

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MENESES, RAZA CRECIA L.**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (100%)		4.6 (1) = 4.6	
b. Students (no generated TPES)			
<i>Total</i>	<i>100%</i>	<i>4.6 (1)</i>	<i>4.6</i>
<b>Grand total</b>			<b>4.6</b>

EQUIVALENT NUMERICAL RATING: 4.6

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.6

ADJECTIVAL RATING:

**Very Satisfactory**

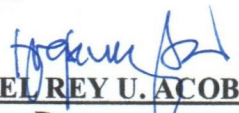
Prepared by:

  
**RAZA CRECIA L. MENESES**  
Name of Faculty

Reviewed by:

  
**JOEL REY U. ACOB**  
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, RAZA CRECIA L. MENESES, a faculty member of the DEPARTMENT OF NURSING commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July-December 2021

RAZA CRECIA L. MENESES

Assistant Professor I

Date: 27 Dec 2021

Approved:

DR. JOEL REY U. ACQB

College Dean

Date: 27 Dec 2021

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
						Quality	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles subjects/courses assigned :NuCM 103r, NuCM 103, NuCM 109r	3	14.08	4.8	4.8	4.8	4.8	taught NuCM 103r , NuCM 103, NuCM 109r
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	4.6	4.6	4.6	4.6	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	5	4.7	4.7	4.7	4.7	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	5	4.8	4.8	4.8	4.8	

		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught	10 hours	25	4.7	4.7	4.7	4.7	
	<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	1	1	4.6	4.6	4.6	4.6	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	4.7	4.7	4.7	4.7	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	4.7	4.7	4.7	4.7	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	4.7	4.7	4.7	4.7	
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4.5	4.5	4.5	4.5	
TOTAL									4.68	
<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 project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<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 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 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
				TOTAL						
<b>UMFO 4. EXTENSION SERVICES</b>										

PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested bbeneficiaries							
Peer reviewers/Panelists	Peer reviewers/Panelists								
TOTAL									
Total Over-all Rating								4.68	

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

**Comments & Recommendations for Development Purpose:**

-Commendation for sustaining learning through her initiative. Encouraged to involve eiuther research or extension progets in the coming semester.

Evaluated & Rated by:

  
JOEL REY U. ACOB

Department Head

Date: 27 Dec 2021

Recommending Approval

  
JOEL REY U. ACOB

Dean, College of Nursing

Date: 27 Dec 2021

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 2/2/22

## PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: COLLEGE OF NURSING

Head of Office: ACOB, JOEL REY U.

Number of Personnel: MENESES, RAZA CRECIA L.

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Coaching and mentoring executed during the virtual monthly faculty meetings.		<p>*Advised to continue developing the learning guides as prescribed by the university.</p> <p>*Encouraged to submit weekly accomplishments for the applied WFH dates.</p> <p>*Encouraged to render extra mile to reach out students in the new normal.</p>			<p>Able to submit the required learning materials for the classes handled.</p> <p>Constantly reminded on the submission of accomplishment reports along with DTR as minimum support for the WFH scheme. The concerned has affirmed understanding on the importance of such documents.</p> <p>Commendation for taking the advice as evidenced by conduct of online consultations and phone calls</p>

*Note: Please indicate the date in the appropriate box when the monitoring was conducted*

  
**RAZA GRECIA L. MENESES**

Faculty

Conducted by:

  
**JOEL REY U. ACOB**

Immediate Supervisor

Noted by:

  
**BEATRIZ S. BELONIAS**

Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MENESES, RAZA CRECIA L.**

Performance Rating: **4.6**

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in Instruction delivery.

Aside from her teaching function, she also served as the College Secretary and is tasked to do delegated works by her immediate supervisor. Her active engagement to organize activity amidst short notice was instrumental during the orientation of 2 foreign students, 1<sup>st</sup> semester AY 2021.

**Aim(s):** 1. to finish her PhD in Nursing program

Date: October 2021

Target Date: July 2023

2. to develop research and/or proposal for submission to OVPRDEI

Date: October 2021

Target date: first two quarters of 2022

3. 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:

- Included in the monthly meeting discussion
- Conduct of College in-house review in crafting research and extension proposals along with senior faculty members.

#### Results:

- Able to identify researchable topics and areas feasible for extension works.
- Participated in the nursing webinar in flexible learning modalities

#### Final Step/Recommendation:

- Continue and finish with her PhD program

Prepared by:

  
**JOEL REY U. ACOB**  
Dean

Conforme:

  
**RAZA CRECIA L. MENESES**  
Faculty