

Exhibit "K"

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **MICHELLE C. TOLIBAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/ Dean (100%)		4.64 x 100% = 4.64	
Total for Instruction	100%	4.64	4.64
Extension - Extension activities are placed on-hold due to COVID-19 threat.			
TOTAL			4.64

EQUIVALENT NUMERICAL RATING: 4.64

Add: Additional points, if any:

TOTAL NUMERICAL RATING: **4.64**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:



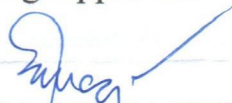
MICHELLE C. TOLIBAS
Faculty

Reviewed by:



JESUSA M. MAGNO
College Dean

Recommending Approval:



JESUSA M. MAGNO
College Dean


Approved:




BEATRIZ S. BELONIAS
Vice President, 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 accomplishment in accordance with the indicated measures for the period JANUARY to JUNE, 2020.


MICHELLE C. TOLIBAS
 Associate Professor I
 Date: _____

Approved: 
JESUSA M. MAGNO
 College of Nursing
 Date: _____

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	1	9	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	4 3	4.6	4.6	4.6	4.6	
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	0	0					

		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	4.6	4.6	4.6	4.6	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	6	4.7	4.6	4.6	4.63	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	0					
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	60	4.7	4.6	4.6	4.63	
	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	4.6	4.6	4.63	
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	2	4.6	4.5	4.5	4.53	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	6	4.7	4.7	4.6	4.66	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	4.7	4.7	4.6	4.66	
		A 6: Number of on-line courseware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC	1	2 coursewares checked at the College of Nursing	4.7	4.6	4.6	4.63	
		A 7: Number of virtual classrooms created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2 Google classrooms	4.7	4.7	4.6	4.66	

	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 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					

		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 (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % compliant						
	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					4.64	4.6	4.59	4.6	4.59

Average Rating (Total Over-all rating divided by 24		
Additional Points:		
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.64
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

- Accomplished tasks in due time
- To engage in Extension Services once the COVID Pandemic over
- Keep it up!

Evaluated by:


JESUSA M. MAGNO

Dept./Unit Head

Date: _____

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

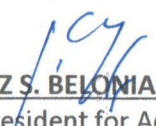
Recommending Approval:


JESUSA M. MAGNO

Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

Exhibit "G"

PERFORMANCE MONITORING AND COACHING JOURNAL


Mar. 2020	1 st	Q u a r t e r
June 2020	2 nd	
	3 rd	
	4 th	

Name of Office: **COLLEGE OF NURSING**

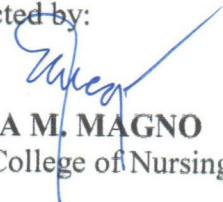
Head of Office: **Jesusa M. Magno**

Name of Personnel: **TOLIBAS, MICHELLE C.**


Activity Monitoring	Mechanism				Remarks	Conforme
	Meeting		Memo	Others (Pls specify)		
	One- on One	Group				
Counselling done during in-person faculty meetings and continuous monitoring through virtual conference.		1. Adopt and be a program leader of a community extension program and establish collaboration with appropriate agencies.			The faculty agreed to conduct / perform/ abide on the concerns discussed.	
		2. Work on catch-up plans and assignments given to students to finish the remaining topics after the midterm period.			Attended to student concerns with prior consultation from the head.	
		3. Join webinars conducted by VSU, EVHEI, ADPCN, PNA related to instruction and			Good performance in the conduct of classes.	
					Worked on the catch-up plans and finished the remaining topics due for the Second Semester, SY 2019-2020	

		<p>other academic activities in preparation for the new normal.</p> <p>4. Start making modules using the VSU-BOR approved template.</p> <p>5. Advised to submit the weekly accomplishment in compliance with the work from home scheme.</p>		<p>Joined in all webinars conducted by VSU, EVHEI, ADPCN, PNA and its specialty organization on topics related to instruction and other academic activities in preparation for the new normal.</p> <p>Started making modules and coursewares for online instruction.</p> <p>Complied with the requirements while observing the work from home scheme.</p> <p>Performed well toward the achievement of targets for January to June 2020.</p>	<p> <u>Tolibas,</u> <u>Michelle A.</u></p> <p>Faculty</p>
--	--	---	--	---	--

Conducted by:


JESUSA M. MAGNO
 Dean, College of Nursing

Noted by:


BEATRIZ S. BELONIAS
 VP, Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: TOLIBAS, MICHELLE C.
Performance Rating: 4.64

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

The abovementioned faculty has commendable performance as the college had accomplished the targets set for the first two quarters of CY 2020. Designed activities and other learning instructions to implement the new normal.

Aim:

To serve as consultant in research of some faculty members.

Engage in community extension activities once COVID-19 pandemic is over.

Attendance to conferences/seminars/training/workshops and similar undertakings in nursing.

Date: January 2020

Target Date: Dec. 2020

First Step:

Include in the discussion during faculty meeting

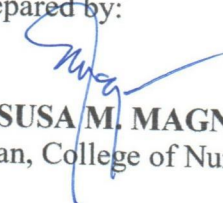
Recommendations:

The above faculty agreed to serve as consultant of some faculty conducting research.

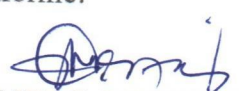
Revisit the CON Extension programs and projects.

Visit websites of various related organizations for schedule of updates.
Confirm attendance once letter of invitation is received.

Prepared by:


JESUSA M. MAGNO
Dean, College of Nursing

Conforme:


TOLIBAS, MICHELLE C.
Faculty