

## 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 (80%)			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.5$	
b. Students (50%)		$5.0 \times 50\% = 2.5$	
Total for Instruction	80% <i>g</i>	5.0	4.0 <i>g</i>
2. Research (5%)			
a. Client/Dir. for Research (50%)		$5.0 \times 50\% = 2.5$	
b. Dept. Head/Center Director (50%)		$5.0 \times 50\% = 2.5$	
Total for Research	5% <i>g</i>	5.0	0.25 <i>g</i>
3. Extension (5%)			
a. Client/Dir. for Extension (50%)		$5.0 \times 50\% = 2.5$	
b. Dept Head/Center Director (50%)		$5.0 \times 50\% = 2.5$	
Total for Extension	5.0% <i>g</i>	5.0	0.25 <i>g</i>
4. Administration (10%)	10% <i>g</i>	5.0	0.5 <i>g</i>
5. Production	0	0	0
TOTAL	100% <i>g</i>		5.0

EQUIVALENT NUMERICAL RATING: 5.0

Add: Additional Points, if any:           

TOTAL NUMERICAL RATING: 5.0

ADJECTIVAL RATING: outstanding

Prepared by:

*ELIZABETH S. QUEVEDO*

**ELIZABETH S. QUEVEDO**

Name of Faculty

Reviewed and Recommended for Approval:

*MA. THERESA P. LORETO*

**MA. THERESA P. LORETO**

Dean/Director

Approved:

*BEATRIZ S. BELONIAS*

**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 JULY - DECEMBER 2023.

*Elizabeth S. Quevedo*

ELIZABETH S. QUEVEDO

Assoc Professor V

Date: 12/29/2023

Approved:

*MA. THERESA P. LORETO*

MA. THERESA P. LORETO

College Dean

Date: JAN 16 2024

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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		0.3	0.67	5	5	5	5.00	CHEM211
	PI 8: Number of graduate students advised *	A2. Number of students advised	as GAC to MEd major in Chemistry	1	3	5	5	5	5.00	Tupaz MGK; Estrada F; Pericano, B
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman								
		AS GAC Member								
		A4. Number of students entertained for consultation purposes	entertained students seeking consultation with Faculty	1	7	5	5	5	5.00	Masong R; Tupaz MKG; Abelardo MO; Abordo, AD, Elizalde NP, Pericano, B, Gandia JG



	<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								
		Supplemental learning resources	prepared/recorded lectures	5	8	5	5	5	5.00	metabolism, Nucleic acids
		Assessment tools	prepared, gave and evaluated learning activities, problem sets, long exam, oral paper presentation	5	30	5	5	5	5.00	Long Exams, learning activities, projects
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor								
		A 7 : Number of virtual classroom created and operational	updated virtual classroom		1	5	5	5	5.00	CHEM211
	<b>PI 10 .</b> Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	submitted grade sheets		2	5	5	5	5.00	CHEM211
<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 assigned Chemistry subjects	4	10.5 <sup>400</sup>	5	5	5	5.00	Chem 137lec (2 sections)
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	submitted Grade Sheets of chemistry subjects assigned to teach	1	6	5	5	5	5.00	Chem 137lec (2 sections), Chem200a3, Chem200a1
		<b>A 11 .</b> Number of INC forms with grade submitted within prescribed period			1	5	5	5	5.00	Cazinas, JZC
		<b>A12 .</b> Number of trainings attended related to instruction								

	<b>A13 . Number of long examinations administered and checked</b>	gave long examinations and checked test papers in chemistry subject assigned to teach	2	12	5	5	5	5.00	Chem137
	<b>A14 . Number of quizzes administered and checked</b>	gave quizzes in chemistry subject assigned and checked outputs submitted by students	10	26	5	5	5	5.00	Chem137
	<b>A15 . Number of lab reports and term papers checked and graded</b>	checked and graded term paper submitted by students	10	72	5	5	5	5.00	Chem137
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	served as thesis adviser and checked thesis outline/manuscript	1	4	5	5	5	5.00	Sagliba M, Getes L, Danigoy MaT, Bation M
	<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
	As Thesis Adviser	advised and checked thesis outline of BS Chemistry students	1	4	5	5	5	5.00	Sagliba M, Getes L, Danigoy MaT, Bation M
	As SRC Chairman	advised and checked thesis outline of BS Chemistry students	1		5	5	5	5.00	
	As SRC Member	advised and checked thesis outline of BS Chemistry students	1		5	5	5	5.00	
	<b>A18 . Number of students entertained for consultation purposes</b>	entertained online consultation of students	1	100	5	5	5	5.00	BS Chemistry
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>								
	<b>A20 . Number of Student organizations assisted on student related activities</b>	supported the activities of the ViChemSoc	1	1	5	5	5	5.00	ViChemSoc
<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								
		Supplemental learning resources	prepared supplemental learning resources such as recorded lectures	1	4	5	5	5	5.00	Chem 137
		<i>Assessment tools</i>	prepared assessment tools such as long examination, quizzes, problem sets	1	30	5	5	5	5.00	Long Exams, learning activities, projects
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	submitted online-course ware for review by TRP and editing by MMDC editor	1	1	5	5	5	5.00	Chem 137
		<b>A 24 :</b> Number of virtual classroom created and operational	updated operational virtual classroom (Moodle Classroom)	1	1	5	5	5	5.00	Chem 137
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	presented the BS Chemistry and MS Chemistry programs for Review; spearheaded the preparation and submission of additional documents required by the CHED TWG for Chemistry program		2	5	5	5	5.00	Curriculum Review of the MS Chemistry & BS Chemistry as well as BS Chem AACUP 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								
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<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 *	conducted and submitted Quarterly progress reports for completed study		1	5	5	5	5.00	PHYSICOCHEMICAL PROPERTIES OF WATER FROM DAGUITAN MARABONG RIVER DULAG, LEYTE

