABRIELLE C. RELEVO**  
Name of Ratee Faculty/Staff





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATINGS**

**1<sup>ST</sup> Semester AY 2023 - 2024**

**Name of Faculty :** RELEVO, VENICE LOU GABRIELLE

**Department:** Nursing

**College:** Nursing

Course No. & Descriptive Title		Lec./ Lab.	RATING		% Evaluation Rating
			Numerical	Adjectival	
Zool 138a	Anatomy and physiology	Lab	5.00	Outstanding	100.0%
Zool 138	Anatomy and physiology	Lec	5.00	Outstanding	100.0%
NuCM 105	Nutrition And Diet Theraphy	Lec	4.00	Very Satisfactory	83.00%
<b>Average Rating</b>			<b>4.67</b>	<b>Outstanding</b>	<b>94.33%</b>

*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:

VENICE LOU GABRIELLE RELEVO

*Name and Signature of Faculty*

Date: 5/23/2024

*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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