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 Extenstion			
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:

Reviewed by:

CHINELO M. CARDAÑO

Name of Faculty

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 <u>July - December 2021</u>.

CHINELO M. CARDAÑO

Instructor I

Date: 01 /07/20229

Approved:

Director, ARI Center

Date:

1/10/2022

WARIA JULIET C. CENIZA

VP for Research, Extension and Innovation
Date: Officery

				-				Rating		REMARKS (Indicators in percentage should	
MFO No.	Description of MFO's/PAPs	otion of MFO's/PAPs Success/ Performance Indicators (PI) Tasks Assigned Ta		Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	be supported with numerical values in numerators and denominators)	
UMFO	2. HIGHER EDUCATION SERVICES										
OVPI U	MFO 3. Higher Education Management Service	S									
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	6	8.85	5	5	5	5.00	ScTs11, Btec 22 & Btec 21	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00		
		A 11. 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		
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00		
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00		
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	28	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	7	8	5	5	5	5.00		

	PI 8; Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto							
	P16. Number of students advised.		students							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5.00	
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		OBE-Syllabi		1	1	5	5	5	5.00	
UMFO	3 . RESEARCH SERVICES									
	PI 12. Number of research proposals submitted			1	2	5	5	5	5.00	
UMFO	5. SUPPORT TO OPERATIONS									
	MFO 1. Faculty Development Services									
	PI 2: Number of webinars attended			1	9	5	5	5	5.00	
	OVPI MFO 4. Program and Institutional Accred	ditation 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 theQMS 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	
		A 45. 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% compliant	5	5	5	5.00	
UMFO	6. GENERAL ADMIN. AND SUPPORT SERVICES	S (GASS)								
	Pl 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00	
	Administrative and Facilitative Services									
						-				

, to ...

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	, 1	5	5	5	5	5	5.00	
Total Over-all Rating							95.00	
Average Rating							5.00	
Adjectival Rating							0	

Evaluated & Rated by:

MA. THERESA P. LORETO
Director, ARI Center
1/10/2022

Date:

Recommending Approval

ALAN B. LORETO
Director for Innovation
02/02/22

Date:

Approved by:

VP for Research, Extension and Innovation
Date:

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

Commen	ts &	Recomm	nendations fo	or Dev	velop	ment Purpos	se:	
Ms.	Cav	daño	must	90	m	study	leave	
(M.S	.)	this	year.					

Evaluated & Rated by:

MA. THERESA P. LORETO

Director, ARI Center
Date: 1/10/2022

1- Quality 2 - Effiency 3 - Timeliness 4 - Average Approved by:

WARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: VP OF IN



PERFORMANCE MONITORING & COACHING JOURNAL

1	Q
1st	U
2 nd	Α
	R
3 rd	Т
AAL	Е
4th	R

Name of Office: <u>ADVANCED RESEARCH AND INNOVATION CENTER</u>

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 3 Faculty

	ME	CHANISA	1		Remarks
Activity Monitoring	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 he 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.		,		She stretches her patience and reminds her students to submit their outputs.
	I advised Ms. Cardaño to stay updated of the current trends in research, extension and innovation.				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

WARIA JULIET C. CENT

VP for RFI

Exhibit L

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: <u>July 17, 2022</u> Target Date: <u>February 2022 - September 2022</u> 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:

CHINKLO M, CARDAÑO Name of Ratee Faculty/Staff