

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: HELEN GRACE F. ORACION

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	$4.66 \times 50\% = 2.33$	2.33
b. Students (50%)	50%	$4.38 \times 50\% = 2.19$	2.19
Total for Instruction	100%	4.52	4.52
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%	4.52	4.52

EQUIVALENT NUMERICAL RATING: 4.52
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.52
ADJECTIVAL RATING: Very Satisfactory


Prepared by:


HELEN GRACE F. ORACION
Name of Faculty


Reviewed by:


ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:


MA. THERESA P. LORETO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HELEN GRACE F. ORACION, 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 JANUARY TO JUNE 2021.

info
HELEN GRACE F. ORACION
Instructor I
Date:

Approved: *[Signature]*
ELIZABETH S. QUEVEDO
Department Head
Date: *July 27, 2021*

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MA. THERESA P. LORETO
College Dean
Date: *10/22/2021*

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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handled and taught courses assigned	18	29.4	5	5	5	5.00	Chem 122 (1), Chem 127.2 (2) & Chem 128.2 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	4	6	5	5	5	5.00	Chem 200a (1), Chem 122 (1), Chem 127.2 (2) & Chem 128.2 (2)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	10	5	5	5	5.00	Chem 122 (6), Chem 127.2 (2) & Chem 128.2 (2)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	30	42	5	5	5	5.00	Chem 122 (17),Chem 127.2 (13) & Chem 128.2 (12)
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	50	100	5	5	4	4.67	Chem 127.2 (50) & Chem 128.2 (50)

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acted as academic adviser to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:			5					Alegre, Castil, Kreuzer, Moceno and Tan
		<i>As SRC Chairman</i>	Advised and corrected research outline and thesis/SP manuscript		5					Beluan, Matuguina, Pobadora, Salgo, Canezares
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript		10					Javier, Oronan, Pitlo, Tan, Ventula, Cellona, Encabo, Salabao, Tapang, Timkang
		A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	50	75	5	5	5	5.00	BS Marine Biology, BSChem and BSBioTech
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advised student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepared instructional module/laboratory guide/workbook or a combination thereof</i>	2	3	5	5	5	5.00	Chem 122 (1), Chem 127.2 (1) & Chem 128.2 (1)
		Supplemental learning resources	<i>Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	29	5	5	5	5.00	Chem 122 (6), Chem 127.2 (12) & Chem 128.2 (11)
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	30	50	5	5	5	5.00	Chem 122, Chem 127.2 (15) & Chem 128.2 (15)

		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	Chem 122, Chem 127.2 & Chem 128.2
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 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*	Ensured 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:	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								49.67	
	Average Rating								4.97	
	Adjectival Rating								O	

Evaluated & Rated by:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
 Department Head
 Date: *July 27, 2021*

Recommending Approval

MA. Theresa P. Loreto
MA. THERESA P. LORETO
 Dean, CAS
 Date: *10/22/2021*

Approved by:


Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *10/22/2021*

Average Rating (Total Over-all rating divided by		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		O

Comments and Recommendations for Development Purpose:

Pursue MS in Chemistry and attend seminars, trainings and workshops for CPD units


Evaluated & Rated by:


ELIZABETH S. QUEVEDO
 Head, DoPAC
 Date: July 27, 2021

Recommending Approval:


MA. THERESA P. LORETO
 Dean, CAS
 Date: 10/22/2021

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
√	2nd	
	3rd	
	4th	

Name of Employee: HELEN GRACE F. ORACION

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue graduate study (MS Chemistry)				June 8, 2021
Coaching	No giving of failing grades to students in this new normal in the FINAL TERM but only INC or DROPPED, accordingly				

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: HELEN GRACE F. ORACION

Performance Rating: _____

Aim: Maintain outstanding performance _____

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Pursue MS 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:


HELEN GRACE F. ORACION
Name of the Ratee Faculty