

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

Name of Faculty Member: **JO JANE D. ATOK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% = 2.50	
b. Students (50%)			
Total for Instruction	100%	5.00	5.00
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:


JO JANE D. ATOK
Name of Faculty

Reviewed by:


MA. THERESA P. LORETO
Director, Advance Research
and Innovation Center


Approved:


OTHELLO B. CAPUNO
VP for Research, Extension and Innovation

"Exhibit B"

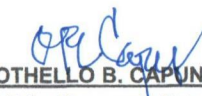
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JO JANE D. ATOK**, a faculty member of the **ADVANCE RESEARCH AND INNOVATION CENTER** 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 **JULY - NOVEMBER 2020**.


JO JANE D. ATOK
 Instructor I
 Date: 12-17-20

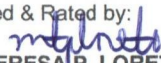
Approved:

MA THERESA P. LORETO
 Director, ARI Center
 Date:


OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation
 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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	14.85	14.85	5	5	5	5.00	ScTS 11c- Science Technology and Society (2 sections)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	21	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	15	5	5	5	5.00	
	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	1	1	5	5	5	5.00	
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	1	5	5	5	5.00	

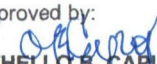
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	
	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	2	5	5	5	5.00	
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	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	
		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	
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 % compliant	Zero % compliant	5	5	5	5.00	
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	5	5.00	
	Total Over-all Rating								80.00	
	Average Rating								5.00	
	Adjectival Rating								O	

Evaluated & Rated by:

MA. THERESA P. LORETO
 Director, ARI Center
 Date:

Recommending Approval

NA

Approved by:



OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation
 Date:

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Ms. JJDAtok should start crafting a research proposal.

Evaluated & Rated by:


MA. THERESA P. LORETO
 Director, ARI Center
 Date: _____

Approved by:


OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation
 Date: _____

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