

“Exhibit K”

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

Name of Faculty Member: **PHOEBE LYNN B. CALUNGSOD**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3)
Instruction			
Head (50%)		4.74X50%=2.37	
Student (50%)		4.25X50%= 2.125	
TOTAL for Instruction	60%	4.495	2.697
Research	20%	4.74	.948
Extension	20%	4.56	.912
TOTAL			4.60

EQUIVALENT NUMERICAL RATING: 4.60

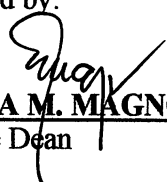
Add: Additional points, if any: -

TOTAL NUMERICAL RATING: **4.60**

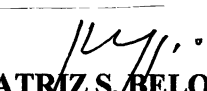
ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:


JESUSA M. MAGNO
College Dean

Approved by


BEATRIZ S. BELONIAS
VP, Academic Affairs

EXHIBIT

STATEMENT OF FINANCIAL POSITION OF THE NATIONAL YOUTH ALLIANCE

As of the end of the fiscal year 1970-1971

Program in development (1)	Program in development (2)	Program in development (3)	Program in development (4)
Head (50%)	Head (50%)	Head (50%)	Head (50%)
Student (50%)	Student (50%)	Student (50%)	Student (50%)
TOTAL for Institution	TOTAL for Institution	TOTAL for Institution	TOTAL for Institution
Research	Research	Research	Research
Extension	Extension	Extension	Extension
TOTAL	TOTAL	TOTAL	TOTAL

ADDITIONAL INFORMATION: MEDICAL RATING: 4.00
 ADDITIONAL POINTS: 1.00
 TOTAL MEDICAL RATING: 5.00

ADDITIONAL RATING: 4.00

Reviewed by:

Prepared by:

LEONARD E. JONES
 National Alliance

LEONARD E. JONES
 College of Arts

LEONARD E. JONES
 National Alliance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PHOEBE LYNN B. CALUNGSOD, of the COLLEGE OF NURSING commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY to DECEMBER, 2018.

PHOEBE LYNN B. CALUNGSOD
Ratee

Approved: JESUSA M. MAGNO
Head of Unit

MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
INSTRUCTION Prepares Lectures and Plans Academic activities of students	Full Time Equivalent (FTE)	Teach: • July-December (1 st Sem) Zoo 138 (lec)&Zoo 138a (lab); NCM 100; NCM 107A; NRes 2, NCM 106r	1	21.3	4.3/ 4.8	4.4/ 4.8	4.3/ 4.8	4.8	
	Number of New Instructional Materials Developed: • Syllabus • Slides (presentation) • Hand—outs	Member, Curriculum Committee	1	1	4.3/ 4.7	4.3/ 4.7	4.4/ 4.8	4.73	
		Member, Honors and Awards Committee	3	10	4.7/ 4.7	4.8/ 4.8	4.8/ 4.8	4.74	
		Member, Events Committee Member, Grievance Committee	3	5	4.7/ 4.7	4.9/ 4.9	4.7/ 4.7	4.74	
	Number of Instructional Materials Revised: • Syllabus	Member, Curriculum Committee Member, Honors and Awards Committee Member, Events Committee Member, Grievance Committee	1	1	4.5/ 4.7	4.6/ 4.7	4.7/ 4.7	4.7	

1. The following information is being furnished to you for your information and is not to be used for any purpose other than that for which it was furnished. It is the property of the Department of Agriculture and is loaned to you. It is to be kept confidential and is not to be distributed outside of your agency without the express written consent of the Department of Agriculture.

OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250


DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C. 20250

Agency	Date	Subject	Priority	Comments	Remarks	Action
Agricultural Research Service	12/1/54	Cotton	1	Cotton Research Station, New York	Cotton Research Station, New York	Cotton Research Station, New York
Agricultural Research Service	12/1/54	Cotton	1	Cotton Research Station, New York	Cotton Research Station, New York	Cotton Research Station, New York
Agricultural Research Service	12/1/54	Cotton	1	Cotton Research Station, New York	Cotton Research Station, New York	Cotton Research Station, New York


