

Exhibit K

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%)	45%	4.98 x 45%	2.24
b. Students (50%)	45%	3.03 x 45%	1.36
Total for Instruction	90%		
2. Research	10%		
a. Client/Dir. for Research (50%)	5%	4 x 5%	2.00
b. Dept. Head/Center Director (50%)	5%	10% x 5%	0.50
Total for Research	10%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.21

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.39 4.21
VS

Prepared by:

MA. ROBELYN A. INSIK
MA. ROBELYN A. INSIK
Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO
ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:


MA. THERESA P. LORETO
MA. THERESA P. LORETO
Dean/Director


Approved:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ROBELYN AUREO-INSIK, 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 2022.


MARIA ROBELYN AUREO-INSIK
 Instructor
 Date: June 30, 2022

Approved: 
ELIZABETH S. QUEVEDO
 Department Head
 Date: June 30, 2022


MA. THERESA P. LORETO
 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	Timelines	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	19.1	5	5	5	5.00	Chem 127.2 Lab Chem128.2 Lab (2) PhSc108 Chem200a3 Chem200a1
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	5	6	5	5	5	5.00	Chem 127.2 Lab Chem128.2 Lab (2) PhSc108 Chem200a3 Chem200a1
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	6	5	5	5	5.00	Chem 127.2 Lab(2) Chem128.2 Lab (2) PhSc108 (2)

		A14 . Number of quizzes administered and checked	Prepared and checked quizzes for lec	20	34	5	5	4	4.67	Chem 127.2 Lab (13) Chem128.2 Lab (11) PhSc108 (10)
		A15 . Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required		156	5	5	5	5.00	Chem 127.2 Lab Chem128.2 Lab
	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:		4	4	5	5	5	5.00	Cazenaz, Juian Charles Dianna Marrie Nayre Glydel Bengalan Hannah Florette Sabejon Jobelle Caintic
		As SRC Chairman	Advised, and corrected research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Ninez Garcia Sosmena
		As SRC Member	Advised and corrected research outline and thesis/SP manuscript	6	6	5	5	5	5.00	Naval Pobadora Gloria Timkang Beluan Misoles
		A18 . Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	40	45	5	5	5	5.00	
	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	1	3	5	5	5	5.00	

		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	5	5.00	
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	
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 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				70	70	69	69.67	
	Average Rating				5	5	4.9	4.98	
	Adjectival Rating								

Evaluated & Rated by:

E. Quevedo

ELIZABETH S. QUEVEDO

Department Head

Date: *June 20, 2022*

Recommending Approval

mtplncto

MA. THERESA P. LORETO

Dean, CAS

Date:

Approved by:

B. Belonias

BEATRIZ S. BELONIAS

Vice President for Instruction

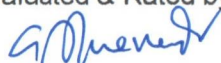
Date:

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Average Rating (Total Over-all rating divided by		4.98
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Pursue MS/PhD in Chemistry

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Head, DoPAC

Date:

July 5, 2022

Recommending Approval:



MA. THERESA P. LORETO

Dean, CAS

Date: _____

Approved by:



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	
	3rd	
	4th	

Name of Employee: MA. 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	Ensure that online synchronous classes are held regularly and Moodle Classroom is used in teaching; Encouraged to pursue graduate studies				April, 2022
Coaching	Advised to give more real time activities to encourage students' participation				

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

Conducted by:


ELIZABETH S. QUEVEDO
 Head, DoPAC

Noted:


MA. THERESA P. LORETO
 Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. ROBELYN A. INSIK

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: July, 2022

Target Date: December, 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the Midyear, 1st Semester AY 2022-2023, conduct synchronous classes regularly, constant follow up of student's performance and pursue MS/PhD in Chemistry

Results:

Meets the QS for tertiary instruction

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:


Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



MA. ROBELYN A. INSIK
Name of Ratee Faculty/Staff