

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)
1. Instruction			
o. Head/Dean (100%)		4.46x100%= 4.46	
p. Students (<i>TPES on-going</i>)			
Total for Instruction	70%	4.46	3.122
2. Research			
k. Client/Dir. for Research			
l. Dept. Head/Center Director (100%)		4.73 x 100% = 4.73	
Total for Research	30%	4.73	1.419
TOTAL			4.54

EQUIVALENT NUMERICAL RATING: 4.54

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.54ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

RAZA CRECIA L. MENESES

Name of Faculty

Reviewed by:

JOEL REY U. ACOBDepartment Head *11 Jan 2021*

Recommending Approval:

JOEL REY U. ACOBDean *11 Jan 2021*

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 accomplishments in accordance with the indicated measures for the period JULY -DECEMBER 2020.


RAZA CRECIA MENESES
 Assistant Professor I
 Date:

Approved: 
JOEL REY U. ACOB
 Dean, College of Nursing
 Date: 11 Jan 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)
						Quality	Efficiency	Timeliness	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 108 Health Care Ethics	3	18.2	4.6	4.6	4.6	4.6	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	4.6	4.5	4.5	4.53	100%
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	4.5	4.3	4.3	4.36	100%

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	1	4.5	4.6	4.6	4.56	100%
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught	10 hours	20	4.6	4.5	4.6	4.56	200%
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	4.5	4.6	4.6	4.56	100%
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	4.5	4.5	4.5	4.5	100%
		Supplemental learning resource	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2	4.5	4.5	4.5	4.5	100%
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	4.6	4.5	4.5	4.53	100%
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	4.5	4.6	4.6	4.56	200%
UMFO 3 . RESEARCH SERVICES										

	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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	1	1	4.8	4.7	4.7	4.73	100%
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							

		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested beneficiaries							
	Peer reviewers/Panelists	Peer reviewers/Panelists								
Total Over-all Rating									4.539	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.539
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

- Commendation for publishing her research work
- encouraged to develop more proposals (research / extension) for submission to CUPRED

Evaluated & Rated by:

JOEL REY U. ACOB

Department Head

Date: 11 Jan 2021

Recommending Approval

JOEL REY U. ACOB

Dean, College of Nursing

Date: 11 Jan 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 11/15/2021

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: COLLEGE OF NURSING

Head of Office: ACOB, JOEL REY U.

Number of Personnel: MENESES, RAZA CRECIA L.

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Coaching and mentoring executed during the virtual monthly faculty meetings.		*Advised to continue developing the learning guides as prescribed by the university.			Able to submit the required learning materials for the classes handled.
		*Encouraged to submit weekly accomplishments for the applied WFH dates.			Able to submit weekly accomplishments with appropriate attachments.
		*Encouraged to render extra mile to reach out students in the new normal.			Commendation for taking the advice as evidenced by conduct of online consultations and phone calls
		*start retrieving documents pertinent to PDS, CV accomplishments			Able to secure needed documents and attachments.

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

RAZA CRECIA L. MENESES

Faculty

Conducted by:

JOEL REY U. ACOB 11 Jan 2021
Immediate Supervisor

Noted by:

BETARIZ S. BELONIAS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MENESES, RAZA CRECIA L.**
Performance Rating: **4.54**

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in Instruction and Research 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 publication is duly noted and recognized as considerable element in the college's accomplishments.

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

Date: July 2020

Target Date: July 2023

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

Date: November 2020

Target date: first quarter of 2021

3. attendance in workshops/seminars for professional advancement and development.

Date: July 2020

Target date: December 2020

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 11 Jan 2021

Conforme:


RAZA CRECIA L. MENESES
Faculty