Student Research and Field Practice Advising	No. of student research advisees who finish on time	Adviser	1grp	1 group (3 students)	4.5/ 4.7	4.6/	4.7/	4.6	
Student Advising and Consultation Services	No. of Hours spent on consultation No. of Student related activities assisted		100 hours 2	200 hours 3	4.8/	4.8/	4.9/	4.8	
MFO 2 RESEARCH	Number of Research Proposal Submitted		1	1	4.3/ 4.5	4.4/ 4.6	4.3/ 4.6	4.5	
MFO 3 EXTENSION SERVICES	Number of extension programs/projects conducted and completed within prescribed period <ul style="list-style-type: none"> Number of person-days trained Number of IEC materials/techno-guides developed and utilized Number of beneficiaries served Groups/Institution Number of trainings conducted	Component Leader: (CATCH) Component Member: (HELP) Component Member: (FAST) Component Member: (CARES)	20 40 15 50	45 58 26 77	4.7/ 4.8 4.4/ 4.6 4.5/ 4.7 4.4/ 4.7	4.8/ 4.7/ 4.5/ 4.7 4.4/ 4.7	4.8/ 4.6/ 4.6/ 4.8 4.3/ 4.7	4.8 4.6 4.7 4.7 4.7	
	Number of Civic Actions done and assisted		1	1	4.3/ 4.8	4.4/ 4.8	4.3/ 4.8	4.8	
	Number of linkages/ partnerships forged:	Extension Services	1	1	4.5/ 4.8	4.6/ 4.8	4.4/ 4.7	4.7	
TOTAL OVER-ALL RATING					4.71	4.74	4.75	4.73	4.73

FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO
FOLIO	FOLIO	FOLIO	FOLIO	FOLIO

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


Comments & Recommendations for Development Purpose: Advised To submit research proposal. 

Evaluated and Rated by:


JESUSA M. MAGNO
 Dept/Unit Head

Date: 1/21/2019

Recommending Approval:


JESUSA M. MAGNO
 Dean

Date: 1/21/2019

Approved by:


BEATRIZ S. BELONIAS
 Vice-President

Date: _____

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

EMPLOYEE DEVELOPMENT PLAN

Name : Phoebe Lynn B. Calungsod

Performance Rating: 4.60

Aim: Submit research proposals for approval and implementation once approved.

Proposed intervention to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: July 2018 Target Date: December 2018

Next Step:

Prepare the manuscript or proposal.

Outcome: On-process

Final Step/Recommendation:

On-process

To participate in seminars, conferences, fora and workshops aligned to the profession.

Prepared by:

Unit Head

Conforme:

Name of Ratee Faculty/Staff

Section 1

MINISTRY OF DEVELOPMENT PLAN

Name: Project Name: [illegible]
Reference Number: [illegible]

After a careful study of the proposal, the following conclusions are reached:

Proposed investment to improve [illegible]

Date: [illegible]

First Step: [illegible]

Result: [illegible]

Date: July 2014

Next Step: [illegible]

Provide the management of project

Outcome: [illegible]

Final Step: [illegible]

Outcome: [illegible]

To participate in various conferences and workshops to be organized

Project ID: [illegible]
Date: [illegible]

Comments: [illegible]

Name of Reviewer: [illegible]

“ Exhibit G”

PEFORMANCE MONITORING & COACHING JOURNAL

	1 ST	Q U A R T E R
	2 nd	
	3 rd	
Dec 2018	4 th	

Name of Office: NURSING

Head of Office: JESUSA M. MAGNO

Number of Personnel: PHOEBE LYNN B. CALUNGSOD

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls specify)	
	One-on-One	Group			
Monitoring					
Coaching	Reminded to submit research proposals aligned with the university's thrusts. Encouraged to involve self in any school related activities especially on accreditation.				Acknowledged to submit proposals and conduct once approved. Promised to work even beyond the required number of hours.

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

Conducted by:


JESUSA M. MAGNO
Immediate Supervisor

Noted by:


BEATRIZ S. BELONIAS
VP, Academic Affairs

Page 02

PERFORMANCE MONITORING & COACHING JOURNAL

2	
3	
4	
5	
6	
7	
8	
9	
10	

Name of Officer: MURRAY

Head of Office: DEPUTY AL MARRIS

Number of Supervised Officers: 1

Activity Monitoring	Monitoring	Monitoring		Remarks
		One on One	Group	
Coaching	Review with officer Review of approach aligned with the relevant policy Encouraged to involve staff in any action taken activities a goodly no of reflection			Involvement in coaching and support in action Involvement in coaching and support in action

Notes: Please include the date in the column and when the report was reviewed.

Completed by:

Monitored by:

Immediate Supervisor

VP. Accountability

"Exhibit I"

PERFORMANCE MONITORING FORM

Name of employee: **CALUNGSOD, PHOEBE LYNN B.**

For the Month: **JULY- DECEMBER 2018**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all assignment of Output**	Remarks/ Recommendation
1	A. Instruction							
	1.Class preparation	Prepared lesson plans, appropriate teaching strategies like Powerpoint presentations, dummies , other visual materials	July 2018	Per semester assignment	Within the given semester	Impressive	Very Satisfactory	
	2.Preparing quizzes/exams	Appropriate set of exams./ TOS	Per semester assignment	2-3 days before quizzes /term tests	Within the given semester	NI	Satisfactory	Delayed preparation during the Final Term of First Semester AY 2018-2019
	3.Reading/checking exams/outputs	Raw scores, ratings	Per semester assignment	1-2 days after the exam	Within the given semester	NI	Satisfactory	Delayed in checking during the Final Term of First Semester AY 2018-2019
	4.Computing/preparing grades	Excel prepared grades. Entry to cumulus.	Per semester assignment	Within the week after the exams	Within the given semester	NI	Satisfactory	Unable to submit grades on time.
	5.Student consultation	Record of consultation	Within the semester	Within the semester	Within the semester	Impressive	Very Satisfactory	

