

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

Name of Faculty Member: **CHINELO M. CARDAÑO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% = 2.50	
b. Students (50%)		4.33 x 50% = 2.17	
Total for Instruction	70%	4.67	3.27
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	5.00	0.75
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	15%	5.00	0.75
5. Production			
TOTAL	100%		4.77

EQUIVALENT NUMERICAL RATING: 4.77

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: Outstanding

Prepared by:


CHINELO M. CARDAÑO
Name of Faculty


Reviewed by:


MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval


ALAN B. LORETO
Director, Innovation

Approved:


MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHINELO M. CARDAÑO**, a faculty member of the **ADVANCED RESEARCH AND INNOVATION CENTER** commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July - December 2021**.

CHINELO M. CARDAÑO

Instructor I

Date: **01/07/2022**

Approved:

MA. THERESA P. LORETO

Director, ARI Center

Date: **1/10/2022**

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: **01/10/22**

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 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>Handles and teaches courses assigned</i>	6	8.85	5	5	5	5.00	ScTs11, Btec 22 & Btec 21
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	
		<u>A 11.</u> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	-	7	5	5	5	5.00	
		<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	
		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	28	5	5	5	5.00	
		<u>A15.</u> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	7	8	5	5	5	5.00	

PI 1. Number of centers, colleges, departments, and units served			2	2	5	5	5	5.00	
PI 3. Number of university committees/boards/council facilitated/assisted			-	2	5	5	5	5.00	
PI 7. Number of documents/reports prepared, reviewed/processed			5	5	5	5	5	5.00	
Total Over-all Rating								95.00	
Average Rating								5.00	
Adjectival Rating								O	

Evaluated & Rated by:

mtplreto
MA. THERESA P. LORETO
 Director, ARI Center

Date:

1/10/2022

Recommending Approval

Alan B. Loreto
ALAN B. LORETO
 Director for Innovation

Date:

02/07/22

Approved by:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation

Date:

01/07/22

Average Rating (Total Over-all rating divided by	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Ms. Cardaño must go on study leave (M.S.) this year.


Evaluated & Rated by:


MA. THERESA P. LORETO

Director, ARI Center

Date: 1/10/2022

Approved by:


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date: 1/10/22

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ADVANCED RESEARCH AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 3 Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Cardaño to keep track of her students' performance. I reminded Ms. Cardaño to monitor her research project, prepare and submit periodic reports.				Ms. Cardaño makes her presence felt by the students and closely communicated reminders and updates. She acts accordingly as a study leader in one of the research projects under the Internationalization Program.
Coaching	I told Ms. Cardaño to exercise patience and understanding in dealing with her students. I advised Ms. Cardaño to stay updated of the current trends in research, extension and innovation.				She stretches her patience and reminds her students to submit their outputs. She reads scientific journals and attends relevant webinars as a way of keeping track of recent developments in REI.

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

Conducted by:

Noted


MA. THERESA P. LORETO
Director, Advanced Research and Innovation Center


MARIA JULIET C. CENIZA
VP for REI

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Chinelo M. Cardaño

Performance Rating: _____

Aim: To pursue advanced studies in the field of molecular life sciences and relevant fields of biotechnology

Proposed Interventions to Improve Performance:

Date: Jan 17, 2022, Target Date: September 2022

First Step: Apply for possible funding or scholarship (local and international) to the existing offered program at LJMU that was deferred.

Result: Accomplished application of the Chevening scholarship and awaiting feedback.

Date: July 17, 2022 Target Date: February 2022 - September 2022

Next Step: Apply to government foreign scholarships and apply for admission to local universities.

Outcome: If accepted, faculty will pursue advanced studies within the target date specified.


Final Step/Recommendation:

If not admitted, faculty will continue to apply and look for other universities with relevant degree programs.

Prepared by:


MA. THERESA P. LORETO
Unit Head

Conforme:


CHINELO M. CARDANO
Name of Ratee Faculty/Staff