

# Exhibit K

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

Name of Faculty Member: MERVIN JUNE B. GASATAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	2.485	2.485
b. Students (50%)	50%	2.000	2.000
Total for Instruction	100%	4.485	4.485
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%	4.485	4.485

EQUIVALENT NUMERICAL RATING:

4.485

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.485

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

MERVIN JUNE B. GASATAN

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, MERVIN JUNE B. GASATAN, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2021.

MERVIN JUNE B. GASATAN

Instructor I

Date: July 20, 2021

Approved:

ELIZABETH S. QUEVEDO

Department Head

Date: July 30, 2021

MA. THERESA P. LORETO

College Dean

Date: 10/22/2021


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										
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>Handled and taught courses assigned</i>	18	14.7	5	5	5	5.00	Chem 143.1 (2), Chem 152 Lec (1), Chem 152 Lab (1), Chem 3.2 (1)
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepared gradesheet and submits on or before deadline	4	6	5	5	5	5.00	Chem 115.2 (3), ScTS 11c (1), ESCi 115a (2)
		<u>A13.</u> Number of long examinations administered and checked	Administered and checked long examination for subjects taught	6	19	5	5	5	5.00	Chem 115.2 (3), ScTS 11c (1), ESCi 115a (2), Chem 143.1 (3), Chem 3.2 (3), Chem 152 Lec (3), Chem 152 Lab (3)
		<u>A14.</u> Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	30	57	5	5	5	5.00	Chem 115.2 (15), ScTS 11c (4), ESCi 115a (8), Chem 143.1 (8), Chem 3.2 (8), Chem 152 Lec (6), Chem 152 Lab (8)
		<u>A15.</u> Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	50	60	5	5	4	4.67	Chem 143.1 (10), Chem 3.2 (20), Chem 152 Lab (10), Chem 115.2 (15), ESCi 115a (5)



	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acted as academic adviser to students</i>							
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As Adviser</i>	Advised, and corrected research outline and thesis/SP manuscript		5					
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript		5					
		<i>As SRC Member</i>	Advised, and corrected research outline and thesis/SP manuscript		10					
		<b>A18.</b> Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	50	75	5	5	5	5.00	BSChem, BSBiotech, BS Bio, BS MarBio, BS CE, BS ME
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advised student organizations recognized by USOO</i>							
		<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assisted student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel	1	4	5	5	5	5.00	Chem 143.1, Chem 3.2, Chem 152 Lec, Chem 152 Lab
		<i>On-line ready courseware</i>	<i>Prepared Instructional module/laboratory guide/workbook or a combination thereof</i>	1	4	5	5	5	5.00	Chem 143.1, Chem 3.2, Chem 152 Lec, Chem 152 Lab
		<i>Assessment tools</i>	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	30	76	5	5	5	5.00	Chem 115.2 , ScTS 11c, ESCi 115a, Chem 143.1, Chem 3.2, Chem 152 Lec, Chem 152 Lab
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor	1	4	5	5	5	5.00	Chem 143.1, Chem 3.2, Chem 152 Lec, Chem 152 Lab
		<b>A 24 :</b> Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	1	4	5	5	5	5.00	Chem 143.1, Chem 3.2, Chem 152 Lec, Chem 152 Lab
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								

<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*	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					
		<b>A 45.</b> 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							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiated/introduced improvements in performing functions resulting to best practice						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designed administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>							54.67	
	<b>Average Rating</b>							4.97	
	<b>Adjectival Rating</b>							0	

Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**

Head, Department of Pure and Applied Chemistry

Date: July 30, 2021

Recommending Approval:

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: 10/22/2021

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:



Average Rating (Total Over-all rating divided by		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		O

Comments and Recommendations for Development Purpose:

Pursue MS in Chemistry and attend conferences,  
seminars for CPD *units*

Evaluated & Rated by:

Recommending Approval:

Approved by:

*ELIZABETH S. QUEVEDO*

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Date: *July 30, 2021*

*MA. THERESA P. LORETO*

**MA. THERESA P. LORETO**

Dean, CAS

Date: *10/22/2021*

*BEATRIZ S. BELONIAS*

**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
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Employee:

Head of Office: MERVIN JUNE B. GASATAN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue graduate study (MS Chemistry)				July 8, 2021
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:



ELIZABETH S. QUEVEDO

Immediate Supervisor

Noted:



MA. THERESA P. LORETO

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERVIN JUNE B. GASATAN

Performance Rating: \_\_\_\_\_

Aim: Maintain outstanding performance

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Pursue MS 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:



MERVIN JUNE B. GASATAN  
Name of the Ratee Faculty