	6.Supervising student research/case studies	Draft of Research or Case Study. Final output of hardbound research or case study	Within the semester	Two weeks before the end of each semester	Within the given semester	Impressive	Very Satisfactory	
	7. Reading/correcting student research/case studies	Defense in a panel. Final output of hardbound research or case study	Within the semester	Within the semester	Within the given semester	Impressive	Very Satisfactory	
	8. Prepares/revise course syllabus for assigned subject	Final copy of the OBE Course Syllabus	July & Dec. 2018	July & Dec. 2018	Within the given semester	Impressive	Very Satisfactory	
2	B. Research							
	1.Conceptualizing/writing research proposals	Approved research proposal						On-process

3	C. Extension							
	1.Implementation of approved extension project	Schedule of activities Number of trainees Submitted written reports Evaluation Pictures of the undertaking Certificates	Within the year	2016-2021	Quarterly implementation	Impressive	Very Satisfactory	Conducted
	2.Documenting extension process	Written reports, pictures, videos	Within the year	Within the year	Within the year	Impressive	Very Satisfactory	
	3.Negotiating with stakeholders	Approved Letter of Communication	Within the year	Quarterly meeting	Quarterly meeting with stakeholders	Impressive	Very Satisfactory	
	4. Preparing reports for reviews (in house, cluster, RDE, symposiums) or for funding organizations	Quarterly report of related activities and other accomplishments	Within the year	Written reports of documents of activities conducted in the	Quarterly basis	Impressive	Very Satisfactory	Complied

2. Supervising student research/case studies	Start of Period of Case Study First output of research/case study	Within the semester	Within the semester	Within the semester	Impressive	Very Satisfactory
3. Reading/analyzing student research/case studies	First output of research/case study	Within the semester	Within the semester	Within the semester	Impressive	Very Satisfactory
4. Presenting research findings for assigned subject	First copy of the 1000-words syllabus	July 8 Dec 2011	July 8 Dec 2011	Within the semester	Impressive	Very Satisfactory
5. Final research report	Approved research proposal					Outstanding


3	C. Extension	1. Implementation of approved extension project	Schedule of activities Number of classes Activities within hours Extension Number of the participating Courses	Within the year	2012-2013	Quarterly Implementation on	Impressive	Very Satisfactory	Completed
		2. Documenting extension courses	Written report of the extension	Within the year	Within the year	Within the year	Impressive	Very Satisfactory	
		3. Reporting with stakeholders	Approved letter of communication	Within the year	Quarterly meeting	Quarterly meeting with stakeholders	Impressive	Very Satisfactory	
		4. Reporting report for review (in house, cluster, RCT, extension) or for funding organizations	Quarterly report of review activities and other accomplishments	Within the year	Within the year	Quarterly reports of activities conducted in the	Impressive	Very Satisfactory	Completed

	5. Responding to official communications(letters, emails, etc)	Approved letter of Affiliating Health Agencies, MOA/MOU	Quarterly meeting	Within the AY	Every quarter	Impressive	Very Satisfactory	
	6. Serving as resource person in workshops/ trainings, etc.	Letter of invitation, Copies of Topic Discussed/ Presented	Within the AY	Within the AY	Within the AY	Impressive	Very Satisfactory	
4	D.Other Responsibilities							
	1.Committee membership	Attendance, Schedule of school related activities	Within the AY	Within the AY	After each AY	Impressive	Very Satisfactory	Attended and Performed
	2.Sociocultural committees	List of activities facilitated	Within the AY	Within the AY	After each AY	Impressive	Very Satisfactory	Attended and Performed
	3.Attendance in meetings(dept./college/ committees/AACCUP/etc	Attendance, feedback	Within the AY	Within the AY		Impressive	Very Satisfactory	Attended and participated
	4.Attendance in trainings/workshops/conferences/conventions	Certificates	Within the AY	Within the AY		Impressive	Very Satisfactory	Attended and participated
	5. Level I Adviser and Coordinator	Records and Monitoring of Level I students	July 2018	Within the AY		Impressive	Very Satisfactory	
	6. DBGF Coordinator	Records and other Documents	July 2018	Within the AY		Impressive	Very Satisfactory	Designated due to change of position
	7. GAD Coordinator	Records and other Documents	July 2018	Within the AY		Impressive	Very Satisfactory	Designated due to change of position

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

**Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


JESUSA M. MAGNO
Unit Head