	<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>	submitted and published journal article		1	5	5	5	5.00	Physicochemical Properties of the Water in Bao River, Ormoc City, Leyte, Philippines
		<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	submitted research proposal for approval and funding under the VSU Internationalization Program		1	5	5	5	5.00	Evaluation of Functional Properties of Flours and Starches from Selected NSIC Varieties
	<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	peer-reviewed scientific paper submitted to the Annals of Tropical Research for publication		1	5	5	5	5.00	
		<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								
	<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>	acted as peer-reviewer of the Annals of Tropical Research	1	1	5	5	5	5.00	Annals of the Tropical Research
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								

	Evaluator	Evaluator	served as evaluator (TWG) of the Palm and Other Crops; Bids and Awards Committee of VSU	1	2	5	5	5	5.00	TWG Palm and Other Crops; Bids and Awards Committee
	<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							5.	
<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*	facilitated in the compliances of QMS core processes of the university under ISO 9001:2015	1	1	5	5	5	5.00	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:								
		On program accreditations	facilitated in the preparation and submission of all required documents for compliance requirements of the MScChemistry program		1	5	5	5	5.00	MS Chemistry



		On institutional accreditations	facilitated in the preparation of all required documents for compliance requirements of the institutional accreditations		1	5	5	5	5.00	5th IQA
<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	ensured a customer friendly frontline services		0% complaint	5	5	5	5.00	
	<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 *								
		<b>A 48.</b> Other 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		1	5	5	5	5.00	wearing of face masks when conducting meeting in closed spaces and maintaining the availability of sanitary alcohol in the workplace
	<b>Total Over-all Rating</b>								175.00	

Average Rating		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		5.00
<b>ADJECTIVAL RATING</b>		Outstanding

<b>Comments &amp; Recommendations for Development Purposes</b>
- Conduct more research and publish research outputs
- Submit research and extension proposals for local/national/international funding

Evaluated & Rated by:

**MA. THERESA P. LORETO**  
Dean, College of Arts & Sciences  
Date:

Recommending Approval

**MA. THERESA P. LORETO**  
Dean, College of Arts & Sciences  
Date: JAN 16 2024

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Instruction  
Date: 1/17/24

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
/	3 <sup>rd</sup>	
/	4th	

Name of Employee: ELIZABETH S. QUEVEDO

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that commitments on research, extension, publications, institution of the MS Chemistry and AACCUP Level III for the BS Chemistry are attained				July, 2023
Coaching	Encouraged the Faculty to submit research and extension proposal for possible funding (local/external/international), research paper for publication as well as the other mandatory requirements for the accreditation of the BS Chemistry and institution of the MS Chemistry programs				

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

Conducted by:

  
**MA. THERESA P. LORETO**  
 Immediate Supervisor

Noted:

  
**BEATRIZ S. BELONIAS**  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH S. QUEVEDO

Performance Rating: Outstanding

Aim: Aspire to maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for all chemistry subjects to be taught in the 2<sup>nd</sup> Semester AY 2023-2024; follow up student performance constantly; submit research and extension proposals for funding and research paper for possible publication in peer-reviewed international journal

Results:

Meets the QS for tertiary instruction

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


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

Next Step:


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

Final Step/Recommendation:

Prepared by:

  
MA. THERESA P. LORETO  
Dean, CAS

Conforme:

  
ELIZABETH S. QUEVEDO  
Name of Ratee Faculty/Staff