

Exhibit K

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

Name of Faculty Member: **MA. ROBELYN A. INSIK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	4.93 x 45%	2.22 Fr
b. Students (50%)	45%	3.50 x 45%	1.58 Fr
Total for Instruction	90%		
2. Research			
a. Client/Dir. for Research (50%)	5%	4 x 5%	0.2
b. Dept. Head/Center Director (50%)	5%	5 x 5%	0.25
Total for Research	10%		0.45
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.23

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

VS 4.23

Prepared by:

maurice
MA. ROBELYN A. INSIK
Name of Faculty

Reviewed by:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:

Theresa P. Loreto
MA. THERESA P. LORETO
Dean/Director


Approved:


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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ROBELYN AUREO-INSIK, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY TO DECEMBER 2022.


MARIA ROBELYN AUREO-INSIK
 Instructor/
 Date: 12/22/22

Approved: 
ELIZABETH S. QUEVEDO
 Department Head
 Date: 01/03/23



MA. THERESA P. LORETO
 College Dean
 Date: JAN 04 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator 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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handled and taught courses assigned	18	40.85	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	6	6	5	5	4	4.67	
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	6	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	25	25	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	30	50	5	5	4	4.67	

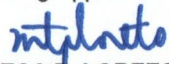
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acted as academic adviser to students</i>	40	40	5	5	5	5.00	Ruba, Rey Mark Donna Ramada, Jobelle Caintic, Glydel, Bengalan,
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript	3	5	5	5	5	5.00	Garma, Keneth; Pano, Edenson; Cellona, Kyle; Naval, Yurika
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Alute, Angelita, Rhea Mel Garcia, Marigold Lao,
		A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	40	50	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advised student organizations recognized by USOO</i>							
	PI 10: Number of	A 21 : Number of on-line course	Prepared and submitted for	1	3	5	5	5	5.00	Chem 121n PhSc
		<i>On-line ready courseware</i>	<i>Prepared Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	Chem 115
		Supplemental learning resources	<i>Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	3	4	5	5	5	5.00	Chem 120
		<i>Assessment tools</i>	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	15	15	5	5	5	5.00	Chem120 121n Chem PhSc 107 Chem132b Chem 127.2
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	1	6	5	5	5	5.00	Chem 121n 107 Chem PhSc 127.2 Chem132b Chem120 Chem132.2
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										

UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all	A 44. Compliance to all requirements of	Ensured that all the QMS	zero non-						
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepared 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									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint						
Total Over-all Rating								69.00	
Average Rating								4.93	
Adjectival Rating								0	


Evaluated & Rated by:


ELIZABETH S. QUEVEDO
 Department Head
 Date: 01/03/23

Recommending Approval


MA. THERESA P. LORETO
 Dean, CAS
 Date: JAN 04 2023


Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

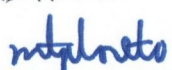
Average Rating (Total Over-all rating divided by		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		4.93
FINAL RATING		
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Pursue MS/PhD in Chemistry Attendance to chemistry-related trainings/workshop/conferences for continuing professional development


Evaluated & Rated by:


ELIZABETH S. QUEVEDO
 Head, DoPAC
 Date:

Recommending Approval:


MA. THERESA P. LORETO
 Dean, CAS
 Date: JAN 04 2023

Approved by:


BEATRIZ S. BELONIAS
 VP for Instruction
 Date:

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: MA. ROBELYN A. INSIK

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Moodle Classroom for subjects taught are created and updated; Research reports are submitted regularly and on time; Encouraged to pursue graduate studies	Ensure that face-to-face classes are held regularly			September, 2022
Coaching	Advised to give more real time activities to encourage students' participation	Advised to submit research proposal for possible funding to external/international funding agencies			

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

Conducted by:

Noted:


ELIZABETH S. QUEVEDO
Immediate Supervisor


MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. ROBELYN A. INSIK

Performance Rating: _____

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2023

Target Date: June, 2023

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2022-2023, conduct classes regularly, constant follow up of student's performance, attend more chemistry-related trainings/workshop/conferences for continuing professional development and pursue MS/PhD in Chemistry.

Results:

Meets the QS for tertiary instruction

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

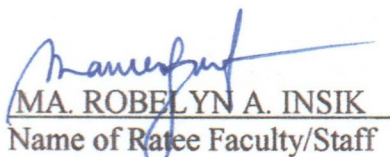
Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



MA. ROBELYN A. INSIK
Name of Ratee Faculty/Staff