

Exhibit K

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

Name of Faculty Member: ALICE M. ACABAL

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	$4.96 \times 50\% = 2.48$	2.48
b. Students (50%)	50%	$4.11 \times 50\% = 2.06$	2.06
Total for Instruction	100%	4.54	4.54
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			
5. Production			
TOTAL	100%	4.54	4.54

EQUIVALENT NUMERICAL RATING:

4.54

Add: Additional Points, if any:

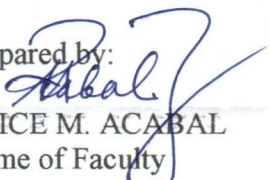
TOTAL NUMERICAL RATING:

4.54


ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:


ALICE M. ACABAL
Name of Faculty

Reviewed by:


ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:


MA. THERESAP. LORETO
Dean/Director

Approved:

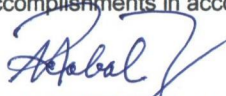

BEATRIZ S. BELONIAS
Vice President for Academic Affairs


"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ALICE MARTINEZ ACABAL, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY agree to be rated on the following accomplishments in accordance with the indicated measures for the period JULY - NOVEMBER, 2021.

Approved:


ALICE MARTINEZ ACABAL
 Associate Professor
 Date: 11/22/2021


ELIZABETH S. QUEVEDO
 Department Head
 Date: 11/24/2021


MA. THERESA P. LORETO
 College Dean
 Date: 11/25/2021

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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE								
	PI 8: Number of graduate students advised *	A2. Number of students advised	as GAC to MEd major in Chemistry	2	2	5	5	5	5.00	E. Miraflor, H. Pedrera
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman								
		AS GAC Member								
		A4 . Number of students entertained for consultation purposes								
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review								
		On-line ready courseware								

		Supplemental learning resources								
		Assessment tools								
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor								
		A 7 : Number of virtual classroom created and operational								
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Google meet							
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 subjects assigned	8	21.8	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	prepared and submitted grade sheets for chemistry subjects assigned	2	8	5	5	5	5.00	
		A 11 . Number of INC forms with grade submitted within prescribed period			18	5	5	5	5.00	Aberilla,M;Alute,A;Andoy,D; Arcillas,A;Clave,R;Daguil,C; Dedace,J;Enad,J;Gam,K; Labrador,R;Mallorca,J; Managbanag,A;etc.
		A12 . Number of trainings attended related to instruction	attended training related to instruction	1	1	5	5	5	5.00	On boarding seminar
		A13 . Number of long examinations administered and checked	gave long examinations and checked test papers in Chemistry subjects assigned	2	16	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	gave quizzes and checked answers of students	10	20	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	checks and grades laboratory written reports in chemistry laboratory subject assigned							

	PI 8: Number of students advised: *	A16. Number of students advised:	serves as academic adviser							
		A17. Number of students advised on thesis/ field practice/special problem:	advises and checks manuscripts of thesis advisees							
		As SRC Chairman	advises and checks thesis outlines and manuscripts of BS Chemistry students							
		As SRC Member	advises and checks thesis outlines and manuscripts of BS Chemistry students							
		A18. Number of students entertained for consultation purposes	accommodated students who were seeking consultation related to subjects enrolled, thesis, and grades	1	20	5	5	5	5.00	Chem 123, Chem 127n, PhSc 107 and Chem 192 Students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	serves as adviser to USSO-recognized student organization							
		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 :								
		On-line ready courseware	develops and submits on-line ready course ware such as Learning Module							
		Supplemental learning resources	developed and submitted supplemental learning resources such as lecture powerpoints	1	36	5	5	5	5.00	pdf copies of each topic discussed in Chem 123, Chem 127n, and PhSc 107
		Assessment tools	developed and submitted assessment tools such as long examination, quizzes, laboratory reports	1	36	5	5	5	5.00	each pdf copy has Assessment

		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	develops and submits on-line course ware for review by TRP and MMDC editor							
		A 24 : Number of virtual classroom created and operational	created operational virtual classrooms (Moodle or Google Classroom)	1	2	5	5	4	4.60	Chem 123 and Chem 127n
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation								
		Agency/firm/Industry linkages								
		A 26. Other outputs implementing the new normal due to covid 19	INC forms with grade submitted							
		A.27. Awards received								
UMFO 3 . RESEARCH SERVICES										
	Total Over-all Rating								54.6	
	Average Rating								4.96	
	Adjectival Rating								O	

Evaluated & Rated by:


ELIZABETH S. QUEVEDO

Department Head

Date: 11/24/2021

Recommending Approval


MA. THERESA P. LORETO

Dean,

Date: 11/25/2021

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee:

Head of Office: ALICE M. ACABAL


Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Finish the teaching workload for the 1 st semester AY 2021-2022 even after mandatory government service retirement				Extra teaching service without pay
Coaching	No giving of failing grades to students in this new normal in the FINAL TERM but only INC or DROPPED				

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

Conducted by:

Noted:


ELIZABETH S. QUEVEDO
 Immediate Supervisor


MA. THERESA P. LORETO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALICE M. ACABAL

Performance Rating: _____

Aim: Maintain outstanding performance

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: June 2022

First Step:

Upload learning materials for Organic Chemistry correlation course 1st semester AY 2021-2022 and for other subjects taught in the respective virtual classrooms.

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO
Unit Head

Conforme:



ALICE M. ACABAL
Name of the Ratee Faculty