

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ELIZABETH S. QUEVEDO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	15%	$4.95 \times 15\% = 0.7425$	0.7425
b. Students (50%)	15%	$4.00 \times 15\% = 0.6$	0.600
Total for Instruction	30%	1.34	1.34
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	70%	5.0	3.50
5. Production			
TOTAL	100%		4.84

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.84  
Outstanding

Prepared by:

  
**ELIZABETH S. QUEVEDO**

Name of Faculty

Reviewed by:

  
**ELIZABETH S. QUEVEDO**

Department Head

Recommending Approval:

  
**MA. THERESA P. LORETO**

Dean/Director


Approved:

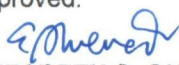
  
**BEATRIZ S. BELONIAS**


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH S. QUEVEDO, 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.

  
**ELIZABETH S. QUEVEDO**  
 Assoc Professor II  
 Date: 7/08/2021

Approved:  
  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: July 9, 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
						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	handled Chem 206		1.75	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	served as GAC to MEd major in Chemistry	1	3	5	5	5	5.00	Daclitan CRB, Elizalde N, Tupaz MGK
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman								
		AS GAC Member								
		A4 . Number of students entertained for consultation purposes								



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5:</b> Number of on-line ready coursewares developed and submitted for review								
		On-line ready courseware	developed and submitted on-line ready course ware such as ISO-OBE Syllabus		2	4	5	5	4.67	Chem 206; Chem 281
		Supplemental learning resources	developed lecture powerpoint for Chem 206		5	5	5	5	5.00	Chem 206
		Assessment tools	developed learning activities, worksheet for students		10	5	5	4	4.67	Chem 206
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	developed and submitted ISO-OBE syllabus		2	5	5	4	4.67	Chem 206; Chem 281
		A 7 : Number of virtual classroom created and operational	created an operational virtual classroom		1	5	5	5	5.00	Chem 206
	<b>PI 10 .</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	submitted the RQAT requirements for the offering of MS CHEMISTRY		1	5	5	4	4.67	MS CHEMISTRY
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	taught undergraduate Chemistry subjects assigned	4	7	5	5	5	5.00	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	prepared and submitted grade sheets for chemistry subjects assigned	1	8	5	5	4	4.67	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1 (10 students)

		<b>A11</b> . Number of INC forms with grade submitted within prescribed period	submitted completion form for students with No Grade 2nd Sem SY 2019-2020; 1st Sem SY	5	15	5	5	5	5.00	Chem 117Lec & Lab; Chem 120Lec, Chem 137Lec
		<b>A12</b> . Number of trainings attended related to instruction	attended trainings related to instruction		2	5	5	5	5.00	Laboratory Safety & Chem'l Waste Mgt; Turnitin
		<b>A13</b> . Number of long examinations administered and checked	gave long examinations and checked answers in Chemistry subjects assigned	2	13	5	5	5	5.00	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1
		<b>A14</b> . Number of quizzes administered and checked	gave quizzes and checked answers of students	10	20	5	5	5	5.00	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1
		<b>A15</b> . Number of lab reports and term papers checked and graded	gave learning activities, worksheet and checked answers of students		150	5	5	4	4.67	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1 (10 students)
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	served as academic adviser		1	5	5	4	4.67	Negad Elben
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:	advised and checked thesis outline of BS Chemistry students		5	5	5	5	5.00	Corpuz R, Encabo S, Ignacio, KM, Tan RM, Tapang R
		As SRC Chairman	advised and checked thesis outline of BS Chemistry students	1	5	5	5	5	5.00	Alegre JLY, Lao FCA, Misoles,HH, Moceno RMC, Tan KVR
		As SRC Member	advised and checked thesis outline of BS Chemistry students	1	10	5	5	5	5.00	Bengalan GT, Cantic JC, Espinosa FNS, Kreuzer KAT, Magallanes RAS, Israel JP, Javier AMB, Oronan CFT, Pitlo DMC Ventula FJA
		<b>A18</b> . Number of students entertained for consultation purposes	accommodated students who were seeking on-line consultation related to subjects enrolled, thesis, and grades	10	60	5	5	5	5.00	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1 (10 students)



