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# Tarlac City

**The QCE of the NBC No. 461 for Research**

**Instrument 1: CLIENTELE SATISFACTION**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Evaluators:** Anyone from the research clientele |
|  |  | O | Student | O | Parent |
|  |  | O | Teacher | O | Community |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | The research ~~proposal/feasibility~~ study submitted is based on the needs/problems of the clients (there is a consultation with the client during the conceptualization of the research proposal). | 5 | 4 | 3 | 2 | 1 |
| 2. | Meets and discusses with the clientele the know-how of the research results for its usability and/or clients benefits. | 5 | 4 | 3 | 2 | 1 |
| 3. | Disseminates and/or presents research results in a forum or symposium for proper information of the clientele. | 5 | 4 | 3 | 2 | 1 |
| 4. | Utilizes appropriate research procedures, and/or methodologies in meeting clients’ needs and problems. | 5 | 4 | 3 | 2 | 1 |
| 5. | Research results would really help and/or address the clients’ needs or problems | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Research**

**Instrument 2: LEADERSHIP**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Evaluators:** The immediate supervisor |
|  |  | O | Program Project Leaders | O | College Research Coordinator |
|  |  | O | Project Leader for Study Leaders | O | College Research Director |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Regularly communicates quality output of the research proceeding to colleagues/staff/clientele/ subordinates. | 5 | 4 | 3 | 2 | 1 |
| 2. | Manages priorities to get the job done and able to look for better ways to confront conflict situations in an honest and direct manner | 5 | 4 | 3 | 2 | 1 |
| 3. | Encourages/motivates participation/cooperation of the people involved in the research proceedings. | 5 | 4 | 3 | 2 | 1 |
| 4. | Suggests/introduces strategies that enhanced colleagues/staff/clientele/subordinates’ skills and abilities to perform the research activity in a more efficient manner. | 5 | 4 | 3 | 2 | 1 |
| 5. | Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their research proceeding | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Research**

**Instrument 3: PARTNERSHIP DEVELOPMENT**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Anyone from the research stakeholders or immediate beneficiaries of research projects/activities |
|  |  | O | Research Stakeholder |
|  |  | O | Immediate Beneficiaries of Research Projects/Activities |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Coordinates with local residents, businesses and other government functionaries for possible research collaboration. | 5 | 4 | 3 | 2 | 1 |
| 2. | Promotes networking activities with local communities and various research agencies to gain support/cooperation on research activities. | 5 | 4 | 3 | 2 | 1 |
| 3. | Conducts consultative meetings and/or dialogues with stakeholders on priority research agenda supporting their needs. | 5 | 4 | 3 | 2 | 1 |
| 4. | Regularly meet concerned sector to discuss ways in which the research undertaking can create better learning and working environment. | 5 | 4 | 3 | 2 | 1 |
| 5. | Communicates directly, openly, honestly and shares information with the concerned sectors, and considering comments, and suggestions for improvement if necessary. | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Research**

**Instrument 4: COMMUNITY RESPONSIBILITY**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Anyone from the external and internal communities |
|  |  | O | Students, Community (Representative) |
|  |  | O | Local Community (Representative) |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Creates safe research environment where activities conducted consider the ethical and moral predicament of the community and/or the sector involved | 5 | 4 | 3 | 2 | 1 |
| 2. | Conducts researches/feasibility studies where implications on the responsibility of the concerned sectors to the community are addressed. | 5 | 4 | 3 | 2 | 1 |
| 3. | Initiates and develops interventions that increase awareness of the responsibility of policy-makers, etc. based on the research findings. | 5 | 4 | 3 | 2 | 1 |
| 4. | The researches/feasibility studies conducted with significant contribution to the community and increase awareness on community issues and concerns. | 5 | 4 | 3 | 2 | 1 |
| 5. | The researcher assumes impartial responsibility and accountability on the research proceeding and its effect or impact to the community and/or other sectors involved. | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Extension**

**Instrument 1: CLIENTELE SATISFACTION**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Clientele of the Extension Programs/Projects/Activities |
|  |  | O | President/Chairman of Organization Involved |
|  |  | O | Barangay Chairperson |
|  |  | O | Student |
|  |  | O | Parent |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | The extension proposal/plan is base on the needs/problems of the clients (there is a consultation with the client during the conceptualization of the extension plan). | 5 | 4 | 3 | 2 | 1 |
| 2. | Meet and discusses with the clientele the know how of the extension activity(s) for its usability and/or clients benefits. | 5 | 4 | 3 | 2 | 1 |
| 3. | There is an information campaign for proper information of the clientele about the extension activity(s). | 5 | 4 | 3 | 2 | 1 |
| 4. | Monitors and evaluates the quantity and quality of services provided to clientele.  | 5 | 4 | 3 | 2 | 1 |
| 5. | Extension activity(s) really helps and/or address the clients needs or problems | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Extension**

