

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: PAULA NADREA M. PAQUIBULAN

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Faculty	30%	5.00	1.50
b. Students	70%	4.25	2.98
TOTAL for Instruction	90%		4.03
2. Research	2.5%	0.00	0.00
3. Extension	2.5%	5.00	0.13
4. Production	2.5%	5.00	0.13
5. Administration/Other Services	2.5%	5.00	0.13
TOTAL			4.403


EQUIVALENT NUMERICAL RATING: 4.403

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.403

ADJECTIVAL RATING: VERY SATISFACTORY


Prepared by:


PAULA NADREA M. PAQUIBULAN
Name of Faculty

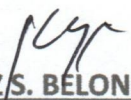
Reviewed by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT REPORT

I, **PAUL A NADREA MORALES-PAQUIBULAN**, of the Department of Liberal Arts and Behavioral Sciences, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2019.

PAULA NADREA M. PAQUIBULAN

Ratee

Approved: **GUIRALDO C. FERNANDEZ, JR.**

Head of Unit

MFO No.	Description of MFO & PAPs	Success/Performance Indicators	Program/ Activities/ Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO1	Higher Education	Full Time Equivalent	Teaching	Teaches Engl 199, Engl. 118, ELSt 102, ELSt 103, Engl 200	18.00	16.30	5	5	5	5.00	
		Number of Instructional Materials Developed/Revised and Utilized									
		* New IMs	Author/Compiler	Author/Compiler	1	2	5	5	5	5	
		* Revised IMs within the last 3 years	Author/Compiler	Author/Compiler	1	3	5	5	5	5	
		* Powerpoint presentations/ multimedia materials prepared	Author/Compiler	Engl 199, Engl. 118, ELSt 102, ELSt 103,	2	30	5	5	5	5	
		Student Research/Thesis Advising									
		* Approved Manuscript submitted within the prescribed period /Number of Student Thesis Advised	Advising	Undergraduate Student Thesis Adviser	2	5	5	5	5	5	
		Student Advising and Consultation Services							5	5	
		* Number of hrs per week spent on student consultation	Consultation	Advising	3	5	5	5	5	5	
		* Number of students advised	Academic Advising	AB English Language Studies student	10	21	5	5	5	5	
		* Number of student-related activities assisted	Graduate Seminar	Facilitator/ Adviser	1	6	5	5	5	5	
				SUB-TOTAL						5.00	
MF02	Research	NONE									
MF03	Extension	Number of seminars/trainings attended	Attended and Presented/ Participated in the following conferences: 1st DLABS Lecture Series: Reflections	Participant/ Presenter	1	3	5	5	5	5.00	
				SUB-TOTAL						5.00	
MF04	Support to Students/	Number of midterm and final exams prepared and checked.	Author	and final exams for Engl 199, Engl. 118, ELSt 102, ELSt 103,	6	8	5	5	5	5.00	

	Production	Number of oral recitations graded/evaluated		recitation for Engl 199,Engl.118,ELSt 102, ELSt 103,	15	30	5	5	5	5.00
		Number of quizzes,activites, assignments prepared and checked	Author	activities, and assignments for Engl 199,Engl.118,ELSt 102, ELSt 103,	50	90	5	5	5	5.00
		Number of periodic exams prepared and checked	Author	periodic exams for Engl 199,Engl.118,ELSt 102, ELSt 103,	6	10	5	5	5	5.00
		Number of gradesheets submitted		Submitted gradesheets for Engl 199,Engl.118,ELSt 102, ELSt 103,	10	14	5	5	5	5.00
				SUB-TOTAL			5	5	5	5.00
MF05	General Admin & Support Services	Number of participation on the events/program in the dept, college, univ. and other offices	VSU Anniversary, CAS month celebration; DLABS	Participant	1	4	5	5	5	5.00
		Number of meetings attended	Meetings	Attendee	2	6	5	5	5	5.00
				SUB-TOTAL						5.00

Average Rating (Total Over-all rating divided by no. of entries)		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:Ms. Paquibulan serves the department well doing what is expected of her as a faculty member of DLABS. Yet, she should always keep in mind that there is always room for improvement.

Evaluated & Rated by:

GUIRALDO C. FERNANDEZ, JR.

Department Head

Date: _____

Recommending Approval:

CANDELARIO L. CALIBO

College Dean

Date: _____

Approved:

BEATRIZ S. BELONIAS

Vice-President for Instruction

Date: _____

PERFORMANCE MONITORING FORM

Name of Employee: **PAULA NADREA MORALES-PAQUIBULAN**

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 four (4) major courses of AB English Language: ELSt 102, ELSt 103 (2 sections), Engl.118, Engl.199 (2 sections), Engl. 200	Regular attendance in the assigned classes, grade sheet per courses taught, and good result of student performance evaluation	January 2019	June 2019	June 2019	Impressive	Outstanding	
2.	Prepare course syllabi updates	Approved course syllabi in ELSt 102, ELSt 103, Engl. 118, Engl. 199, Engl. 200	January 2019	June 2019	June 2019	Impressive	Outstanding	
3.	Prepare Instructional Materials	Developed and utilized IMs in class	January 2019	June 2019	June 2019	Impressive	Outstanding	
4.	Allot time for student consultation	Spent 4 hrs. a week for consultation	January 2019	June 2019	June 2019	Impressive	Outstanding	
5.	Submit midterm grades and final grades	Grades submitted to registrar	January 2019	June 2019	June 2019	Impressive	Outstanding	
6.	Handle thesis advising/ student research	Approved manuscript submitted within the prescribed period	January 2019	June 2019	June 2019	Impressive	Outstanding	
7.	Participate in all activities conducted by the department, college and the university	Attendance, certificates if applicable	January 2019	June 2019	June 2019	Impressive	Outstanding	
8.	Paper presentations in conferences	Certificate of appearance and certificate of participation	January 2019	June 2019	June 2019	Impressive	Outstanding	
9.	Attend and participate in National and Local seminars, conferences, and conventions.	Attendance, certificates if applicable	January 2019	June 2019	June 2019	Impressive	Outstanding	

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

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

Prepared by:

GUIRALDO C. FERNANDEZ, JR.

Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Paula Nadrea Morales-Paquibulan

Performance Rating: Outstanding

Aim: To finish her thesis for the degree Master of Arts major in Language and Literacy Education;
Enroll in a doctoral degree program

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020

Target Date: One year from today

First Step:

- a) Encouraged her to finish her Master's degree

Result:

She reinstated and resumed teaching while writing her Master's thesis.

Date: December 2019

Target Date: End of first semester

Next Step:

She was advised to participate in conferences and training as presenter/resource speaker as well as encouraged her to pursue a doctor's degree in line with her field.


Outcome: NA

Final Step/Recommendation: NA

Prepared by:


GUIRALDO C. FERNANDEZ, JR.
Department Head

Conforme:


PAULA NADREA M. PAQUIBULAN
Faculty