	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19:</b> Number of Student organizations advised	served as adviser to USSO-recognized student organization	1	1	5	5	4	4.67	ViChemSoc
		<b>A20:</b> Number of Student organizations assisted on student related activities								
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :								
		On-line ready courseware	developed and submitted on-line ready course ware such as Learning Module/ISO-OBE Syllabus		1	5	5	5	5.00	Chem 138
		Supplemental learning resources	developed and submitted supplemental learning resources such as lecture powerpoints	1	20	5	5	5	5.00	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1 (10 students)
		Assessment tools	developed and submitted assessment tools such as long examination, quizzes, problem sets	1	15	5	5	5	5.00	Chem 120Lec (2 sections); Chem 132bLec; Chem 137Lec (2 sections); Chem 138 (2 sections); Chem 200a1 (10 students)
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	developed and submitted on-line course ware for review by TRP and MMDC editor	1	1	5	5	5	5.00	Chem 138 lec
		<b>A 24 :</b> Number of virtual classroom created and operational	created operational virtual classrooms (Moodle or Google Classroom)	1	1	5	5	5	5.00	Chem 138lec
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	submitted compliance requirements of RQAT for accreditation of the BS		1	5	5	4	4.67	BS CHEMISTRY accreditation
		Agency/firm/Industry linkages								
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19								
		<b>A.27.</b> Awards received								



UMFO 3 . RESEARCH SERVICES									
<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *								
<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *								
<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
	<i>In refereed int'l journals</i>			1	5	5	4	4.67	Physicochemical Characterization of the Water in Pagbangan River, Baybay City, Leyte
	<i>In refereed nat'l/regional journals</i>								
<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *								
	<i>In int'l fora/conferences</i>								
	<i>In nat'l/regional fora/conferences</i>								
<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved								
<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
	<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer								
	<b>A 34.</b> Number of UMs submitted to ITSO, VSU								
	<b>A 35.</b> Other outputs implementing the new normal due to covid 19								

**UMFO 4: EXTENSION SERVICES**

	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained								
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training								
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	coordinated the University-wide webinar		1	5	5	5	5.00	Laboratory Safety and Chemical Waste Management
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance								
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:								
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>	served as evaluator (TWG) of the Bids and Awards Committee of VSU		5	5	5	5	5.00	VSU TWG for Laboratory Equipment and Supplies



<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *								
<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
	<b>A 43.</b> Other outputs implementing the new normal due to covid 19								

## UMFO 5. SUPPORT TO OPERATIONS

<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation,	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	facilitated in the compliances of QMS core processes of the university under ISO 9001:2015							
	<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	facilitated in the preparation of all required documents for compliance requirements of the program and							
	On program accreditations	submitted the compliance requirement of RQAT for accreditation of the BS Chemistry program and offering of the MS							BS Chemistry, MS Chemistry
	On institutional accreditations								

## UMFO 6. General Admin. & Support Services (GASS)

<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	ensured a customer friendly frontline services							
<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 *	designed new initiatives as best practices							



		A4 her outputs implementing the new normal due to covid 19	organized administration/management related activities and other outputs implementing the new normal due to COVID-19; attended training sponsored by POAP		1	5	5	5	5.00	Development of Effective Work Team
	<b>Total Over-all Rating</b>								151.70	
	<b>Average Rating</b>								4.89	
	<b>Adjectival Rating</b>								O	

Evaluated & Rated by:

*E. Quevedo*  
**ELIZABETH S. QUEVEDO**

Department Head

Date: *July 9, 2021*

Recommending Approval

*mtloredo*  
**MA. THERESA P. LORETO**

Dean, \_\_\_\_\_

Date: *10/22/2021*

Approved by:

*B. Belonias*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

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

Average Rating (Total Over-all rating divided by		4.89 <del>4.95</del>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		4.89 <del>4.95</del>
FINAL RATING		<del>4.95</del>
ADJECTIVAL RATING		0

Comments and Recommendations for Development Purpose:

Attend more trainings, seminars and workshops for CPD units

Evaluated & Rated by:

Recommending Approval:

Approved by:

*E. Quevedo*  
**ELIZABETH S. QUEVEDO**  
 Head, DoPAC  
 Date: *July 9, 2021*

*mtalroto*  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: *10/22/2021*

*B. 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
√	2nd	
	3rd	
	4th	

Name of Employee: ELIZABETH S. QUEVEDO

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure commitment on publication is meet.				
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:

  
MA. THERESA P. LORETO  
Immediate Supervisor

  
BEATRIZ S. BELONIAS  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH S. QUEVEDO

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

Aim: Maintain and aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Prepare learning materials for Inorganic Chemistry correlation course 1<sup>st</sup> semester AY  
2021-2022

Results:

\_\_\_\_\_  
\_\_\_\_\_

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

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

Next Step:

\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_


Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
MA. THERESA P. LORETO  
CAS, Dean

Conforme:

  
ELIZABETH S. QUEVEDO  
Name of the Ratee Faculty