

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

Name of Faculty Member: ALLAN A. RAMAL

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.82x 50%	
b. Students (50%)		x50%	
Total for Instruction	90%	4.82	4.34
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	10%	5.00	0.50
5. Production			
TOTAL			<b>4.84</b>

EQUIVALENT NUMERICAL RATING: 4.84

Add: Additional Points, if any: —

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: Outstanding

Prepared by:

*Ally*  
**ALLAN A. RAMAL**  
Name of Faculty

Reviewed by:

*Jansalin*  
**JACOB GLENN F. JANSALIN**  
Department Head

Recommending Approval:

*Calibo*  
**CANDELARIO L. CALIBO**  
Dean/Director

Approved:.

*Beatriz*  
**BEATRIZ S. BELONIAS**  
Vice President for Acad. Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALLAN A. RAMAL, 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 JULY TO DECEMBER 2020.

**ALLAN A. RAMAL**

Asso, Prof. V

Date: 3/3/21

Approved:

**JACOB GLENN F. JANSALIN**

Department Head

Date: 3/3/21

**CANDELARIO L. CALIBO**

College Dean

Date: 3/3/21

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	Handles and teaches courses assigned	18	18	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	7	5	5	4	4.67	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	14	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	45	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	20	36	5	5	5	5.00	

	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem;								
		<i>As SRC Chairman</i>	<i>Advises, and corrects research outline and thesis/SP manuscript</i>	2	2	5	5	5	5.00	
		<i>As SRC Member</i>	<i>Advises and corrects research outline and thesis/SP manuscript</i>	2	2	5	5	5	5.00	
		<b>A18.</b> Number of students entertained for consultation purposes	<i>Entertains students consulting on subject taught, thesis and grades</i>	50	60	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	3	3	3	4.00	lab guide for Chem 149 and 147 (not submitted for critiquing by the IMC)
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	10	5	5	5	5.00	
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	20	50	5	5	5	5.00	



		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	
<b>UMFO 3 . RESEARCH SERVICES</b>										
<b>UMFO 4. EXTENSION SERVICES</b>										
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	
		<b>A 45.</b> 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%	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	zero complaint	5	5	5	5.00	
	<b>Total Over-all Rating</b>								42.67	
	<b>Average Rating</b>								4.82	
	<b>Adjectival Rating</b>								0	

Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Department Head  
 Date:

Recommending Approval

  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date:

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date:

Average Rating (Total Over-all rating divided by		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.82
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Attend virtual trainings for Webinars for CQI  
Finish PhD Chemistry degree

Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**

Head, DoPAC

Date: \_\_\_\_\_

Recommending Approval: Approved by:

  
**CANDELARIO L. CALIBO**

Dean, CAS

Date: \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**

VP for Academic Affairs

Date: \_\_\_\_\_

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ALLAN A. RAMAL

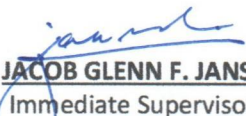
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Submit Learning guides for the 1st sem subjects				Not yet submitted
Coaching					

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

Conducted by:

  
JACOB GLENN F. JANSALIN  
 Immediate Supervisor

Noted:

  
CANDELARIO L. CALIBO  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALLAN A. RAMAL

Performance Rating: Outstanding

Aim: Finish PhD Chemistry

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: Dec 2020

First Step: Ask permission from USMFA-AS to go on study leave with pay

Result:

scheduled to go on study leave with pay for one semester

Date: Jan 2021 Target Date: Dec 2021

Next Step:

Defend dissertation proposal, conduct experiments/ laboratory work, write the manuscript and do final defense

Outcome: Completed all academic requirements for graduation

Final Step/Recommendation:

Go on sabbatical leave.

Prepared by:

Jacob Glenn F. Jansalin

Unit Head

Conforme:

Allan A. Ramal

Name of Ratee Faculty/Staff