

Exhibit K

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

Name of Faculty Member: Jacob Glenn F. Jansalin

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.71 ¹⁰⁰ x 50% =	4.71
b. Students (50%)		x 50% =	
Total for Instruction	0.840% 84%	4.71 x .8	
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)	.	5	
Total for Research	10%	5 x 0.1	0.5
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration	10%	5 x 0.1	0.5
5. Production			
TOTAL	100%		4.768

EQUIVALENT NUMERICAL RATING:

4.768

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.768

ADJECTIVAL RATING:

0

Prepared by:

Jacob Glenn F. Jansalin
Name of Faculty

Reviewed by:

Jacob Glenn F. Jansalin
JACOB GLENN F. JANSALIN
Department Head

Recommending Approval:

Can delario L. Calibo
CANDELARIO L. CALIBO
Dean/Director

Approved:


Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Jacob Glenn F. Jansalin**, 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 to June 2020**.

JACOB GLENN F. JANSALIN
Assoc Prof. V
Date:

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	0.5	1	5	5	5	5	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5	
		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	1	3	5	5	4	4.67	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	4	5	5	5	5	4.918

	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 Moddle 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	8	6.75	5	5	4	4.67	Chem 158 lec, Chem 200.4, Chem 200
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	5	5	Chem 157(2) Chem 200.4, Chem 200
		A 11. 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	2	2	5	5	5	5	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	8	5	5	5	5	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students							
		A17. Number of students advised on thesis/ field practice/special problem:		6	10	5	5	5	5	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	50	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	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							

		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 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5	Fast Lab
		A 26 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	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 *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2 . Number of research outputs completed within the year *	A 28 . Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	4	4.67	ISR. CAS.715.1218

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							

	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 under ISO 9001:2015*	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	4	4	4	4	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5	
	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									
	Average Rating								4.71	
	Adjectival Rating								O	

Evaluated & Rated by:


JACOB GLENN F. JANSALIN

Department Head

Date:

Recommending Approval


CANDELARIO L. CALIBO

Dean,

Date:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

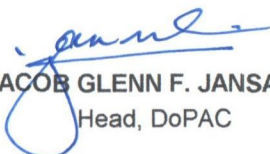
Date:

Average Rating (Total Over-all rating divided by		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.768
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:


May create committee to address gargantuan academic tasks of DoPAC

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Head, DoPAC

Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
 Dean, CAS

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: JACOB GLENN F. JANSALIN

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	Devote time for other assignments e.g. RQAT B/COPC ICP concerns				

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

Conducted by:

CANDELARIO L. CALIBO

Immediate Supervisor

Noted by:

BEATRIZ S. BELONIAS

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JACOB GLENN F. JANSALIN

Performance Rating: _____

Aim: Maintain outstanding student rating

Proposed Interventions to Improve Performance:

Date: Jan 2020 Target Date: _____

First Step: Review DAPAC NCs & OFIs in
ISO; prepare & complete ROAT
documents for BS Chem COPC

Result: _____

Date: April 2020 Target Date: _____

Next Step: _____

Outcome: NCs & OFIs addressed already
ROAT completion of docs - on-going


Final Step/Recommendation:

Submission to CHED required docs.

Prepared by:


CANDELARIO L. CALIBO
Dean, CAS

Conforme:


JACOB GLENN F. JANSALIN
Name of Ratee Faculty