

Exhibit "K"

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: France Allan M. Cavite

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)		4.676 x 50% = 2.338	
Students (50%)		4.05 x 50% = 2.025	
Total for Instruction	60%	4.363	2.618
Research	20%	4.6	.92
Extension	20%	4.7	.94
TOTAL			4.478

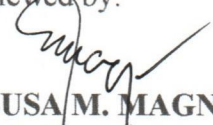
EQUIVALENT NUMERICAL RATING: 4.478
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.478

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:


FRANCE ALLAN M. CAVITE
Name of Faculty

Reviewed by:


JESUSA M. MAGNO
College Dean

Approved:


BEATRIZ S. BELONIAS
Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I FRANCEALLAN M. CAVITE, of the COLLEGE OF NURSING 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, 2019

FRANCE ALLAN M. CAVITE

(Ratee)

Approved:

JESUSA M. MAGNO

Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO I INSTRUCTION Prepares Lectures and Plans Academic activities of students	Full Time Equivalent (FTE)	Teaches: 2nd semester, AY 219-2020 Health Assessment in Nursing NuCM 109r	4	17.75	4.7	4.8	4.7	4.73	
	Number of New Instructional Materials Developed: • Handouts • Slides (presentation)	Executive Committee Member Academic and Non-Academic Personnel Committee Member IM Development Committee Member Curriculum Committee Member							
		Health Assessment in Nursing	1	2	4.7	4.7	4.7	4.7	
		Fundamentals in Nursing	2	4	4.6	4.6	4.6	4.6	
		Competency Appraisal 1	2	4	4.6	4.6	4.6	4.6	
		Competency Appraisal 2	2	3	4.6	4.6	4.6	4.6	
		Health Assessment in Nursing	1	2	4.7	4.7	4.7	4.7	
		Fundamentals in Nursing	2	4	4.7	4.7	4.7	4.7	
		Competency Appraisal 1	2	4	4.7	4.7	4.7	4.7	
		Competency Appraisal 2	2	3	4.7	4.6	4.7	4.66	

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Student Research and Field Practice Advising	No. of student research and Field practice Advising <ul style="list-style-type: none"> No. of Case Study No. of Student Research 	CHN Case Study	1	1	4.7	4.7	4.7	4.7	
Student Advising and Consultation Services	<ul style="list-style-type: none"> No. of Hours spent on consultation No. of Student related activities assisted 		100	150					
			1	2	4.8	4.8	4.8	4.8	
MFO II. Extension Services	Number of Extension Programs/ Projects Conducted within the prescribed period <ul style="list-style-type: none"> Number of person-days trained Number of IEC materials/ techno guides developed/ approved/ used Number of beneficiaries served: <ul style="list-style-type: none"> Groups Individuals Number of trainings conducted Number of extension projects conducted and completed within prescribed period 	Component member: CATCH	20	32	4.7	4.7	4.7	4.7	
		Component member: FAST	15	21	4.7	4.7	4.7	4.7	
		Component member: HELP	50	70	4.7	4.7	4.7	4.7	
MFO III. Research Services	Number of Research proposals submitted by the Faculty and approved by the College Research Coordinator	EVHRDC Proposal	1	1	4.6	4.6	4.6	4.6	
Total Over-all Rating					4.68	4.68	4.68	4.68	4.68

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.68
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

- Very commendable performance

Evaluated by:


JESUSA M. MAGNO
 Dept./ Unit Head

Date: _____

Recommending Approval:


JESUSA M. MAGNO
 Dean/ Director

Date: _____

Approved by:


BEATRIZ BELONIAS
 Vice President

Date: _____

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

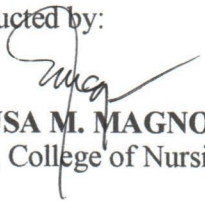
Exhibit “G”

	1 st	Q u a r t e r
June 2019	2 nd	
	3 rd	
	4 th	

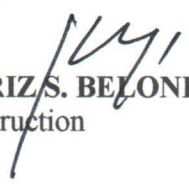
Name of Office: COLLEGE OF NURSING
Head of Office: Jesusa M. Magno
Name of Personnel: CAVITE, FRANCE ALLAN M.

Activity Monitoring	Mechanism				Remarks
	Meeting		Memo	Others (Pls specify)	
	One-on One	Group			
Monitoring					
Counselling	Discussed on the following: a. Importance of maintaining teacher-nurse model for the CON. b. Wearing of the nurses' uniform while in school. c. Maintain an appropriate teacher-student relationship. d. Collaboration especially in Research. e. Allowing more student participation in the classroom.				1. The instructor agreed to perform the activities discussed. 2. Commendations given for: a. Attending to students/ graduates concerns with prior consultation from the dean. b. Preparing schedules for classes and clinical rotation c. Helping in gathering documents needed in the conduct of lecture and RLE in major courses. d. Orientation of new faculty members e. Imposing student discipline as stipulated in the student handbook

Conducted by:


JESUSA M. MAGNO
Dean, College of Nursing

Noted by:


