

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

Name of Faculty Member: NICOLE CHELSEA MANGUIAT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
c. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
d. Students (50%)		$4.58 \times 50\% = 2.29$	
Total for Instruction	100%	4.79	4.79
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production			
TOTAL	100%		4.79

EQUIVALENT NUMERICAL RATING: 4.79
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

Reviewed by:



NICOLE CHELSEA MANGUIAT
Name of Faculty


ANALYN M. MAZO
Department Head

Recommending Approval:



MA. THERESA P. LORETO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NICOLE CHELSEA MANGUIAT, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July-Dec. 2023


NICOLE CHELSEA B. MANGUIAT
Substitute Instructor
Date: Jan. 9, 2024

Approved:

ANALYN M. MAZO
Department Head
Date: 1/23/24


Ma. THERESA P. LORETO
College Dean
Date: JAN 23 2024

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										
OVPI 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 As GAC Chairman								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained	Entertains students seeking consultation							
	PI 9: Number of instructional	A5 . Number of on-line ready	Converts the existing instructional							
		On-line ready courseware	Prepares Instructional module/laboratory							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE,	A9. Actual Faculty's FTE	Handles and teaches courses	3	55.28	5	5	5	5.00	ScTS 11b (1), Zool 11 Lec (1),

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	ScTS 11b (1), Zool 11 Lec (1), Micr 24 Lec (1), Micr 24 Lab (2), Biol 138n Lab (1)
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	14	5	5	5	5.00	First Long Exam, Midterm Exam, Third Long Exam, Final Exam in subjects taught
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	49	52	5	5	5	5.00	In all subjects taught
		A15. Number of lab reports	Checks lab reports and term papers	32	34	5	5	5	5.00	ScTS11b (Learning tasks), Micr
	PI 8: Number of students	A16. Number of students advised:	Acts as academic adviser to students							
		A17. Number of students advised on As SRC Adviser								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	12	5	5	5	5.00	Entertains students consulting on subject taught
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	24	40	5	5	5	5.00	Updated PPT for Micr23n (Lec&Lab), Biol 138n, Zool 11 and ScTS11b, Supplemental videos on Micr23n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	39	66	5	5	5	5.00	Major Exams, Quizzes, Lab Worksheets
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
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	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*								
		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							

UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients						
	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							40.00	
	Average Rating							5.00	
	Adjectival Rating							Outstanding	

Evaluated & Rated by:

msv
ANALYN M. MAZO
 Head, DBS
 Date: 1/23/2024

Recommending Approval

mtlreto
Ma. THERESA P. LORETO
 Dean, CAS
 Date: JAN 23 2024

Approved by:

KG
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 01/31/24

Comments & Recommendations for Development
 Purpose:
 May consider pursuing graduate studies

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Nicole Chelsea Manguiat
Performance Rating: Outstanding

Aim: To develop and submit research proposal for funding

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

Pursue graduate studies

Result:

Date: Jan. 2024 Target Date: December 2024

Next Step

Outcome:

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head


NICOLE CHELSEA MANGUAIT
Instructor I