

## Exhibit K

### SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: RACHELLE C. CAÑETE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	$4.41 \times 50\% = 2.205$	2.205
b. Students (50%)	50%	$4.21 \times 50\% = 2.105$	2.105
Total for Instruction	100%	4.31	4.31
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			
5. Production			
TOTAL	100%	4.31	4.31

EQUIVALENT NUMERICAL RATING: 4.31  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.31  
ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
**RACHELLE C. CAÑETE**  
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, RACHELLE C. CAÑETE, 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 targets in accordance with the indicated measures for the period JANUARY - JUNE 2021.

**RACHELLE C. CAÑETE**  
Instructor I  
Date: 07/28/2021

Approved:   
**ELIZABETH S. QUEVEDO**  
Department Head  
Date: July 29, 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 denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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	13	28	5	5	4	4.67	Chem131, Chem 131.1, Chem 138.1
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	7	4	5	4	4.33	Chem131, Chem 131.1, Chem 138.1
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	7	7	4	4	5	4.33	Chem131, Chem 131.1, Chem 138.1
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	7	7	4	4	5	4.33	Chem131, Chem 131.1, Chem 138.
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	20	5	4	4	4.33	Chem131, Chem 131.1, Chem 138.
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							



		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:		3	3	5	4	4	4.33	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	4	4	4.33	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	4	5	4	4	4.33	
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	60	5	5	5	5.00	Chem131, Chem130f, Chem130, PhSc106
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing 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 :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	4	5	4	4.33	IM for Chem131, Chem 131.1, Chem 138.1
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	30	30	4	5	4	4.33	Chem131, Chem 131.1, Chem 138.1
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	4	4	4.33	Chem131, Chem 131.1, Chem 138.1
<b>UMFO 3 . RESEARCH SERVICES</b>										

<b>UMFO 4. EXTENSION SERVICES</b>									
<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*	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						
	<b>A 45.</b> 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						
	On program accreditations								
	On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>									
<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
<b>Total Over-all Rating</b>								52.99	
<b>Average Rating</b>								4.41	
<b>Adjectival Rating</b>								VS	

Evaluated & Rated by:

*E. Quevedo*  
**ELIZABETH S. QUEVEDO**  
 Department Head

Date: *July 29, 2021*

Recommending Approval

*M. Loreto*  
**MA. THERESA P. LORETO**  
 Dean, CAS

Date: *10/22/2021*

Approved by:

*B. Belonias*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction

Date:


Average Rating (Total Over-all rating divided by		4.41
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.41
ADJECTIVAL RATING		VS


Comments and Recommendations for Development Purpose:  Pursue PhD
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Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**ELIZABETH S. QUEVEDO**  
Head, DoPAC  
Date: *July 29, 2021*

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

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs  
Date:

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



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: RACHELLE C. CAÑETE

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advise to finish MS in Chemistry				
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:



ELIZABETH S. QUEVEDO

Immediate Supervisor



MA. THERESA P. LORETO

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RACHELLE C. CAÑETE

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

Aim: Aspire for outstanding student ratings in all subjects taught

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Regular virtual classes and follow up of students in subjects taught

Results:

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

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

Next Step:

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

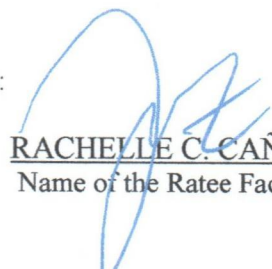
Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO  
Unit Head

Conforme:



RACHELLE C. CAÑETE  
Name of the Ratee Faculty