

**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%)		5.00 x 50% = 2.50	
Total for Instruction	85%	5.00	4.25
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		5.00


EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding


Prepared by:


CHINELO M. CARDAÑO
Name of Faculty

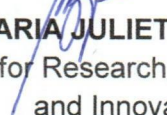
Reviewed by:


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. CARDANO, 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 accomplishment in accordance with the indicated measures for the period January to June 2021.


CHINELO M. CARDANO

Instructor I

Date:

Approved:


MA. THERESA P. LORETO

Director, ARI Center

Date: 7/14/2021


MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

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	Timeliness	Average	
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	Handles and teaches courses assigned	6.99	11.1	5	5	5	5.00	Btec 21 Lec & Scts 11c Lec
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	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	1	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	113	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as adviser to students	0	6	5	5	5	5.00	VSU-DA Biotech Scholars(JMAndres,MFBa ndalan, MMDMosquito, SALQuinto, HLPNapoles & JMVesera
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	7	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	20	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
	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 accreditation and/or evaluation	1	1	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
	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	Writes publishable materials out of research outputs and submits for publication							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	1	5	5	5	5.00	Nanomaterial-encapsulated Microbial Inoculant as Tuber Sett Coating to Enhance Growth, Yield and Micronutrient Uptake of Purple Yam"
	PI 1. Number of research proposals submitted			1	2	5	5	5	5.00	

	PI 6. Number of papers submitted for publication in institutional and internationally indexed journal			1	1	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	MFO 1. Faculty Development Services									
	PI 2: Number of webinars attended			1	4	5	5	5	5.00	
OVPI MFO 4. Program and Institutional Accreditation 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 the QMS 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. & Support Services (GASS)										
	PI 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										
	PI 1. Number of centers, colleges, departments, and units served			1	2	5	5	5	5.00	
	PI 7. Number of documents/reports prepared, reviewed/processed			1	1	5	5	5	5.00	
	Total Over-all Rating								110.00	
	Average Rating								5.00	
	Adjectival Rating								O	

Evaluated & Rated by:


MA. THERESA P. LORETO
 Director, ARI Center
 Date: 7/14/2021

Recommending Approval


ALAN B. LORETO
 Director, Innovation
 Date:

Approved by:


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date:

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Write additional research proposals

Evaluated & Rated by:

mtplreto
MA. THERESA P. LORETO

Director, ARI Center

Date: 7/14/2021

Approved by:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Advanced Research & Innovation Center

Head of Office: Dr. Ma. Theresa P. Loreto


Number of Personnel: 4


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Cardaño to keep track of her students' performance.				Ms. Cardaño makes her presence felt by the students.
	I reminded her to write and submit research proposals for possible funding.				She is a project staff in one of the research projects under the Internationalization Program.
Coaching	I told her to exercise patience and understanding in dealing with her students.				She stretches her patience and reminds her students to submit their assignments.
	I reminded her to keep updated of the recent trends in research, extension and innovation.				She reads scientific journals 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 by:


MA. THERESA P. LORETO
 Director, ARI Center


MARIA JULIET C. CENIZA
 VP for REI

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: July 14, 2021 Target Date: September 2021

First Step: Applied for admission and scholarship to a masters's program in molecular life Sciences and allied fields relevant to the thrusts and programs of the Center and aligned to research priorities and agenda of the Institution.

Result: Granted an unconditional offer to one of the universities (LJMU) to study MScBiomedical Science however was not accepted for the scholarship.

Date: July 14, 2021 Target Date: February 2022 - September 2022


Next Step: Deferred admission to LJMU on the target date while looking for possible scholarship and will also apply to other programs at other universities and other possible funding source.

Outcome: If accepted, faculty will pursue advanced studies within the target date specified.

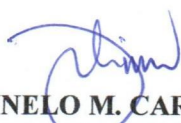
Final Step/Recommendation:

If not admitted, faculty will apply and look for other universities with relevant degree programs.

Prepared by:


MA. THERESA P. LORETO
Unit Head

Conforme:


CHINELO M. CARDANO
Name of Ratee Faculty