

# Exhibit K

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ELIZABETH S. QUEVEDO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	15%	4.89 x 15%	0.734
b. Students (50%)	15%	4.33 x 15%	0.649
Total for Instruction			
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	70%	4.80 x 70%	3.36
5. Production			
TOTAL			4.744

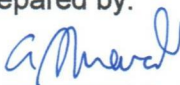
EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

  
**ELIZABETH S. QUEVEDO**  
Name of Faculty

Reviewed by:

  
**ELIZABETH S. QUEVEDO**  
Head, DoPAC

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean


Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH S. QUEVEDO, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY 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 JULY - DECEMBER 2021.

  
**ELIZABETH S. QUEVEDO**  
 Assoc Professor  
 Date: 1/03/2022

Approved:   
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 1/03/2022

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: Feb. 8, 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	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented &	A1. Actual Faculty's FTE	taught CHEM211	0.5	0.7	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	served as GAC to MEd major in Chemistry	1	3	5	5	5	5.00	Nory Elizalde, Cherry Rose Daclitan, Meg Giles Kirby Tupaz
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman								
		AS GAC Member								
		A4 . Number of students entertained for consultation purposes		1	2	5	5	5	5.00	Nory Elizalde, Meg Giles Kirby Tupza



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review								
		On-line ready courseware								
		Supplemental learning resources								
		Assessment tools	gave long examinations, learning activities, quizzes		10					
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor								
		A 7 : Number of virtual classroom created and operational	created virtual classroom		1	5	5	5	5.00	CHEM211
	<b>PI 10.</b> Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	submitted syllabus		1	5	5	5	5.00	CHEM211
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	taught assigned Chemistry subject	4	10.5	5	5	5	5.00	CHEM 137
		<b>A10.</b> Number of grade sheets submitted within prescribed period	submitted grade sheet	1	2	5	5	5	5.00	CHEM 137
		<b>A 11.</b> Number of INC forms with grade submitted within prescribed period		1	1	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction								
		<b>A13.</b> Number of long examinations administered and checked	gave long examinations and checked answers in chemistry subject assigned to teach	2	12	5	5	5	5.00	Chem 137, CHEM211

		<b>A14</b> . Number of quizzes administered and checked	gave quizzes in chemistry subject assigned and checked outputs submitted	10	20	5	5	5	5.00	Chem 137, CHEM211
		<b>A15</b> . Number of lab reports and term papers checked and graded	checked and graded written oral paper presentation submitted online by students	10	35	5	5	4	4.70	Chem 137, CHEM211
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	served as academic adviser to BS Chemistry		5	5	5	5	5.00	Corpuz, R, Encabo, SO, Ignacio, KMD, Tan, RM, Tapang, R,
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:	guide, checked thesis proposal and supervised conduct of thesis of advisees		5	5	5	5	5.00	Corpuz, R, Encabo, SO, Ignacio, KMD, Tan, RM, Tapang, R,
		As SRC Chairman	advised and checked thesis outline of BS Chemistry students	1	5	5	5	5	5.00	Alegre JLY, Lao FCA, Misoles,HH, Moceno RMC, Tan KVR
		As SRC Member	advised and checked thesis outline of BS Chemistry students	1	5	5	5	5	5.00	Bengalan GT, Caintic JC, Espinosa FNS, Kreuzer KAT, Magallanes RAS, Israel JP, Javier AMB, Oronan CFT, Pitlo DMC Ventula FJA
		<b>A18</b> . Number of students entertained for consultation purposes	entertained online consultation of students	1	35	5	5	4	4.70	Chem 137, CHEM211
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised								
		<b>A20</b> . Number of Student organizations assisted on student related activities		1	1	5	5	5	5.00	VSUCheoSoc
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :								
		On-line ready courseware	developed and submitted on-line ready course ware	1	1	5	5	4	4.70	CHEM211, Chem137



		Supplemental learning resources	developed and submitted supplemental learning resources	1	5	5	5	4	4.70	CHEM211, Chem137
		Assessment tools	developed and submitted assessment tools such as long	1	40	5	4	5	4.70	CHEM211, Chem137
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	submitted online-course ware for review by TRP and editing by MMDC editor	1	2	5	5	4	4.70	CHEM211, Chem137
		A 24 : Number of virtual classroom created and operational	created operational virtual classroom (Moodle Classroom)	1	2	5	5	5	5.00	CHEM211, Chem137
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation								
		Agency/firm/Industry linkages								
		A 26. Other outputs implementing the new normal due to covid 19	prepared and presented documents for 3rd ISO Internal Quality Audit			5	5	4	4.70	
		A.27. Awards received								
<b>UMFO 3 . RESEARCH SERVICES</b>										
	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 *								
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	submitted research outputs within the year	1	1	5	5	4	4.70	





	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training								
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented								
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance								
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:								
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator	served as member of the Technical Working Group (TWG) of the Bids and	1		5	4	5	4.70	
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *								
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								

		<b>A 43.</b> Other outputs implementing the new normal due to covid 19								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	facilitated in the compliances of QMS core processes of the university under ISO 9001:2015	1	1	5	5	4	4.70	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	facilitated in the preparation of all required documents for compliance requirements of the	1	1	5	5	4	4.70	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	ensured a customer friendly frontline services		0% complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	designed new initiatives as best practices							



		A 48. Other outputs implementing the new normal due to Covid 19	organized administration/management related activities and other outputs implementing the new normal due to COVID-19		1	5	5	5	5.00	Consultation and Survey on the LF2F of Classes, Second Semester AY 2021-2022
	Total Over-all Rating								141.70	
	Average Rating								4.89	
	Adjectival Rating								0	

Evaluated & Rated by:



**ELIZABETH S. QUEVEDO**

Department Head

Date: 1/03/2022

Recommending Approval



**MA. THERESA P. LORETO**

Dean, \_\_\_\_\_

Date: Feb. 8, 2022

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

ESQ

Average Rating (Total Over-all rating divided by	4.89	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.89	
ADJECTIVAL RATING	0	

Comments and Recommendation for Development Purpose:
Attend and conduct more seminars/trainings

Evaluated & Rated by:

*g. Quevedo*

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Date: 1/04/2022

Recommending Approval:

*mt. Loreto*

**MA. THERESA P. LORETO**

Dean, CAS

Date: Feb. 8, 2022

Approved by:

*B. Belonias*

**BEATRIZ S. BELONIAS**

VP for Academic Affairs

Date: 2/17/22

1- Quality    2 - Efficiency    3 - Timeliness    4 - Average



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Employee: ELIZABETH S. QUEVEDO

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that commitments on research, extension, and publications are attained.				
Coaching	Advised to give more real time activities to encourage active students' participation				

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

Conducted by:

Noted:

  
ELIZABETH S. QUEVEDO  
 Immediate Supervisor

  
MA. THERESA P. LORETO  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH S. QUEVEDO

Performance Rating: \_\_\_\_\_

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2022

Target Date: June 2022

First Step:

Prepare and update learning materials for Biochemistry II 2<sup>nd</sup> Semester AY 2021-2022

Results:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



**ELIZABETH S. QUEVEDO**

Head, DoPAC

Conforme:



**ELIZABETH S. QUEVEDO**

Name of Ratee Faculty/Staff