

## Exhibit K

**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%)		4.87	(2.44)
b. Students (50%)		4.71	(2.36)
Total for Instruction	80%	(4.80)	3.84
2. Research	10%	5.00	0.50
3. Extension	10%	4.00	0.40
4. Administration			
5. Production			
TOTAL			4.74

EQUIVALENT NUMERICAL RATING: 4.74

Add. Additional Points, if any:

TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**MARILYN N. MANAIG**  
Name of Faculty

Reviewed by:

  
**JOEL Q. MABALHIN**  
Department Head

Recommending Approval:

  
**BAYRON S. BARREDO**  
College Dean


Approved:


  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARILYN N. MANAIG**, a faculty member of the DEPARTMENT OF TEACHER EDUCATION 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 January to June 2023.

**MARILYN N. MANAIG**  
Associate Professor 2  
Date: July 10, 2023

Approved:  
  
**JOEL Q. MABALHIN**  
Department Head  
Date: 07-13-2023

  
**BAYRON S. BARREDO**  
College Dean  
Date: 7-14-23

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 1. ADVANCED EDUCATION SERVICES										
OVPA MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	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							

On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof							
Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
Assessment tools			Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor			Submits the course ware duly reviewed by TRP for editing by MMDC editor							
A 7 : Number of virtual classroom created and operational			Creates virtual classroom using either Moddle or Google Classroom							
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								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPAAs UMFO 3. Higher Education Management Services										
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	18	24.6	5	5	5	5.00		
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5.00		
	A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	2							
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00		



		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	6	5	5	5	5.00	
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	16	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	<i>Acts as academic adviser to students</i>	50	66	5	5	5	5.00	
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:			16					
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		7	5	5	4	4.67	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		7	5	5	4	4.67	
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	66	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5.00	LExES
		<b>A20</b> . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>	1	2	5	5	5	5.00	LExES, Mentor's Guild
	<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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	30	5	5	4	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	35	5	5	4	4.67	
		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	4	4	4.33	
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<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	1						In Progress
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<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	1						
		<i>In refereed int'l journals</i>								



		<i>In refereed nat'l/regional journals</i>		1						
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</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)			1	5	5	5	5.00	
		<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 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<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							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	1	1	4	4	4	4.00	
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	4	4	4	4.00	

	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1						
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										



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					
	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								
UMFO 6. General Admin. & Support Services									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
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 performing 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 Over-all Rating								81.01	
Average Rating								4.77	
Adjectival Rating								Outstanding	

**Comments and Recommendation for Development Purposes:**

Your passion in teaching and willingness to mentor new without to the department is your great contribution for the success of our department.

Evaluated & Rated by:

*Joel Q. Mabalhin*  
JOEL Q. MABALHIN

Department Head

Date: 07-11-2022

Recommending Approval:

*Bayron S. Barredo*  
BAYRON S. BARREDO

Dean, CE

Date:

7-14-23

Approved by:

*Beatriz S. Belonias*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 7-28-2023



## 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	1st week of March 2023	Before the end of semester	June 2023	Very Impressive	Outstanding	24.6 FTE
2	Develop supplemental learning resources & assessment tools	Develop 1 supplemental learning & 1 assessment tool	1st week of March 2023	Before end of the semester	June 2023	Impressive	Very Satisfactory	Developed 30 supplemental learnings & 35 assessment tools
3	Advise and serve student related activities and organization	Advise and serve 1 organization	1st week of March 2023	Before end of the semester	June 2023	Impressive	Very Satisfactory	Advised and served 2 organization (LEXES and Mentor's Guild)
4	Conduct Extension Activity	Conduct 1 Extension Activity	1st week of March 2023	Before end of the Semester	June 2023	Very Impressive	Outstanding	Conducted 1 Extension Activity

\*Either very impressive, impressive, needs improvement, poor, very poor,

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory

Prepared by:



**JOEL. MABALHIN**  
Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILYN N. MANAIG

Performance Rating: 4.77

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

Proposed Interventions to Improve Performance:

Date: June, 2023

Target Date: July-December, 2023

First Step:

Attend Seminars, Trainings, and workshops

Develop at least one Instructional Material

Write Research Proposals for Funding

Result:

Date: June, 2023

Target Date: July-December, 2023

Next Step:

Conduct In-service Trainings

Submit Instructional Materials for ISBN or copyright

Approved Proposals for Funding


Outcome: Published Books/ instructional materials and Research

Final Step/Recommendation:

Conduct Research, Trainings and Extension Activities

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Prepared by:

  
**JOEL Q. MABALHIN**  
Unit Head

Conforme:

  
**MARILYN N. MANAIG**  
Name of Ratee Faculty/Staff