

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARILYN N. MANAIG

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.88x50%= 2.25	
b. Students (50%)		4.50x50% = 2.25	
Total for Instruction	100%	4.50	4.50
2. Research			
3. Extension			
4. Administration (CE secretary)			
5. Production			
TOTAL			4.50

EQUIVALENT NUMERICAL RATING: 4.50
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.50

ADJECTIVAL RATING: Outstanding

Prepared by:

MARILYN N. MANAIG
Name of Faculty

Reviewed by:

BAYRON S. BARREDO
Department Head

Recommending Approval:

ALELI A. VILLOCINO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

Individual Performance Commitment & Review Form (IPCR)

I, **MARILYN N.MANAIG**, of the Department of Teacher Education commits to deliver and agree to be rated on the attainment of the following targets and accomplishments in accordance with the indicated measures for the period July-December, 2019.

MARILYN N.MANAIG
Ratee

Approved:

BAYRON S. BARREDO
Head of Unit

MFO & PAPS	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Higher Education	FTE	Taught undergraduate courses	18.00	40.95	5	5	5	5	1 st sem, 2019 – 2020
	Number of IMs developed / revised & utilized								
	• Course outline Developed	Developed course outline before classes started	1	3	5	5	5	5	ELng 103 Lit. 112 SpEd 117n
	Revised	Revised course outline before classes started	1	1	5	5	5	5	TEGr 117
	• Syllabus Developed	Developed course syllabi	1	4	5	5	3	4.33	ELng 103 Lit 112 SpEd 117n TEGr 117

Average Rating (Total Over-all rating divided by 4)		4.88
Additional Points		
Punctuality	xx	
Approved Additional Points (With copy of approval)	xxx	
FINAL RATING		<i>Outstanding</i>
ADJECTIVAL RATING		

Evaluated & Rated by:

[Signature]
BAYRON S. BARREDO
 Head, DTE

Date: _____

Recommending Approval:

[Signature]
ALELIA VILLOCINO
 Dean, CoEd

Date: _____

Comments & Recommendations for
 Development Purpose:

- Give priority in finishing your
 for the degree.
- Focus on your goal in finishing your
 ED-D & don't look in any direction but
 ahead.

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 VP for Instruction

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: MARILYN N. MANAIG

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	Teach undergraduate courses	18 FTE	1 st week of August 2019	Before the end of Semester	December, 2019	Very Impressive	Outstanding	21.96 FTE
2	Revise course outline	Revise 1 course outline	1 st week of August 2019	2 nd week of September 2019	August 11, 2019	Impressive	VS	Revised Course Outlines
3	Revise course syllabus before start of classes	Revise 1 course syllabus	1 st week of August 2019	2 nd week of September 2019	August 11, 2019	Impressive	VS	Revised & Developed 2 Course Syllabus
4	Publish Research Articles/Books	Publish research 1 article/ books	August 2019	Before the end of Semester	December, 2019	Very impressive	Outstanding	Published Book on Child & Adolescent. ISBN: 978-971-821-904-1
5	Advise and serve student -related activities and organization	Advise and serve 1 organization	1 st week of August 2019	Before End of Semester	December 2019	Impressive	VS	Advised and Served League of Exemplary English Students

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

BAYRON S. BARREDO
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILYN N. MANAIG
Performance Rating: 4.50

Aim: Increases involvement in research and extension activities
Produces instructional materials on subjects handled
Present & Publish Research

Proposed Interventions to Improve Performance:

Date: December 2019 Target Date: January-June, 2020

First Step:
Attend Seminars, Trainings, and Workshops
Develop at least one Instructional Material
Write Research Proposals for Funding

Result:

Date: December 2019 Target Date: January-June, 2020

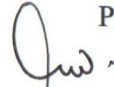
Next Step:
Conduct In-service Trainings
Submit Instructional Material for ISBN or Patenting
Approved Proposals for Funding

Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research Trainings and Extension Activities

Prepared by:



BAYRON S. BARREDO

Unit Head

Conforme:



MARILYN N. MANAIG

Name of Ratee Faculty/Staff