SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SARAH JEAN C. SUGANO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.96 x 50% = 2.48	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction	85%	4.98	4.23
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extenstion			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		**4.98**

EQUIVALENT NUMERICAL RATING: 4.98
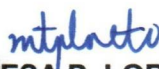Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

SARAH JEAN C. SUGANO   **MA. THERESA P. LORETO**
Name of Faculty   Director, Advanced Research
                               and Innovation Center

Recommending Approval   Approved:

ALAN B. LORETO   **MARIA JULIET C. CENIZA**
Director, Innovation   VP for Research, Extension
                               and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SARAH JEAN C. SUGANO, An affiliate faculty member of the **ADVANCED RESEARCH AND INNOVATION CENTER** commit to the deliver and agree to be rated on the attainment of the following accomplishment accordance with the indicated measures for the period **July to December 2021.**

Approved:

SARAH JEAN C. SUGANO	MA. THERESA P. LORETO	MARIA JULIET C. CENIZA
Instructor I	Director, ARI Center	VP for Research, Extension and Innovation
Date: January 17, 2022	Date: Jan. 17, 2022	Date: 1/7/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	6	7.65	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2	5	5	4	4.60	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	1	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	10	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	92	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	2	5	5	5	5	5.00	

	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*	1	1	5	5	5	5.00	
		Supplemental learning resource	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	10	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	15	5	5	5	5.00	
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research project within the year		1	5	5	5	5.00	
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	**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	zero non-conformity	5	5	5	5.00	

		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	100% compliant	5	5	5	5.00	
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	100% compliant	5	5	5	5.00	
	Total Over-all Rating								74.60	
	Average Rating								4.97	
	Adjectival Rating								O	

Evaluated & Rated by:

MA. THERESA P. LORETO
Director, ARI Center
Date: Jan. 17, 2022

Recommending Approval

ALAN B. LORETO
Director, Innovation
Date: 02/07/22

Approved by:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation
Date: 2/7/22

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	O

Comments & Recommendations for Development Purpose:

Submit research proposal for funding

Evaluated & Rated by:

mtplreto

MA. THERESA P. LORETO
Director, ARI Center

Date: _____Jan. 17, 2022_____

Approved by:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Date: _____l 7/22_____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: <u>ADVANCE RESEARCH AND INNOVATION CENTER</u>

Head of Office: <u>MA. THERESA P. LORETO</u>

Number of Personnel: <u>4 Faculty</u>

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I advised Ms. Sugano to keep updated with the new trends in biotechnology in her lecture discussion. I advised Ms. Sugano to look for university for PhD scholarships.				Ms. Sugano has incorporated new trends in biotechnology in her lecture discussion. Ms. Sugano has started looking for universities and possible PhD scholarships.
Coaching	I reminded Ms. Sugano to create research proposals for possible research funding.				Ms. Sugano has written research proposals and connected with other VSU researchers.

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

Conducted by: Noted

MA. THERESA P. LORETO   **MA. JULIET C. CENIZA**
Immediate Supervisor   Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SARAH JEAN C. SUGANO**
Performance Rating: _____

Aim: To apply for Ph. D. degree program in the field of bioprocess and biotechnology.

Proposed Interventions to Improve Performance:

Date: September 2021   Target Date: January 2022

First Step: Look for university that has graduate degree program aligned with the specialization.

Result: Application for admission will be submitted if there is a university that offers the Ph. D. degree program sought for.

Date: December 2021   Target Date: September 2022

Next Step: Apply scholarship for the Ph.D. Program.

Outcome: If admitted in the university, the faculty will submit scholarship application.

Final Step/Recommendation:
If the faculty will not be admitted in the university, apply to other universities with the degree program sought for and prepare for another scholarship application.

Prepared by:

MA. THERESA P. LORETO
Director, ARI Center

Conforme:

SARAH JEAN C. SUGANO
Name of Ratee Faculty