

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%)		4.86x 50%	
b. Students (50%)		x50%	
Total for Instruction	90%	4.86	4.37
2. Research			
a. Client/Dir. for Research (50%)	5%	0.25	
b. Dept. Head/Center Director (50%)	5%	0.25	
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.87


EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any: —

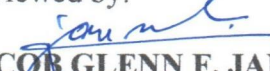
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: Outstanding

Prepared by:


ELIZABETH S. QUEVEDO
Name of Faculty


Reviewed by:


JACOB GLENN F. JANSALIN
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean/Director


Approved:.



BEATRIZ S. BELONIAS
Vice President for Acad. Affairs


"Exhibit B"

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 2020.


ELIZABETH S. QUEVEDO
 Assoc Professor
 Date: 5/11/2020

Approved: 
JACOB GLENN F. JANSALIN
 Department Head
 Date:


CANDELARIO L. CALIBO
 Dean, College of Arts & Sciences
 Date:

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	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented &	A1. Actual Faculty's FTE								
	PI 8: Number of graduate students advised *	A2. Number of students advised	as GAC to MEd major in Chemistry	1	2	5	5	5	5.00	Nory Elizalde, Nikko Yu
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman								
		AS GAC Member								
		A4. Number of students entertained for consultation purposes								

	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review								
		On-line ready courseware								
		Supplemental learning resources								
		Assessment tools								
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor								
		A 7 : Number of virtual classroom created and operational								
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	handled Chem 137, Chem 132b & Chem120 classes	8	11.8	5	5	5	5.00	CHEM 137, Chem 132b & Chem 120
		A10. Number of grade sheets submitted within prescribed period								
		A 11. Number of INC forms with grade submitted within prescribed period								
		A12. Number of trainings attended related to instruction								

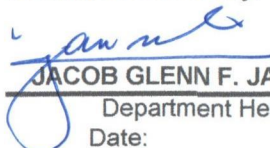
		A13 . Number of long examinations administered and checked	administered long examinations and checked test papers in Chem 137, Chem 132b, Chem120 and those with no grades (NG) in Chem 117, Chem 117.1 &	2	300	5	5	5	5.00	Chem 137, chem 132b, Chem 120, Chem 117, Chem 117.1 & Chem 206
		A14 . Number of quizzes administered and checked	Gave quizzes in Chem 137, Chem 132b & Chem120 and checked answers of students	10	500	5	5	5	5.00	Chem 137, Chem 132b & Chem 120
		A15 . Number of lab reports and term papers checked and graded	Checked and graded laboratory written reports of students in Chem 117lab	10	60	5	5	4	4.67	Chem 117.1
	PI 8: Number of students advised: *	A16. Number of students advised:	served as academic adviser							
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman								
		As SRC Member								
		A18 . Number of students entertained for consultation purposes	conducted student online consultation	10	40	5	5	5	5.00	Chem 137, chem 132b, Chem 120, Chem 117, Chem 117.1 & Chem 206
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	served as adviser to student organization							
		A20 . Number of Student organizations assisted on student related activities								
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								

		On-line ready courseware	developed and submitted on-line ready course ware	1	2	5	5	5	5.00	Chem 117, Chem 132b
		Supplemental learning resou	developed and submitted supplemental learning resources	1	3	5	5	5	5.00	Chem 137, Chem 132b, Chem 120
		Assessment tools	developed and submitted assessment tools	1	2	4	5	5	4.67	Chem 117, Chem 132b
		A 23 : 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	2	4	5	5	4.67	Chem 117, Chem 132b
		A 24 : Number of virtual classroom created and operational	created operational virtual classroom	1	2	4	5	5	4.67	Chem 117, Chem 132b
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional							
		Agency/firm/Industry linkages								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		A.27. Awards received								
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *								
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	submitted completed research outputs within the year	1	2	5	5	5	5.00	ICH.14-1420.15


	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *								
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved								
	PI 6. Additional outputs*	A 32. NO. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer								
		A 34. Number of UMs submitted to ITSO, VSU								
		A 35. Other outputs implementing the new normal								
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										

UMFO 6. General Admin. & Support Services (GASS)									
	Total Over-all Rating								
	Average Rating							4.86	
	Adjectival Rating							O	

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Department Head
 Date: _____

Recommending Approval


CANDELARIO L. CALIBO
 Dean, _____
 Date: _____

Approved by:



BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: _____

Average Rating (Total Over-all rating divided by		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		4.86
FINAL RATING		4.96
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:

attend webinars/conferences for CQI.

Evaluated & Rated by:


JACOB GLENN F. JANSALIN

Head, DoPAC

Date: _____

Recommending Approval: / Approved by:


CANDELARIO L. CALIBO

Dean, CAS

Date: _____


BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ELIZABETH S. QUEVEDO

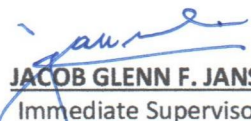
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Finish the creation of Learning Guide				Learning Guide is for editing.
Coaching					

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: ELIZABETH S. QUEVEDO

Performance Rating: Outstanding

Aim: Maintain Outstanding rating

Proposed Interventions to Improve Performance:

Date: Jan 2021 Target Date: Dec 2021

First Step Make learning guides (FLH) for new subjects
and update VSUEE

Result:

VSUEE for Chem 117 & syllabus have been
made

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

JACOB GLENN F. JANSALIN

Unit Head

Conforme:

ELIZABETH S. QUEVEDO

Name of Ratee Faculty/Staff