**Instrument 2: LEADERSHIP**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Immediate Supervisor |
|  |  | O | Director for Extension |
|  |  | O | Team/Project leader |
|  |  | O | College Extension Coordinators |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Regularly communicates quality output of the extension proceeding to colleagues/staff/clientele/ subordinates. | 5 | 4 | 3 | 2 | 1 |
| 2. | Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner | 5 | 4 | 3 | 2 | 1 |
| 3. | Encourage/motivates participation/cooperation of the people evolved in the extension activity(s). | 5 | 4 | 3 | 2 | 1 |
| 4. | Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates’ skills and abilities to perform the extension activity(s) in a more efficient manner. | 5 | 4 | 3 | 2 | 1 |
| 5. | Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their extension activity(s) | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Extension**

**Instrument 3: PARTNERSHIP DEVELOPMENT**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Stakeholders of the Extension Programs/Projects/Activities |
|  |  | O | Barangay Chairperson | O | President of PO |
|  |  | O | Municipal Mayor | O | President of NGO |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Coordinates with local residents, businesses and other government functionaries for possible extension collaboration. | 5 | 4 | 3 | 2 | 1 |
| 2. | Conducts consultative meetings and/or dialogues with stakeholders on priority extension plan supporting their needs. | 5 | 4 | 3 | 2 | 1 |
| 3. | Regularly meet concerned sector to discuss ways in which the extension undertaking can create better working environment, and full cooperation and participation. | 5 | 4 | 3 | 2 | 1 |
| 4. | Establishes linkages with local/national agencies for possible funding of extension undertakings (sourcing of funds). | 5 | 4 | 3 | 2 | 1 |
| 5. | Communicates directly, openly, honestly and shares information with the concerned sectors, and considering comments, and suggestions for improvement if necessary. | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Extension**

**Instrument 4: COMMUNITY RESPONSIBILITY**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Parties from the external and internal community (e.g. external: Head of an NGO, PO, Local Chief Executive of the LGU, GO; Internal: Directors, Dept. Chairman, Deans, etc.) |
|  |  | O |  Head, NGO | O | Head, GO |
|  |  | O |  Head, PO | O | Head, LGU |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Creates safe working environment where activities conducted consider the ethical and moral predicament of the community and/or the sector involved | 5 | 4 | 3 | 2 | 1 |
| 2. | Conducts extension activity(s) where the responsibilities of the concerned sectors to the community are addressed. | 5 | 4 | 3 | 2 | 1 |
| 3. | The extension activity(s) conducted with significant contribution to the community and increase awareness on community issues and concerns. | 5 | 4 | 3 | 2 | 1 |
| 4. | The extension activity(s) is instrumental and/or in of consideration of public safety, environmental safety, and sharing of quality-related information with the sector involved. | 5 | 4 | 3 | 2 | 1 |
| 5. | Assumes impartial responsibility and accountability on the extension proceeding and its effect or impact to the community and/or other sectors involved. | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Production**

**Instrument 1: CLIENTELE SATISFACTION**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Clientele (i.e. Students, Faculty Members, School Administrators, Agency Head, Community Residents). |
|  |  | O |  Student | O | School Administrator |
|  |  | O |  Faculty Member | O | Agency Head |
|  |  | O |  Community Resident (Representative) |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Involves clientele in the planning process of the intended production activity.(there is a consultation with the client during the conceptualization of the said activity). | 5 | 4 | 3 | 2 | 1 |
| 2. | Meet and discusses with the clientele the know how of the production activity(s) for its usability and/or clients benefits, and/or to asses the quality of production services provided | 5 | 4 | 3 | 2 | 1 |
| 3. | There is an information campaign for proper information of the clientele about the production activity(s). | 5 | 4 | 3 | 2 | 1 |
| 4. | Monitors and evaluates the quantity and quality of services provided to clientele.  | 5 | 4 | 3 | 2 | 1 |
| 5. | Adopts and implements a system that is supportive of realizing clientele’s needs/problems. | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Production**

