

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MA. ROBELYN A. INSIK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	4.9 x 40%	1.96
b. Students (50%)	50%	4.17 x 50%	2.085
Total for Instruction	90%		4.045
2. Research			
a. Client /Dir. for Research (50%)	5%	5.0 x 5%	0.25
b. Dept. Head/Center Director (50%)	5%	5.0 x 5%	0.25
Total for Research	10%		0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.545

EQUIVALENT NUMERICAL RATING:

4.545

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.545
Outstanding

ADJECTIVAL RATING:

Prepared by:

MA. ROBELYN A. INSIK

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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ROBELYN A. INSIK, 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 accomplishments in accordance with the indicated measures for the period JANUARY 1, 2023 - JUNE 30, 2023.

Maria Robelyn A. Insik
MARIA ROBELYN A. INSIK
 Instructor I
 Date: June 30, 2023

Approved:
Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
 Department Head
 Date: 7/4/23

MA. Theresa P. Loreto
MA. THERESA P. LORETO
 College Dean
 Date: JUL 07 2023

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	taught Chemistry subject	15	21	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	submitted Grade Sheets of chemistry subjects assigned to teach	5	7	5	5	5	5.00	

		A 11 . Number of INC forms with grade submitted within prescribed period		10	12	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction		1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	gave long examinations and check test papers in chemistry subject assigned to teach	4	12	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	gave quizzes in chemistry subject assigned and check outputs submitted by students	20	28	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	checked and grades term paper submitted by students	50	72	5	5	5	5.00	
	PI 8 : Number of students advised: *	A16 . Number of students advised:	served as thesis adviser and checked thesis outline/manuscript/ academic adviser	3	4	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As Thesis Adviser	advised and checked thesis outline of BS Chemistry students	2	2	5	5	5	5.00	
		As SRC Chairman	advised and checked thesis outline of BS Chemistry students	3	4	5	5	5	5.00	
		As SRC Member	advised and checked thesis outline of BS Chemistry students	3	4	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes	entertained online consultation of students	40	50	5	5	5	5.00	

	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised								
		A20 . Number of Student organizations assisted on student related activities								
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	1	3	4	4	4	4.00		
		On-line ready courseware								
		Supplemental learning resources	prepared supplemental learning resources such as powerpoint presentations	4	4	5	5	5	5.00	
		Assessment tools	prepared assessment tools such as long examination, quizzes, problem sets	10	50	5	5	5	5.00	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	submitted online-course ware for review by TRP and editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	updated operational virtual classroom (Moodle Classroom)	1	1	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation								
		Agency/firm/Industry linkages								
		A 26. Other outputs implementing								
		A.27. Awards received								
UMFO 3 . RESEARCH SERVICES										

	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *								
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		1	1	5	5	4	4.67	
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year								
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *								
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved								
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer								

		A 34. Number of UMs submitted to ITSO, VSU								
		A 35. Other outputs implementing the new normal due to covid 19								
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained								
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training								
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented								
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance								
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:								
	Research Mentoring	Research Mentor								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator	served as evaluator (TWG) of the							
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *								
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19								
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	<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*	facilitated in the compliances of QMS core processes of the university under ISO 9001:2015							
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	facilitated in the preparation of all required documents for compliance requirements of the program and institutional accreditations							

		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	ensured a customer friendly frontline services							
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	designed new initiatives as best practices							
		A 48. Other outputs implementing	organized administration/management related							
	Total Over-all Rating								83.7	

Average Rating		4.92
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purposes
Pursue MS and PhD in Chemistry

Evaluated & Rated by:


ELIZABETH S. QUEVEDO

Department Head

Date: 7/4/23


Recommending Approval


MA. THERESA P. LORETO

College Dean

Date: JUL 07 2023

Approved by:


BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 7/10/23

PERFORMANCE MONITORING & COACHING JOURNAL

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

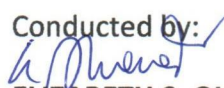
Name of Employee: MARIA ROBELYN A. INSIK

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 (PhD);				March 27, 2023
Coaching	Encouraged the faculty to: a) submit research paper for possible publication in a peer-reviewed journal; b) aim for Outstanding TPES results through constant follow up of students progress c) submit research and extension proposal for possible funding (local/external/international) d) attend relevant training & scientific for a e) submit DTR on time every month as directed by the PRPEO				

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

Conducted by: 
ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted: 
MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ROBELYN A. INSIK

Performance Rating: _____

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: July, 2023

Target Date: December, 2023

First Step:

Prepare and update learning materials for all chemistry subjects to be taught in the 1st Semester AY 2023-2024, hold face-to-face classes regularly and on time, follow up student performance constantly and pursue MS in Chemistry/PhD in Chemistry the soonest time possible

Results:

Meets the QS for tertiary instruction

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:


Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:


MARIA ROBELYN A. INSIK
Name of Ratee Faculty/Staff