

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

Name of Faculty Member: **CHINELO M. CARDANO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% = 2.50	
b. Students (50%)			
Total for Instruction	95%	5.00	4.75
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		5.00


EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:


CHINELO M. CARDANO
Name of Faculty


Reviewed by:


MA. THERESA P. LORETO
Director, Advance Research
and Innovation Center

Recommending Approval


ALAN B. LORETO
Director, Innovation


Approved:


OTHELLO B. CAPUNO
VP for Research, Extension
and Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CHINELO M. CARDAÑO, a faculty member of the **ADVANCE RESEARCH AND INNOVATION CENTER** 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**


CHINELO M. CARDAÑO
 Instructor I
 Date:

Approved: 
MA. THERESA P. LORETO
 Director, ARI Center
 Date:


OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation
 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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	17.40	17.4	5	5	5	5.00	ScTS 11c- Science Technology and Society (2 sections) Btec 21- Introduction to Biotechnology
		<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	
		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	25	5	5	5	5.00	
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<u>A18.</u> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	20	5	5	5	5.00	
	<u>PI 10:</u> 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	5	5.00	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	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	1	1	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	
	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	1	2	5	5	5	5.00	
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 *	Conducts research for possible utilization by industry or other beneficiaries							
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 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	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	

		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	Zero % complaint	5	5	5	5.00	
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	5	5.00	
	Total Over-all Rating								80.00	
	Average Rating								5.00	
	Adjectival Rating								O	


Evaluated & Rated by:


MA. THERESA P. LORETO
 Director, ARI Center
 Date:

Recommending Approval


ALAN B. LORETO
 Director, Innovation
 Date:

Approved by:


OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation
 Date:

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	0

Comments & Recommendations for Development Purpose:

Ms. Cardano should make a research proposal for possible funding.

Evaluated & Rated by:

mtplreto

MA. THERESA P. LORETO

Director, ARI Center

Date: _____

Approved by:

O. B. Caruno

OTHELLO B. CARUNO

VP for Research, Extension and Innovation

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Advance Research & Innovation Center

Head of Office: Dr. Ma. Theresa P. Loreto

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Cardaño to keep in touch with her students as often as possible so that they can feel her presence.				Ms. Cardaño keeps in constant contact with her students and meets her class regularly.
Coaching	I reminded Ms. Cardaño to keep abreast of the newest developments in Biotechnology for her professional advancement. I encouraged Ms. Cardaño to write research proposals for possible funding.				Ms. Cardaño reads scientific articles to keep track of what is happening in Biotechnology. Ms. Cardaño has started writing research proposals.

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

Conducted by:

MA. THERESA P. LORETO
Director, ARI Center

Noted by:

OTHELLO B. CAPUNO
VP for REI

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Chinelo M. Cardaño

Performance Rating: _____

Aim: To pursue advanced studies in the field of molecular life sciences and relevant fields of biotechnology

Proposed Interventions to Improve Performance:

Date: July 25, 2020 Target Date: September 2021

First Step: Apply for admission and scholarship to a masters's program in molecular life Sciences and allied fields relevant to the thrusts and programs of the Center and aligned to research priorities and agenda of the Institution.

Result: Submitted requirements for a university admission.

Date: July 25, 2020 Target Date: February 2022 - September 2022


Next Step: Wait for feedback from the universities applied.

Outcome: If accepted, faculty will pursue advanced studies within the target date specified.


Final Step/Recommendation:

If not admitted, faculty will apply and look for other universities with relevant degree programs.

Prepared by:


MA. THERESA P. LORETO
Director, ARI-Center

Conforme:


CHINELO M. CARDANO
Name of Ratee Faculty