

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

Name of Faculty Member: ARLENE JOY A. BACSAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	100%	4.91	4.91
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%		4.91

EQUIVALENT NUMERICAL RATING: 4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: Outstanding

Prepared by:

ARLENE JOY A. BACSAN  
Name of Faculty

Reviewed by:

JACOB GLENN F. JANSALIN  
Department Head

Recommending Approval:

CANDELARIO L. CALIBO  
VP for Academic Affairs

Approved:

BEATRIZ S. BELONIAS  
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLENE JOY BACSAN, An affiliate 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 accomplishments in accordance with the indicated measures for the period January - June 2020.

  
**ARLENE JOY S. BACSAN**  
 Instructor I  
 Date:

Approved:

  
**JACOB GLENN F. JANSALIN**  
 Department Head  
 Date:

  
**CANDELARIO L. CALBO**  
 College Dean  
 Date:

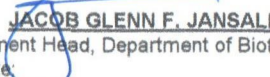
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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>	12	21.4	5	5	5	5.00	Chem 122 Lecture (1), Chem 152 Laboratory (1), Chem 157.1 Laboratory (2)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	5	5.00	Chem 122 Lecture (1), Chem 152 Laboratory (1), Chem 157.1 Laboratory (2)
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	5	5	5.00	Chem 122 Lecture
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	4	5	5	4	4.67	Chem 122 Lecture (1), Chem 152 Laboratory (1), Chem 157.1 Laboratory (2)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	3	5	5	4	4.67	Chem 152 Laboratory (1), Chem 157.1 Laboratory (2)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>							



		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	JBAldovino
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	4	5	5	5	5.00	BSChem and BSMarine Bio students
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
<b>UMFO 3 . RESEARCH SERVICES</b>										
<b>UMFO 4. EXTENSION SERVICES</b>										
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<u>PI 8</u> 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*	<u>A 44</u> . 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					
		<u>A 45</u> . Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the	00% complia	100% compliant					
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<u>PI 2</u> . Zero percent complaint from clients served	<u>A 46</u> . Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					
	<u>PI 3</u> : Additional Outputs	<u>A 47</u> . Number of new initiatives introduced resulting to best practice replicated/benchmarked by other departments/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									34.34	
	Average Rating									4.91	
	Adjectival Rating										

Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Department Head, Department of Biotechnology  
 Date:

Recommending Approval

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

Approved by:

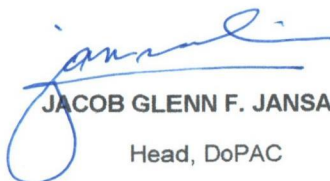
  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date:

Average Rating (Total Over-all rating divided by 6)		4.91
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.91
ADJECTIVAL RATING		O

**Comments & Recommendations for Development Purpose:**


Pursue graduate program (MS) and attend conferences/seminars for CPD.

Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC

Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 Dean, College of Arts & Sciences

Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs

Date: \_\_\_\_\_

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ARLENE JOY A. BACSAN

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					
Coaching	Maintain good line of communication with students to facilitate interactions .				

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: ARLENE JOY A. BACSAN

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

Aim: *Aspire for*  
~~Maintain~~ outstanding student rating

Proposed Interventions to Improve Performance:

Date: *July 2020* Target Date: *Dec 2020*

First Step:

*Develop strong teacher - student rapport  
to facilitate teacher - student interaction*

Result:

*Better communication with the learners*

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

*J. F. Jansalin*  
**JACOB GLENN F. JANSALIN**  
Unit Head

Conforme:

*Arlene Joy A. Bacsan*  
**ARLENE JOY A. BACSAN**  
Name of Ratee Faculty