BEATRIZ S. BELONIAS
VP, Instruction

PERFORMANCE MONITORING FORM

Name of Employee: **FRANCE ALLAN M. CAVITE**

For the month: **JANUARY - JUNE 2019**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output	Over-all assignment of output	Remarks/ Recommendation
1	A. Instruction							
	1. Class preparation	Prepared lesson plans and other teaching approaches like simulations, demo, ret-demo, power points & others	December 2018	Within the semester accomplishment	Within the given semester	Impressive	Very satisfactory	
	2. Preparing quizzes/ exams	Appropriate set of exams/TOS	Given per semester	2-3 days before unit/term tests	Within the given semester	Impressive	Very satisfactory	
	3. Reading/checking student exams/outputs/projects/lab reports	Raw scores/ ratings	Given per semester	2-3 days after the quizzes/unit/term tests	Within the given semester	Impressive	Very satisfactory	
	4. Computing/preparing grades	Excel prepared grades Entry into the teacher's portal	Given per semester	1 week after the approved schedule of unit & term tests	Within the given semester	Impressive	Satisfactory	Grades cannot be submitted on time as students will still comply for lacking requirements/exams
	5. Student consultation	Record of consultations	Given per semester	Per semester accomplishment	Within the given semester	Impressive	Very satisfactory	
	6. Supervising/reading/correcting students in research/case studies/CHN output	Approved proposal, manuscript, tool. Final output, hardbound copy following defense	2 nd Sem of Level III and 1 st Sem of Level IV	1-2 weeks before the end of 1 st Sem Level IV	2 weeks before the end of the Sem	Impressive	Very satisfactory	
	7. Supervising students in in the clinical area	Nursing care plan utilizing the Nursing process, enhanced KSA measured in the PRS	Within the given semester	Every after a weekly clinical rotation	As reflected in the clinical rotation plan	Impressive	Very satisfactory	

		enhanced KSA measured in the PRS						
	8. Prepare/Revise course syllabi of subjects assigned	Final copy of the OBE-based course syllabi/ course outline	July and Dec. In a given school year	July and Dec. In a given school year	Within the given semester	Impressive	Very satisfactory	
2	B. Research							
	1. Conceptualizing/writing research proposal	Approved research proposal	AY 2018-2019	Jan-Dec 2019	On-going			Dearth of Faculty members and increased IFW.
	2. Implementation of approved research							On-going
3	C. Extension							
	1. Implementation of approved extension project	Planned activities, number of trainees, written reports, pictures of the undertaking, certificates	Within the SY	2016-2021	Quarterly implementation	Impressive	Very satisfactory	
	2. Documenting extension process	Approved appointment, written reports	Within the year	Within the year	Within the year	Impressive	Very satisfactory	
	3. Negotiating with stakeholders	Approved communication	Within the year	Quarterly meeting	Quarterly meeting with stakeholders	Impressive	Very satisfactory	
	4. Preparing reports for in-house reviews, RDE, symposiums)	Record of activities conducted in the community, evaluation reports	Within the year	Written reports/ other documents	Quarterly basis	NI	Satisfactory	Dearth of Faculty members and increased IFW. Employment status of other faculty members
	5. Visiting /working with collaborators	Approved communication letters/schedule/attendance	Quarterly meeting	Within the year	Every quarter	Impressive	Satisfactory	
	6. Responding to official communications(letters/em ails/etc)	Approved communication letters, record of activity conducted	Within the AY	Within the AY	Within the AY	Impressive	Satisfactory	
	7. Serving as resource person in workshops/trainings, etc.	Lecture output, evaluation, attendance, pictures/certificate	Per invitation	Within the AY	Within the AY	Impressive	Satisfactory	

4	Other Responsibilities							
	1. Committee membership	Attendance, record or document of events conducted	Within the AY	Within the AY	After each AY	Impressive	Satisfactory	
	2. Attendance in dept. meetings/committees	Feedback report, attendance	Within the AY	Within the AY		Impressive	Satisfactory	
	3. Attendance in trainings/ workshops/ conferences/ conventions	Travel report, attendance, certificates	Within the AY	Within the AY		Impressive	Satisfactory	
	4. RLE Coordinator	Approved MOA/MOU of Health Care Facilities, Clinical Rotation Plans, Communications, RLE Grades Final output of OBE Syllabi/ course with emphasis on RLE Activities Record of student consultations. Semestral meetings/ consultation with students Documents for CHED/ISO/AACUP Accreditation	Within the AY	Within the AY	Within the year	Impressive	Satisfactory	
	5. Student Organization Adviser	Record of students activities. Documented of activities for the entire semester. Attendance to assembly meetings.	Within the AY	Within the AY	Within the year	Impressive	Satisfactory	

Prepared by:

A handwritten signature in black ink, appearing to read 'J. Magno', with a long horizontal stroke extending to the right.

JESUSA M. MAGNO
Dean, College of Nursing

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CAVITE, FRANCE ALLAN M.

Performance Rating: 4.58

The Performance Rating shows that the concerned faculty obtained a Very Satisfactory Performance on the following areas: Instruction, Extension with Community Development and other Administrative functions only because of dearth of faculty.

Aim:

To conduct research so as to increase the number of the college approved and published in high impact journals research articles. These researches then will be utilized by the stakeholders, the students

Date: August 2019

Target Date: December 2020

First Step:

To conduct this endeavor given the most available time. At present the college has faculty dearth thus only few can conduct this activity.

Recommendations:

Advised to follow-up his research proposal submitted to EVHRDC.
With commendations of all of his performance on other functions assigned to him in the college.

Prepared by:


JESUSA M. MAGNO
Dean, College of Nursing

Conforme:


CAVITE, FRANCE ALLAN M.
Faculty