

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%) | 100% | 4.96 | 4.96 |
| b. Students (50%) | - | -- | - |
| Total for Instruction | 50% | 4.96 | 2.48 |
| 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 | | | 4.98 |

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98ADJECTIVAL 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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

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 August - December 2021.

Donna Q. Ramos
DONNA CHRISTENE Q. RAMOS

Instructor I

Date: 20 January 2022

Approved:

Kyza Mae M. Ramoneda
KYZA MAE M. RAMONEDA

OIC-Head, Biotechnology

Date: *Jan. 24, 2022*

Ma. Theresa P. Loreto
MA. THERESA P. LORETO

Dean, CAS

Date: *Jan. 25, 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 | 14.40 | 14.40 | 5 | 5 | 5 | 5.00 | Teaches ScTS 11b, ScTS 11c, Biol 138n, marB13, InBt 152 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | | | | | | | |
| | | A 11. Number of INC forms with grade submitted within prescribed period | Submits the course were duly reviewed by TRP for editing by MMDC editor | | | | | | | |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 1 | 1 | 5 | 5 | 5 | 5.00 | Faculty Onboarding (Syllabus &TOS Orientatio; VSU E- |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 5 | 5 | 5 | 5 | 5 | 5.00 | ScTS 11b, ScTS 11c, Biol 138n, MarB 13, InBt 152, Midterm Exams |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 25 | 30 | 5 | 5 | 5 | 5.00 | ScTS 11b, ScTS 11c, Biol 138n, MarB 13, InBt 152 |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports (exercises) submitted as required | | | | | | | |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | | | | | | | |

| | | | | | | | | | | |
|--|--|---|---|----|----|---|---|---|------|---|
| | | A17 . Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | <i>As SRC Adviser</i> | Advises, and corrects research outline and thesis/SP manuscript | 1 | 1 | 5 | 5 | 4 | 4.67 | Rojas, MJ |
| | | <i>As SRC Member</i> | Advises and corrects research outline and thesis/SP manuscript | 1 | 2 | 5 | 5 | 4 | 4.67 | Sarmiento & Belarmino |
| | | A18 . Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 30 | 30 | 5 | 5 | 5 | 5.00 | BSBiotech, BSBio, BSNursing, BS Education & BS Agriculture students |
| | 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | VSU Biotechnological Society |
| | 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 | | | | | | | |
| | | <i>On-line ready courseware</i> | Prepares Instructional module/laboratory guide/workbook or a combination thereof | | | | | | | |
| | | <i>Supplemental learning resources</i> | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 25 | 25 | 5 | 5 | 5 | 5.00 | ScTS 11b, ScTS 11c, Biol 138n, MarB 13, InBt 152 |
| | | <i>Assessment tools</i> | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 4 | 4 | 5 | 5 | 5 | 5.00 | ScTS 11b, ScTS 11c, Biol 138n, MarB 13, InBt 152 |
| | | 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 | | | | | | | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle | 1 | 1 | 5 | 5 | 5 | 5.00 | InBt 152; used the existing VCs for Biol 138n, MarB 13 and ScTS 11 |
| | 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 | AACCUP Level II (November 2021) |
| | | A 26. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | | | | | | | |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | Conducts research for possible utilization by industry or other beneficiaries | | | | | | | |
| | 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 | 1 | 5 | 5 | 5 | 5.00 | Gut microbiome status of urban and rural Filipino adults in relation to diet and metabolic disorders |
| 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 Internal Audit (Oct. 5, 2021) |
| | | On program accreditations | | 1 | 1 | 5 | 5 | 5 | 5.00 | AACCUP Level II (November 2021) |
| | | 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% complaint | 5 | 5 | 5 | 5.00 | zero complaint |
| | | 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 | | | | | 89.34 | |
| Average Rating | | | | | 4.96 | |
| Adjectival Rating | | | | | Outstanding | |

| | | |
|---|--|-------------|
| Average Rating (Total over-all rating divide by 17) | | 4.96 |
| Additional Points | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | | 4.96 |
| 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: *Jan. 24, 2022*

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

Date: *Jan. 25, 2022*

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *1/24/22*

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: 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 monitor and facilitate the activities of the student organization (VBS). I also asked her to constantly monitor the academic performance and welfare of her students. | | | | Ms. Ramos actively participates in the planning and implementation of the activities of the organization. Ms. Ramos is constantly in contact with her students regarding their lessons and outputs to be submitted. |
| 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:

Noted by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology


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: August 2021

Target Date: December 2021

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

Result: Ms. Ramos has started but was not able to finish the analyses of her research.

Date: January 2022

Target Date: June 2022

Next Step: Follow up the status of Ms. Ramos's requirements for completion of the degree.

Outcome: Ms. Ramos has tentatively scheduled her comprehensive exam and MS thesis defense on 2nd sem SY 2021-2022, specifically in May 2022.

Final Step/Recommendation: Follow up the status of Ms. Ramos's requirements for completion of the degree.

Prepared by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Conforme:


DONNA CHRISTENE Q. RAMOS
Name of Ratee Faculty