

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JAILENN JANNARAIN S. PURAY**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (40%)	40%	4.9	1.96
b. Students (50%)	50%	3.94	1.97
Total for Instruction	100% <i>94%</i>		3.93
2. Research			
a. Client/Dir. for Research (50%)	5%	5.0	0.25
b. Dept. Head/Center Director (50%)	5%	5.5	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			4.43

EQUIVALENT NUMERICAL RATING: 4.43

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.43

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

JAILENN JANNARAIN S. PURAY
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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JAILENN JANNARAIN S. PURAY, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY TO JUNE 2023.

JAILENN JANNARAIN S. PURAY

Instructor I

Date: 6/30/2023

Approved:

ELIZABETH S. QUEVEDO

Department Head

Date: 7/4/23

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	Handled and taught courses assigned	18	20.55	5	5	5	5.00	Chem 138.1, Chem 3.2, Chem 131
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	4	7	5	5	5	5.00	Chem 138.1 (3), Chem 3.2(1), Chem 131(1), Chem 200a1 (1), Chem200a3(1)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	5	12	5	5	5	5.00	Chem 138.1 (2), Chem 3.2(2), Chem 131(8)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	40	58	5	5	5	5.00	Chem 138.1 (20), Chem 3.2(18), Chem 131(20)
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	40	67	5	5	5	5.00	Chem 138.1 (61), Chem 3.2(6)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acted as academic adviser to students							

		A17 . Number of students advised on thesis/ field practice/special problem:		2	5	5	5	5	5.00	Lao, Sacay, Arellano, Malsit, Morana
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript	1	4	5	5	4	4.67	Mosende, Andoy, Enad, Tanaid
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Pagua, Roche, Yare
		A18 . Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	30	60	5	5	5	5.00	BSChem, BSBiotech, BSES, DVM
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advised student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student related activities	Assisted 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 :	Prepared and submitted for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepared Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	15	18	5	5	5	5.00	Chem 138.1 (8), Chem 3.2(3), Chem 131(7)
		<i>Assessment tools</i>	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	30	40	5	5	5	5.00	Chem 138.1 (15), Chem 3.2(10), Chem 131(15)
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	Chem 138.1, Chem 3.2, Chem 131


UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducted and completed research project within the year	1	1	5	5	5	5.00	Pigmental Composition and Physicochemical Parameters of Marabong-Daguitan River in Leyte
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*	Ensured 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:	Prepared 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	Provided customer friendly frontline services to clients	Zero % complaint						
	Total Over-all Rating					65	65	64	64.67	

Average Rating	4.97
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.97
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purposes

Pursue MS in Chemistry


Evaluated & Rated by:


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

Recommending Approval


MA. THERESA P. LORETO
Dean, CAS
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
/	2 nd	
	3 rd	
	4th	


Name of Employee: JAILANNE JANNARAIN S. PURAY

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 as soon as possible				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: JAILENN JANNARAINÉ S. PURAY

Performance Rating: Very Satisfactory

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 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:



JAILENN JANNARAINÉ S. PURAY

Name of Ratee Faculty/Staff