

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARLENE JOY S. BACSAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.98x50%=	
b. Students (50%)		5x50% =	
Total for Instruction	100%		4.93
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			4.93

EQUIVALENT NUMERICAL RATING: _____

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: _____

Outstanding

Prepared by: 

ARLENE JOY S. BACSAN

Name of Faculty

Reviewed by: 

JACOB GLENN F. JANSALIN

Department Head

Recommending Approval: 

CANDELARIO L. CALIBO

Dean/Director

Approved: 

BEATRIZ S. BELONIAS

Vice President for Acad. Affairs

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 targets in accordance with the indicated measures for the period July - December 2020.


ARLENE JOY S. BACSAN

Instructor I

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										
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	<i>Handles and teaches courses assigned</i>	12	17.35	4	5	5	4.67	Chem 132n Lecture (1), Chem 158.1 Laboratory (2), Chem 150.1 Laboratory (2), Chem 151 Laboratory (1)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	4	5	5	5	5.00	Chem 132n Lecture
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	1	70	5	5	5	5.00	Chem 132n Lecture
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	10	5	5	4	4.67	Chem 158.1 Laboratory (2), Chem 150.1 Laboratory (2), Chem 151 Laboratory (1)
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	35	5	5	5	5.00	BSChem, BSFoodTech and BSNursing students
	PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOC							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	4	5.00	Chem 158.1 Laboratory
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Chem 158.1 Laboratory
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	Chem 132n Lecture
		<u>A 23</u> : 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	1	1	5	5	5	5.00	Chem 158.1 Laboratory
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	5	5.00	Chem 132n, Chem 158.1, Chem 150.1
	PI 11. Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
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*	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						
		On program accreditations								
		On institutional accreditations								
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						
	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									4.93	
Adjectival Rating									O	

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		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		4.93

Apply for MS scholarship here
abroad
attend webinars / conferences
for C&I

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
	2nd	
✓	3rd	
✓	4th	

Name of Employee: ARLENE JOY S. BACSAN

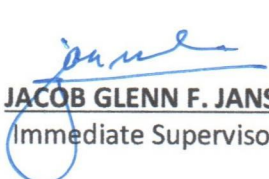
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Create online classroom in V&UE for all subjects taught by				Created online classrooms in V&UE
Coaching					

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

Conducted by:


JACOB GLENN F. JANSALIN
Immediate Supervisor

Noted:


CANDELARIO L. CALIBO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARLENE JOY S. BACSAN

Performance Rating: Outstanding

Aim: Get an MS Chem degree

Proposed Interventions to Improve Performance:

Date: August 2020 Target Date: August 2021

First Step:

Recommend for regular faculty position

Result:

Obtain regular faculty position in DPAE

Date: August 2021 Target Date: August 2023

Next Step:

Apply for MS scholarship

Outcome: Obtain MS scholarship (local/abroad)

Final Step/Recommendation:

Recommend for study leave with pay

Prepared by:

Jacob Glenn F. Jansalin

Unit Head

Conforme:

Arlene Joy S. Bacsan
Name of Ratee Faculty/Staff