**Instrument 2: LEADERSHIP**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Clientele (i.e. school administrator, agency head, immediate Supervisor) |
|  |  | O |  Immediate Supervisor |
|  |  | O |  School Administrator |
|  |  | O |  Agency Head |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Regularly communicates quality output of the production proceeding to colleagues/staff/clientele/ subordinates. | 5 | 4 | 3 | 2 | 1 |
| 2. | Manages priorities to get the job done and able to looks for better ways to confronts conflict situations in an honest and direct manner | 5 | 4 | 3 | 2 | 1 |
| 3. | Encourage/motivates participation/cooperation of the people evolved in the production activity(s) | 5 | 4 | 3 | 2 | 1 |
| 4. | Suggest/introduces strategies that enhanced colleagues/staff/clientele/subordinates’ skills and abilities to perform the production activity in a more efficient manner. | 5 | 4 | 3 | 2 | 1 |
| 5. | Communicates directly, openly, honestly and shares information with the concerned individual or people involved in their production activity(s) | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Production**

**Instrument 3: PARTNERSHIP DEVELOPMENT**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Clientele (e.g. students, administrator, agency head, business entities) |
|  |  | O |  Student | O | Agency Head |
|  |  | O |  School Administrator | O | Business Entities |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Coordinates with local residents, businesses and other government functionaries for possible production activity(s) collaboration. | 5 | 4 | 3 | 2 | 1 |
| 2. | Conducts consultative meetings and/or dialogues with stakeholders on priority production plan supporting their needs. | 5 | 4 | 3 | 2 | 1 |
| 3. | Regularly meet concerned sector to discuss ways in which the production undertaking can create better working environment, and full cooperation and participation. | 5 | 4 | 3 | 2 | 1 |
| 4. | Establishes linkages with local/national agencies for possible funding of production undertakings (sourcing of funds). | 5 | 4 | 3 | 2 | 1 |
| 5. | Communicates directly, openly, honestly and shares information with the concerned sectors, and considering comments, and suggestions for improvement if necessary. | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461 for Production**

**Instrument 4: COMMUNITY RESPONSIBILITY**

**Rating Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Evaluators:** | Clientele (e.g. students, faculty members, school administrators, Agency head, business entities, community residents). |
|  |  | O |  Student | O | Agency Head |
|  |  | O |  Faculty Member | O | Business Entities |
|  |  | O |  School Administrator | O | Community Resident |
|  |  | O | Others (Please Indicate) |  |

 **Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Instruction:** Please evaluate the faculty using the scale below. Encircle your rating.

|  |  |  |
| --- | --- | --- |
| **Scale** | **Descriptive Rating** | **Qualitative Description** |
| **5** | **Outstanding** | The performance almost always exceeds the job requirements. The Faculty is an exceptional role model |
| **4** | **Very Satisfactory** | The performance meets and often exceeds the job requirements |
| **3** | **Satisfactory** | The performance meets job requirements |
| **2** | **Fair** | The performance needs some development to meet job requirements. |
| **1** | **Poor** | The faculty fails to meet job requirements |

|  |  |
| --- | --- |
| **Faculty Performance/Output** | **Scale** |
| 1. | Creates safe working environment where activities conducted consider the ethical and moral predicament of the community and/or the sector involved | 5 | 4 | 3 | 2 | 1 |
| 2. | Conducts production activity(s) where the responsibilities of the concerned sectors to the community are addressed. | 5 | 4 | 3 | 2 | 1 |
| 3. | The production program extends technical assistance which supports community activities. | 5 | 4 | 3 | 2 | 1 |
| 4. | Utilizes appropriate production procedures that conserve and prevent damage to the environment | 5 | 4 | 3 | 2 | 1 |
| 5. | Assumes impartial responsibility and accountability on the production activity(s) and its effect or impact to the community and/or other sectors involved. | 5 | 4 | 3 | 2 | 1 |

 Total Score: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator |  | Signature of Witness |  |
|  |  |  |  |
| Name of Evaluator  |  | Name of Witness |  |
|  |  |  |  |
| Position of Evaluator  |  | Agency and Position |  |
| Date  | : |  | Date  | : |  |

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# Tarlac City

**The QCE of the NBC No. 461**

**(Sample Computation for Instruction Area per Rating Period)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating Period:** |  | **to** |  |

|  |  |
| --- | --- |
| Name of Faculty: |  |
| Academic Rank: |  |

|  |
| --- |
| **COMPUTATION PER EVALUATOR** |
| **Areas of Evaluation** | **Total Score** | **% (Percentage)** | **Formula/Equation** | **QCE Point** |
|   |
| A. Commitment | 25 | 25 | 25 ÷ 25 × 25 | **25** |
| B. Knowledge of Subject | 25 | 25 | 25 ÷ 25 × 25 | **25** |
| C. Teaching for Independent learning | 25 | 25 | 25 ÷ 25 × 25 | **25** |
| D. Management of Learning | 25 | 25 | 25 ÷ 25 × 25 | **25** |
| **Total QCE Point** | **100** |

