

## Exhibit K

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

Name of Faculty Member: **ALLAN A. RAMAL**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	5.00 x 50%	2.50 <i>pr</i>
b. Students (50%)	50%	3.33 x 50%	1.66 <i>pr</i>
Total for Instruction	100%	<i>pr</i>	
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			
5. Production			
TOTAL			4.16 <i>pr</i>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

**ALLAN A. RAMAL**

Name of Faculty

Reviewed by:

**ELIZABETH S. QUEVEDO**

Department Head

Recommending Approval:

**MA. THERESA P. LORETO**

Dean/Director

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Allan A. Ramal, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY - DECEMBER 2021.

*ALLAN A. RAMAL*  
**ALLAN A. RAMAL**

Associate Professor V  
Date: February 8, 2022

Approved:

*ELIZABETH S. QUEVEDO*  
**ELIZABETH S. QUEVEDO**

Department Head  
Date: 2/8/2022

*MA. THERESA P. LORETO*  
**MA. THERESA P. LORETO**

College Dean  
Date: 2/9/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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 & monitored*	A1. Actual Faculty's FTE		Handled subjects/courses assigned	1	1	5	5	5	5.00	Chem 209 with 4 students
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acted as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advised and corrected research outline and thesis/SP/dissertation manuscript							
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes		Entertained students seeking consultation with faculty	4	4	5	5	5	5.00	Daclitan, Looc, Pepito and Tupaz



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources		Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	Organic Chemisry Chapters 1-10
		Assessment tools		Prepared assessment tools such as long exam, quizzes, problems sets, etc.	5	20	5	5	5	5.00	Summative Assessments (Exams), Quizzes, Project/Poster, Journal Report, Group report, E-portfolio, Learning Tasks
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor		Submitted the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational		Created virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Google Virtual Classroom and classes are conducted regularly via google meet
	<b>PI 10 .</b> Additional outputs:	<b>A 8 .</b> Other outputs implementing the new normal due to covid 19		Designed experiential learning activities and other outputs to implement new normal							
<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		Handled and teached courses assigned	18	19.2	5	5	5	5.00	Chem 172, Chem 149n (2 sections), Chem 149.1 (2 sections), Chem 147 (2 sections)


	<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepared gradesheet and submits on or before deadline	5	7	5	5	5	5.00	SCTS11, Chem 148 (2 sections), Chem 148.2 ( 2 sections), Chem 140 and Chem 200a
	<b>A11.</b> Number of INC forms with grade submitted within prescribed period		Facilitated students in their completion of the subject and submits completion forms with grade within prescribed period	1	4	5	5	5	5.00	Beltran, Looc, Monzolin and Siaboc
	<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attended mandated trainings							
	<b>A13.</b> Number of long examinations administered and checked	exam prep	Administered and checked long examination for subjects taught	20	40	5	5	5	5.00	
	<b>A14.</b> Number of quizzes administered and checked		Prepared and checked quizzes for lec and lab	20	50	5	5	5	5.00	
	<b>A15.</b> Number of lab reports and term papers checked and graded		Checked lab reports and term papers submitted as required	20	60	5	5	5	5.00	
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		<i>Acted as academic adviser to students</i>	4	4	5	5	5	5.00	Gloria, Matuguina, Salgo and Sanchez
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:			4	4	5	5	5	5.00	Gloria, Matuguina, Salgo and Sanchez
	<i>As SRC Chairman</i>	Advising/correction	Advised, and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
	<i>As SRC Member</i>	Advising/correction	Advised and corrected research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
	<b>A18.</b> Number of students entertained for consultation purposes		Entertained students consulting on subject taught, thesis and grades	40	80	5	5	5	5.00	
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised		<i>Advised student organizations recognized by USOO</i>							
	<b>A20.</b> Number of Student organizations assisted on student related activities		<i>Assisted student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	ChemSoc (History of ChemSoc)



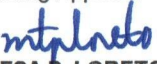


<b>UMFO 4. EXTENSION SERVICES</b>													
<b>UMFO 5. SUPPORT TO OPERATIONS</b>													
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>												
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the 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*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member									
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools									
		On program accreditations	Pilot Plant Manager										
		On institutional accreditations	SSF Rootcrop facility incharge										
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>													
	<b>Total Over-all Rating</b>											100.00	
	<b>Average Rating</b>											5.00	
	<b>Adjectival Rating</b>											O	


Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 2/8/2022

Recommending Approval

  
**MA. THERESA P. LORETO**  
 Dean, College of Arts & Sciences  
 Date: 2/9/2022

Approved by:

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

AP Ransel

Average Rating (Total Over-all rating divided by		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Finish the PhD in Chemistry program

Evaluated & Rated by:

*Elizabeth S. Quevedo*

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Date:

Recommending Approval:

*Ma. Theresa P. Loreto*

**MA. THERESA P. LORETO**

Dean, CAS

Date:

*Feb. 8, 2022*

Approved by:

*Beatriz S. 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
	2nd	
√	3rd	
√	4th	

Name of Employee: ALLAN A. RAMAL

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to hold regular synchronous classes; Ensure to finish PhD program the soonest time possible and commitments on extension activities and the making of laboratory safety manual are meet				August 24, 2021
Coaching	Advised to give more real time activities to encourage student participation during online classes				

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

Conducted by:



**ELIZABETH S. QUEVEDO**  
Immediate Supervisor

Noted:



**MA. THERESA P. LORETO**  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALLAN A. RAMAL  
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 assigned chemistry subjects 2<sup>nd</sup> Semester AY 2021-2022 and hold synchronous classes regularly

Results:

\_\_\_\_\_

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

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

Next Step:


\_\_\_\_\_  
\_\_\_\_\_

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

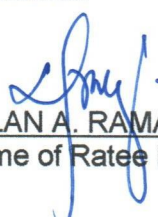
Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
ELIZABETH S. QUEVEDO  
Head, DoPAC

Conforme:

  
ALLAN A. RAMAL  
Name of Ratee Faculty/Staff