

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Arlene Joy S. Bacsan

Program Involvement (1)	Percentage Weight of	Numerical Rating (Rating x %)	Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50 % = 2.50	
b. Students (50%)		3.67 x 50 = 1.83	
Total for Instruction	100%	4.33	4.33
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.33


EQUIVALENT NUMERICAL RATING: 4.33

Add: Additional Points, if any:

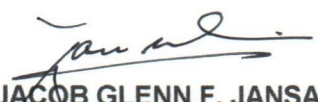
TOTAL NUMERICAL RATING: 4.33

ADJECTIVAL RATING: VS


Prepared by:

  
**ARLENE JOY S. BACSAN**  
Name of Faculty

Reviewed by:

  
**JACOB GLENN F. JANSALIN**  
Head, DoPAC

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction





"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARLENE JOY S. BACSAN**, of the Department of Pure & Applied Chemistry commits the deliver and agree to be rated on the attainment of the following Accomplishment in accordance with the indicated measures for the period **August to November 30, 2019**

**ARLENE JOY S. BACSAN**

Ratee

Approved:

**JACOB GLENN F. JANSALIN**

Department Head

MFO No.	MFO & PAPs	Success/ Performance Indicators (PI)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO:1	Advanced Education	PI. 1 Full time Equivalent (FTE)	Instruction								
		PI. 2 Number of graduate student advised									
MFO:2	Higher Education Services	PI.1 FTE	Instruction	Chem 132 lec, Chem 120 lec & lab, Chem 121, Escie 115 lec	16	46.25	5	5	5	5	Teachers Leave
		PI. 1 Number of Instructional materials developed/revised		updated Lab Manual							
MFO 3:	Research Services	PI.1 Number of outputs presented in local conferences	Research								
		research output presentation									
		PI. 2. Number of seminars/trainings attended									
		PI 3. Number of research conducted									
		PI. 4. Number of research output published		submits research paper for publication(International)							
		PI 5. Number of research student advised		number of students mentored conducting research							
	Support to Students	PI.1 Student advising and consultation services:	Support to students								
		PI. 2 Number of student organization advised									
		student advising									

Control No -210





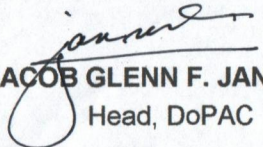


Average Rating (Total Over-all rating divided by	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

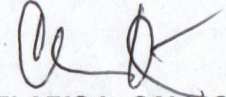
*Pursue MS degree in Chemistry to earn CPD  
Attend trainings/conferences to earn CPD  
points for license renewal and updating  
knowledge and skills.*

Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC

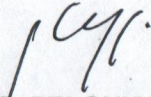
Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 Dean, CAS

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Instruction

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: ARLENE JOY S. BACSAN

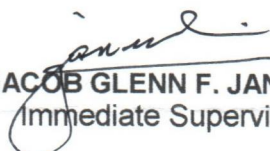
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 14 Faculty & 5 Admin Staff


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	Focus on improving whatever negative comments are given by the students				

*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: ARLENE JOY S. BACSAN

Performance Rating:

Aim: Attain an all outstanding student rating

Proposed Interventions to Improve Performance:

Date:

Target Date:

First Step:

1. Review on the negative comments of students
2. Focus improvement on these negative comments

Date:

Target Date:

Next Step:


Outcome:

Final Step/Recommendation:

Prepared by:

  
**JACOB GLENN F. JANSALIN**  
Unit Head

Conforme:

  
**ARLENE JOY BACSAN**  
Name of Ratee Faculty