Legend for the Formula/Equation:

|  |  |  |  |
| --- | --- | --- | --- |
|  | *ts* | = | Total Score |
|  | *hps* | = | Highest Possible Score: |
|  | *%* | = | Percentage |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator | **:** |  |  |
| Name of Evaluator  | **:** |  |  |
| Position of Evaluator  | **:** |  |  |
| Date  | **:** |  |  |

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Tarlac City

**The QCE of the NBC No. 461**

**Computation for Instruction Area per Rating Period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating Period:** |  | **to** |  |

|  |  |
| --- | --- |
| Name of Faculty: |  |
| Academic Rank: |  |

|  |
| --- |
| **SUMMARY OF COMPUTATION OF FOUR EVALUATORS** |
| **Evaluators** | **Ave. Rating** | **% (Percentage)** | **Formula/Equation** | **QCE Point** |
|  |
| A. Students | 100 | .30 | 100 × .30 | **30** |
| B. Peers | 100 | .20 | 100 × .20 | **20** |
| C. Self | 100 | .20 | 100 × .20 | **20** |
| D. Immediate Supervisor(s) | 100 | .30 | 100 × .30 | **30** |
| **Total QCE Point** | **100** |

Legend for the Formula/Equation:

|  |  |  |  |
| --- | --- | --- | --- |
|  | *ar* | = | Average Rating |
|  | *%* | = | Percentage |

|  |  |  |
| --- | --- | --- |
| Recorded and Computed by: |  | Reviewed by: |
|  |  |  |
| Signature over Printed Name |  | Signature over Printed Name |
|  |  |  |
| Position/Designation |  | Position/Designation |
|  |  |  |
| Date |  | Date |
|  |  |
| Conforme: |  |
|  | Signature of the Ratee |  |
|  |  |  |
|  | Date |  |

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Tarlac City

**The QCE of the NBC No. 461**

**(RESEARCH/EXTENSION/PRODUCTION)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating Period:** |  | **to** |  |

|  |  |
| --- | --- |
| Name of Faculty: |  |
| Academic Rank: |  |

|  |
| --- |
| **SUMMARY OF COMPUTATION OF EVALUATORS’ RATING TO THEIR RESPECTIVE AREA OF EVALUATION** |
| **Areas of Evaluation** | **Average Score** | **% (Percentage)** | **QCE Point** |
| A. Clientele Satisfaction |  | 25% |  |
| B. Leadership |  | 25% |  |
| C. Partnership Development |  | 25% |  |
| D. Community Responsibility |  | 25% |  |
| **Total QCE Point** |  |

|  |  |  |
| --- | --- | --- |
| Recorded and Computed by: |  | Reviewed by: |
|  |  |  |
| Signature over Printed Name |  | Signature over Printed Name |
|  |  |  |
| Position/Designation |  | Position/Designation |
|  |  |  |
| Date |  | Date |
|  |  |
| Conforme: |  |
|  | Signature of the Ratee |  |
|  |  |  |
|  | Date |  |

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**The QCE of the NBC No. 461**

**Summary of Computation for Instruction, Research, Extension and Production**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating Period:** |  | **to** |  |

|  |  |
| --- | --- |
| Name of Faculty: |  |
| Academic Rank: |  |

|  |
| --- |
| **SUMMARY OF COMPUTATION OF FOUR AREAS OF EVALUATION** |
| **Evaluators** | **QCE Points** | **% (Percentage)** | **Formula/Equation** | **QCE Point** |
|  |
| A. Instruction |  | 35% |  × .35 |  |
| B. Research |  | 50% |  × .50 |  |
| C. Extension |  | 10% |  × .10 |  |
| D. Production |  | 5% |  × .05 |  |
| **Total QCE Point** |  |

Legend for the Formula/Equation:

|  |  |  |  |
| --- | --- | --- | --- |
|  | *qp* | = | QCE Points per Area of Evaluation |
|  | *%* | = | Percentage |

|  |  |  |
| --- | --- | --- |
| Recorded and Computed by: |  | Reviewed by: |
|  |  |  |
| Signature over Printed Name |  | Signature over Printed Name |
|  |  |  |
| Position/Designation |  | Position/Designation |
|  |  |  |
| Date |  | Date |
|  |  |
| Conforme: |  |
|  | Signature of the Ratee |  |
|  |  |  |
|  | Date |  |