

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: DONNA CHRISTENE Q. RAMOS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.94	2.47
b. Students (50%)	50%	4.67	2.34
Total for Instruction	50%	4.81	2.41
2. Research	-		
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	-		
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	50%	5.00	2.50
5. Production	-		
TOTAL			4.91

EQUIVALENT NUMERICAL RATING:

4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.91

ADJECTIVAL RATING:

Outstanding

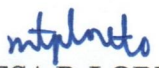
Prepared by:


DONNA CHRISTENE Q. RAMOS
Name of Faculty


Reviewed by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Donna Christene Q. Ramos, a faculty member of the DEPARTMENT OF BIOTECHNOLOGY, commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2022.

Approved:

DONNA CHRISTENE Q. RAMOS

Instructor I

Date: 07/22/2022

KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology

Date: 07/22/2022

MA. THERESA P. LORETO

Dean, CAS

Date: 7/22/2022

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 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	14.10	7.75	5	5	4	4.67	InBt 113 lab, ScTS 11b, Zool 112 lab
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	3	5	5	4	4.67	InBt 113 lab, ScTS 11b, Zool 112 lab
		A 11. Number of INC forms with grade submitted within prescribed period	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A12. Number of trainings/seminars attended related to instruction	Attend mandated trainings/seminars	1	2	5	5	5	5.00	Webinar-workshop on VSUEE; Turnitin
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	6	5	5	5	5.00	InBt 113 lab, ScTS 11b, Zool 112 lab
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	28	5	5	5	5.00	InBt 113 lab, ScTS 11b, Zool 112 lab
		A15. Number of lab reports and term papers checked and graded	Checks lab reports (exercises) submitted as required	0						
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	N/A						
		A17. Number of students advised on thesis/ field practice/special problem:								


		As SRC Adviser	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67	Sarmiento, Rojas
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1						To be accomplished on July-December 2022
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	15	5	5	5	5.00	BSBiotech, BSBiology
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	VSU Biotechnological Society
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Zool 112
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	28	5	5	5	5.00	InBt 113 lab, ScTS 11b, Zool 112 lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6	5	5	5	5.00	InBt 113 lab, ScTS 11b, Zool 112 lab
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle	1	3	5	5	5	5.00	InBt 113 lab, ScTS 11b, Zool 112 lab
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	ISO 9001:2015
UMFO 3 . RESEARCH SERVICES										

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1						To be accomplished on July-December 2022
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	zero non-conformity	5	5	5	5.00	No NC
		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	100% compliant	5	5	5	5.00	ISO 9001:2015 Surveillance Audit
		On program accreditations								
		On institutional accreditations								
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	zero % complaint	0% compliant	5	5	5	5.00	No complaint received
	Total Over-all Rating					79.01				
	Average Rating					4.94				
	Adjectival Rating					Outstanding				

Average Rating (Total over-all rating divided by 16)	4.94
Additional Points	
Approved Additional points (with copy of approval)	
FINAL RATING	4.94
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:
Recommended to engage in research and extension activities.


Evaluated & Rated by:


KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology
 Date: 07/21/2022

Recommending Approval


MA. THERESA P. LORETO
 Dean, CAS
 Date: 7/22/2022

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 7/25/2022

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Employee: Donna Christene Q. Ramos

Head of Office: Ms. Kyza Mae M. Ramoneda

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I informed Ms. Ramos to constantly monitor the academic performance and welfare of her students. I also asked Ms. Ramos to facilitate with student concerns as she is the Department-based guidance facilitator.				Ms. Ramos is constantly in contact with her students regarding their lessons and outputs to be submitted. She also actively communicates with our students regarding their concerns.
Coaching	I encouraged Ms. Ramos to write research and extension proposals for possible funding.				Ms. Ramos writes and presents possible research and extension activities for the department.

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

Conducted by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Noted by:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Donna Christene Q. Ramos

Performance Rating:

Aim: To assess the status of Ms. Ramos's graduate program and support completion of her graduate degree.

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: June 2022

First Step: I asked Ms. Ramos regarding the status of her graduate studies.

Result: Ms. Ramos has completed the requirements for the completion of her degree. She will graduate this August 2022.

Date: July 2022

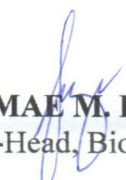
Target Date: December 2022

Next Step: I requested Ms. Ramos to follow up her MS credentials and submit the documents to ODAHRD.

Outcome: Ms. Ramos will submit the documents to ODAHRD as soon as possible.

Final Step/Recommendation: Follow up Ms. Ramos's MS credentials.

Prepared by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Conforme:


DONNA CHRISTENE Q. RAMOS
Name of Ratee Faculty