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%)		4.69(.50) = 2.33	
b. Students (50%)		2.67(.50) = 1.33	
Total	*100%*	*3.66(1)*	*3.66*
Grand total			**3.66**

EQUIVALENT NUMERICAL RATING: 3.66
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 3.66
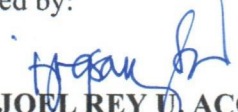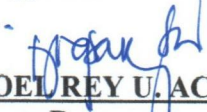
ADJECTIVAL RATING: **Very Satisfactory**

Prepared by: Reviewed by:

MICHELLE C. TOLIBAS   **JOEL REY U. ACOB**
  Name of Faculty   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 target in accordance with the indicated measures for the period __July__ to __December, 2021__.

__MICHELLE C. TOLIBAS__ 03/06/2022

Ratee

Approved: __JOEL REY A. ACOB__ 03 Jan. 2022

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 107, NCM 114	10	18.8	4.8	4.8	4.8	4.8	
		Number of new instructional materials developed: Handouts Slide presentations	**Committee memberships:** Curriculum Committee Academic Personnel Committee Non-Academic personnel Honors and awards, Instructional materials	1 1	2 10	4.7 4.7	4.7 4.7	4.7 4.7	4.7 4.7	
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	1	4	4.7	4.7	4.7	4.7	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	5	4.8	4.8	4.8	4.8	

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	5	4.7	4.7	4.7	4.7	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	2	4.6	4.6	4.6	4.6	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	150	4.8	4.8	4.8	4.8	
	PI 9: 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	2	4.7	4.7	4.7	4.7	
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1	4.5	4.5	4.5	4.5	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	4.7	4.7	4.7	4.7	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	4.6	4.6	4.6	4.6	
		A 6 : Number of online course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC			4.7	4.7	4.7	4.7	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4					
	PI 10. Additional outputs	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
					TOTAL					
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							
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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	4.7				
		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					
		On program accreditations								
		On institutional accreditations								
					TOTAL					
UMFO 6. General Admin. & Support Services (GASS)										

				Zero % complaint	4.7	4.7	4.7	4.7	
PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	4.7	4.7	4.7	4.7	
PI 3: Additional Outputs	**A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
							TOTAL	4.7	
Total Over-all Rating								4.69	

Average Rating (Total Over-all rating divided by 24		
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.69
ADJECTIVAL RATING		**Very Satisfactory**

Comments & Recommendations for Development Purpose:

- Encourage to engage in research works in the future; enhanced teaching strategy is duly noted and recognized.

Evaluated by:

JOEL REY A. ACOB
Dept./Unit Head

Date: Jan 03, 2022

Recommending Approval:

JOEL REY A. ACOB
Dean

Date: Jan 03, 2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: 2/v/n

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: COLLEGE OF NURSING

Head of Office: ACOB, JOEL REY U.

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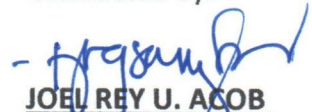
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Coaching and mentoring executed during the monthly faculty meetings.		*Advised to continue developing the learning guides as prescribed by the university. *Encouraged to submit weekly accomplishments for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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **TOLIBAS, MICHELLE C.**
Performance Rating: **4.69**

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
　　　　　Date: October 2021　　　　Target Date: first two quarters of 2022

　　　　2. attendance in workshops/seminars for professional advancement and development.
　　　　　Date: October 2021　　　　Target date: first two quarters of 2022

Proposed Interventions to Improve Performance:

First Step:
- Follow-up on the status of her SHELTER project proposal

Results:
- Able to identify researchable topics and areas feasible for extension works.
- Participated in the nursing webinars to augment instruction delivery

Next Step:
- Constant follow-up on the status of her proposed extension cum research proposal

Final Step/Recommendation:
- Waiting for the final status of her submitted extension cum research proposal.

Prepared by:

JOEL REY U. ACOB
Dean

Conforme:

MICHELLE C. TOLIBAS
Faculty