


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Ms. Ma. Nena Q. Ramos


Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		2.31	
b. Students (50%)		2.50	
TOTAL for Instruction	85%	4.81	4.09
2. Research	0%	0	0
3. Extension	5%	5.00	0.25
4. Support to Operation	5%	4.67	0.23
5. Administration	5%	5.00	0.25
TOTAL			4.82


EQUIVALENT NUMERICAL RATING: 4.82
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding

Prepared by: 
MA. NENA Q. RAMOS
Name of Faculty

Reviewed by: 
CLIMACO D. ESPINA JR.
Department Head

Recommending Approval: 
CANDELARIO L. CALIBO
Dean, CAS

Approved by: 
BEATRIZ S. BELONIAS
Vice President for Instruction

[illegible]


MFO 5	Support to Students	P.1 Student advising and consultation services									
		Pl.2 Number of hours spent for student consultation & thesis advising	Support to students	Entertained/advised	10	20	5	4	5	4.67	regarding students, grades, and requirements
		P.3 Additional Outputs									
						Total points				4.67	
MFO 6	General Admin. & Support Services (GASS)										
	Efficient & Constumor Friendly	Zero percent complaint from clients served	General services	Entertains clients	0%	0% no complaint	5	5	5	5.00	Students, Parents, Faculty & Staff
						Total points				5.00	
	Total Over-all Rating									57.00	
	Average Rating									4.75	
	Adjectival Rating									0	

Average Rating (Total Over-all rating divided by 4)	4.75
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	

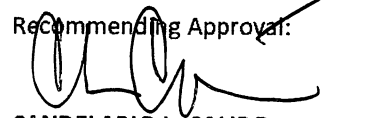
Comments & Recommendations for Development Purpose:

Continue the good work...


Evaluated and Review:


CLIMACO D. ESPINA, JR.
Dept. Head/Unit Head
Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS
Date: _____

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

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

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of Employee: **PROF. MA. NENA Q. RAMOS**

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.	Teaches six (6) course subjects (Math 143, Math 23, Math 113, Math 126, Math 190, Math 112 and Work Immersion (SHS)	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2018	July 2018	July 2018	Impressive	Outstanding	Improve performance with respect to students' comments on TPES.
2.	Assist students through advising Work Immersion (SHS) and students consultation	Improved student performance	January 2018	July 2018	July 2018	Impressive	Outstanding	Provide more interventions for the improvement of students
3.	Prepares course outline updates	Approved course outline in Math 143	January 2018	February 2018	February 2018	Impressive	Outstanding	Follow OBE format as prescribed
4.	Develop/Revise instructional manual	Copy of teaching manual in Math 143	January 2018	March 2018	March 2018	Impressive	Outstanding	Follow the format prescribed by MMDC

5.	Submission of midterm grades and final grades	Grades submitted to registrar	January 2018	July 2018	July 2018	Impressive	Outstanding	
6.	Conduct extension project	Progress report	January 2018	July 30, 2018		Impressive	Outstanding	Follow-up on the effectivity of the training conducted
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2018	January 2018	April 2018	Impressive	Outstanding	Participates actively in all activities
8.	Perform other functions assign by the head	Reports	January 2018	June 2018	June 2018	Impressive	Outstanding	Perform duties assigned to her

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

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

Prepared by:


CLIMACO D. ESPINA, JR.
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Prof. Ma. Nena Q. Ramos

Performance Rating: Outstanding

Aim: Encourage her to be involved in formulating research and extension project proposals.

Date: _____

Target Date: One year from this date

First Step:

Send her to trainings/seminars/workshops/fora related to research and extension activities.

Result:

Attendance in research and extension related trainings/seminars/workshops/fora. This will expose her to these engagements and will motivate her to do research and be involved in extension projects.

Date: Throughout the school year


Target Date: End of SY 2018-2019

Next Step: Advise her to co-author draft research or extension project proposal.

Outcome: Research/project proposal

Final Step/Recommendation: Instruct her to submit the research/project proposal to the OVPRE for approval and possible funding.

Prepared by:


CLIMACO D. ESPINA JR.
DMP Head