

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ATOZ A. VASQUEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.918x100%	4.918
b. Students (50%)			
Total for Instruction	100%		4.918
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	100%		4.918

EQUIVALENT NUMERICAL RATING: 4.918

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.918

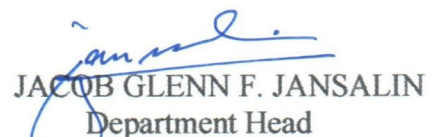
ADJECTIVAL RATING: Outstanding

Prepared by:

ATOZ A. VASQUEZ

Name of Faculty


Reviewed by:


JACOB GLENN F. JANSALIN
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean/Director

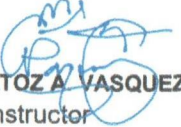
Approved:

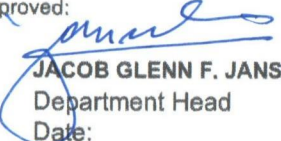

BEATRIZ S. BELONIAS
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ATOZ A. VASQUEZ, 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 targets in accordance with the indicated measures for the period JANUARY - JUNE 2020.


ATOZ A. VASQUEZ
 Instructor
 Date: 9/27/2020

Approved: 
JACOB GLENN F. JANSALIN
 Department Head
 Date:


CANDELARIO L. CALIBO
 College Dean
 Date:

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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects 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	Entertains students seeking consultation with faculty							


	PI 9: Number of instructional materials developed *	A5. 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	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	6	6	5	5	4	4.67	Chem 21 (3Lec), PhSc 105.2 (1Lab), Chem 122.2 (1Lab), Chem 143.1(1Lab)

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	4	4.67	Chem 21 (3Lec), PhSc 105.2 (1Lab), Chem 122.2 (1Lab), Chem 143.1(1Lab)
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	8	5	5	5	5.00	Moodle Training, Series of Webinars on EVHEIs-FLMSC, VSU Faculty Onboarding
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	16	8	5	4	5	4.67	Chem 21 (3Lec), PhSc 105.2 (1Lab)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	240	120	5	4	5	4.67	Chem 21 (3Lec), PhSc 105.2 (1Lab), Chem 122.2 (1Lab), Chem 143.1(1Lab)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	18	5	4	5	4.67	PhSc 105.2 (1Lab), Chem 122.2 (1Lab), Chem 143.1(1Lab)
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	1	5	5	5	5.00	SRC member for IME Jamin's Thesis
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	0	25	5	5	5	5.00	1 Thesis student, 24 BS AnSci, BSEd, BSMet & BSBio students


	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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	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					
		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					
		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					
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							

		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									39.34	
	Average Rating									4.918	
	Adjectival Rating									O	


Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Department Head, DoPAC
 Date:

Recommending Approval


CANDELARIO L. CALIBO
 Dean, College of Arts and Sciences
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for
 Academic Affairs
 Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ATDZ A. VASQUEZ

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue MS program				
Coaching					

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

Conducted by:

JACOB GLENN F. JANSALIN
Immediate Supervisor

Noted by:

CANDELARIO L. CALIBO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ATOZ A. VASQUEZ

Performance Rating: Outstanding

Aim: Maintain outstanding student rating

Proposed Interventions to Improve Performance:

Date: July 2020

Target Date: December 2020

First Step:

Prepare IM's for next semester's subjects.

Result:

Learning guides ready for use.

Date: _____

Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


ATOZ A. VASQUEZ
Name of Ratee Staff