

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

Name of Faculty Member: RACHELLE C. CAÑETE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.61x50%=	
b. Students (50%)		x50% =	
Total for Instruction	100%		4.61
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			4.61

*Note: Newly hired. No student evaluation so far

EQUIVALENT NUMERICAL RATING: _____

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.61

ADJECTIVAL RATING: _____

Outstanding

Prepared by: _____

RACHELLE C. CAÑETE

Name of Faculty

Reviewed by: _____

JACOB GLENN F. JANSALIN

Department Head

Recommending Approval: _____

CANDELARIO L. CALIBO

Dean/Director

Approved: _____

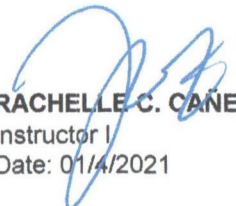
BEATRIZ S. BELONIAS


Vice President for Acad. Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RACHELLE C. CAÑETE, 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 AUGUST - DECEMBER 2020.


RACHELLE C. CAÑETE
 Instructor I
 Date: 01/4/2021

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	Handles and teaches courses assigned	18	27	5	5	5	5.00	Chem131, Chem130f, Chem130, PhSc106
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	4	5	4	4.33	Chem131, Chem130f, Chem130, PhSc106
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	7	7	5	4	4	4.33	Chem131, Chem130f, Chem130, PhSc106
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							

		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 adviser to students							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	80	5	5	5	5.00	Chem131, Chem130f, Chem130, PhSc106
	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 related activities							
	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	3	4	5	5	5	5.00	IM for Chem 130, Chem130f, PhSc106; Additional module for Chem131
		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.	30	30	4	5	4	4.33	Chem131, Chem130f, Chem130, PhSc106
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	7	7	4	5	4	4.33	Chem131 (3classes), Chem130f (2classes), Chem130, PhSc106
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 theQMS 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										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
Total Over-all Rating									4.61	
Average Rating										
Adjectival Rating										

Evaluated & Rated by:


JACOB GLENN F. JANSALIN

Dept. Head

Date:

Recommending Approval


CANDELARIO L. CALIBO

Dean, CAS

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Average Rating (Total Over-all rating divided by		4.61
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.61
ADJECTIVAL RATING		0

attend seminars/conferences
(virtual) for continuous quality
improvement.
Finish MS Chemistry

Evaluated & Rated by:

Jansalin
JACOB GLENN F. JANSALIN

Head, DoPAC

Date: January 2021

Recommending Approval:

Calibo
CANDELARIO L. CALIBO

Dean, CAS

Date: _____

Approved by:

Belonias
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	
X	3rd	
X	4th	

Name of Employee: RACHELLE C. CAÑETE

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	Advised to create virtual classroom in VSEE				Has complied with the creation of VSEE virtual classroom
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: RACHELLE C. CAÑETE

Performance Rating: Outstanding

Aim: Finish MS Chem and start PhD study abroad

Proposed Interventions to Improve Performance:

Date: August 2020 Target Date: August 2021

First Step: Conduct research on liquid nutrient formulations for horticultural crops in an aggregate hydroponics.

Result:

Request for WFH status in order to work on MS Thesis which doing online instruction.

Date: August 2021 Target Date: August 2025

Next Step:

Pursue PhD study in the USA

Outcome: PhD degree holder by 2025

Final Step/Recommendation:

Permanent teaching position

Prepared by:


JACOB GLENN F. JANSALIN

Unit Head

Conforme:


RACHELLE C. CAÑETE
Name of Ratee Faculty/Staff