

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SARAH JEAN C. SUGANO**

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%)		5.00 x 50% = 2.50	
Total for Instruction	75%	5.00	3.75
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	10%	5.00	0.50
4. Administration/Support Services	5%	5.00	0.25
5. Production			
<b>TOTAL</b>	<b>100%</b>		<b>5.00</b>

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

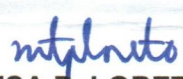
TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


  
**SARAH JEAN C. SUGANO**  
Name of Faculty

  
**MA. THERESA P. LORETO**  
Director, Advanced Research  
and Innovation Center

Recommending Approval

Approved:

  
**ALAN B. LORETO**  
Director for Innovation

  
**MARIA JULIET C. CENIZA**  
VP for Research, Extension  
and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SARAH JEAN C. SUGANO, An affiliate faculty member of the ADVANCED RESEARCH AND INNOVATION CENTER commit to the deliver and agree to be rated on the attainment of the following accomplishment accordance with the indicated measures for the period July 1, 2022 to December 31, 2022.

SARAH JEAN C. SUGANO

Instructor I

Date: December 13, 2022

Approved:

MA. THERESA P. LORETO

Director, ARI Center

Date: 12/14/22

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: 12/27/22

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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	6	6.65	5	5	5	5.00	InBt 121 Lec, InBt 121 Lab and InBt 152 Lab
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	5	5.00	
		<b>A 11.</b> 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	1	1	5	5	5	5.00	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	4	5	5	5	5.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	12	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	40	5	5	5	5.00	



	<b>PI 8:</b> Number of students advised: *	<b>A16:</b> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	6	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	2	5	5	5	5.00	
		<b>A18:</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	5	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19:</b> Number of Student organizations advised	Advises student organizations recognized by USOO	0	1	5	5	5	5.00	
		<b>A20:</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	4	5	5	5	5.00	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	
		<i>Supplemental learning resource</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	10	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	10	5	5	5	5.00	
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
		<i>In int'l fora/conferences</i>		0	1	5	5	5	5.00	Poster presenter during 46th Annual Conference of the Malaysian Society for Biochemistry and Molecular Biology on Aug. 24-25, 2022

UMFO 4. EXTENSION SERVICES										
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0	1	5	5	5	5.00	Seminar Workshop on Advancing Biotechnology through Innovation
	Convenor/Organizer	Convenor/Organizer		0	1	5	5	5	5.00	Seminar Workshop on Advancing Biotechnology through Innovation
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	1	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	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 % complaint	Zero % complaint	5	5	5	5.00	
	Total Over-all Rating								115.00	
	Average Rating								5.00	
	Adjectival Rating								O	


Evaluated & Rated by:

  
**MA. THERESA P. LORETO**  
 Director, ARI Center  
 Date: 12/14/22

Recommending Approval

  
**ALAN B. LORETO**  
 Director for Innovation  
 Date:

Approved by:

  
**MARIA JULIET C. CENIZA**  
 VP for Research, Extension and Innovation  
 Date: 12/27/22

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. Sugano should draft more proposals for funding.

Evaluated & Rated by:

*mtloredo*  
**MA. THERESA P. LORETO**  
 Director, ARI Center

Date: 12/14/22

Approved by:

*[Signature]*  
**MARIA JULIET C. CENIZA**  
 VP for Research, Extension and Innovation  
 Date: 12/27/22

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



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st
	2 <sup>nd</sup>
	3 <sup>rd</sup>
/	4th

Name of Office: ADVANCE RESEARCH AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 1 Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	<p>I told Ms. Sugano to attend trainings and conferences to keep updated with the new trends in biotechnology.</p> <p>I reminded her to update with research reports and the Center's progress.</p> <p>I encouraged her to look for a university for her PhD studies</p>				<p>Ms. Sugano has attended and presented her research studies in international conferences.</p> <p>She is always updating the research reports and the Center's documents.</p>
Coaching	<p>I reminded Ms. Sugano to draft an extension proposal for a seminar workshop.</p>				<p>She has submitted an extension proposal and was approved with funding.</p>

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

Conducted by:

  
**MA. THERESA P. LORETO**  
 Director, ARIC

Noted:

  
**MA. JULIET C. CENIZA**  
 VP for Research Extension and Innovation

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SARAH JEAN C. SUGANO**

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

Aim: To apply for Ph. D. degree program in the field of bioprocess and biotechnology.

Proposed Interventions to Improve Performance:

Date: September 2022

Target Date: December 2022

First Step: Look for university that has graduate degree program aligned with the ARI Center goals and field of specialization.

Result: Application for admission will be submitted if there is a university that offers the Ph. D. degree program sought for.

Date: December 2022

Target Date: March 2023

Next Step: Look for scholarship for the Ph.D. Program.

Outcome: If admitted in the university, submission for scholarship application will be done.

Final Step/Recommendation:

If not admitted in the university, apply to other universities with the degree program sought for and will apply for another scholarship.

Prepared by:

**MA. THERESA P. LORETO**

Director, ARI Center

Conforme:

**SARAH JEAN C. SUGANO**

Name of Ratee Faculty