

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MA. ROBELYN A. INSIK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	4.84 x 45%	2.178
b. Students (50%)	45%	3.88 x 45%	1.746
Total for Instruction	90%	7.76	
2. Research	10%	5.00	
a. Client/Dir. for Research (50%)	5%	x 5%	0.25
b. Dept. Head/Center Director (50%)	5%	5.0 x 5%	0.25
Total for Research	10%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.424


EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

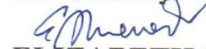
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:


MA. ROBELYN A. INSIK
Name of Faculty


Reviewed by:


ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:

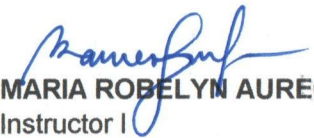

MA. THERESA P. LORETO
Dean/Director


Approved:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ROBELYN AUREO-INSIK, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY committed to deliver and agreed to be rated on the following accomplishments in accordance with the indicated measures for the period JULY TO DECEMBER 2021.


MARIA ROBELYN AUREO-INSIK
 Instructor I
 Date: Jan. 6, 2021

Approved: 
ELIZABETH S. QUEVEDO
 Department Head
 Date: 01/09/2022


MA. THERESA P. LORETO
 College Dean
 Date: 2/8/2022

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	Handled and taught courses assigned	15	25.6	5	5	4	4.67	Chem121n (2) Chem120 (3) Chem127 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	5	5	5	5	2	4.00	Chem121n (2) Chem120 (3) Chem127 (2)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	10	7	5	5	2	4.00	Chem121n (2) Chem120 (3) Chem127 (2)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	25	20	5	5	2	4.00	Chem121n (2) Chem120 (3) Chem127 (2)

	A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	100	100	5	5	2	4.00	Chem121n (2) Chem120 (3) Chem127 (2)
PI 8: Number of students advised: *	A16. Number of students advised:	Acted as academic adviser to students	53	53	5	5	5	5.00	BSChem 1
	A17. Number of students advised on thesis/ field practice/special problem:		5	5	5	5	5	5.00	Cazenias, Julian Charles Dianna Marrie Nayre Glydel Bengalan Hannah Florette Sabejon Jobelle Caintic
	As SRC Chairman	Advised, and corrected research outline and thesis/SP manuscript	3	3	5	5	4	4.67	Ninez Garcia Sosmena
	As SRC Member	Advised and corrected research outline and thesis/SP manuscript	6	6	5	5	5	5.00	Naval Pobadora Gloria Misoles Timkang Beluan
	A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	40	50	5	5	5	5.00	BSA, BSFT, BSChem, BSBio
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advised student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel	2	2	5	5	2	4.00	Chem120, Chem127.2
	On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof	1	5	5	5	2	4.00	
	Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	Chem121n (2) Chem120 (3) Chem127 (2)

		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	20	20	5	5	2	4.00	Chem121n (2) Chem120 (3) (2)	Chem127
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	3	4	5	5	5	5.00	Chem121n (2) Chem120 (3) (2)	Chem127
UMFO 3 . RESEARCH SERVICES											
UMFO 4. EXTENSION SERVICES											
UMFO 5. SUPPORT TO OPERATIONS											
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*	Ensured 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							
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complies all requirements as prescribed in the accreditation tools	100% compliant							
		On program accreditations									
		On institutional accreditations									
UMFO 6. General Admin. & Support Services											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint							
Total Over-all Rating						75	75	52	67.34		
Average Rating						5	5	3.5	4.76		
Adjectival Rating									vs		

Evaluated & Rated by:

E. S. Quevedo
ELIZABETH S. QUEVEDO
Department Head
Date: *1/06/2022*

Recommending Approval

mtalbot
MA. THERESA P. LORETO
Dean, CAS
Date: *2/8/2022*

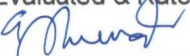
Approved by:

B. S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: *2/17/22*

Average Rating (Total Over-all rating divided by		4.76
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		VS

Comments and Recommendation for Development Purpose:
Pursue MS in Chemistry

Evaluated & Rated by:


ELIZABETH S. QUEVEDO

Head, DoPAC

Date: _____


Recommending Approval:


MA. THERESA P. LORETO

Dean, CAS

Date: 2/8/2022

Approved by:


BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 2/17/22

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 Employee: MA. ROBELYN A. INSIK


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 that online synchronous classes are held regularly and Moodle Classroom is used in teaching; Encouraged to pursue graduate studies				August 25, 2021
Coaching	Advised to give more real time activities to encourage students' participation				

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

Conducted by:


ELIZABETH S. QUEVEDO
 Immediate Supervisor

Noted:


MA. THERESA P. LORETO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MA. ROBELYN A. INSIK
Performance Rating: _____

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2022

Target Date: June 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2021-2022, conduct synchronous classes regularly, constant follow up of student's performance and pursue graduate study

Results:

Date: _____


Target Date: _____

Next Step:

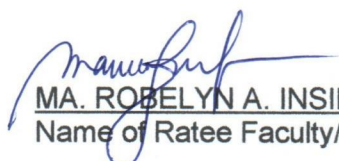
Outcome: _____

Final Step/Recommendation:

Prepared by:


ELIZABETH S. QUEVEDO
Head, DoPAC

Conforme:


MA. ROBELYN A. INSIK
Name of Ratee Faculty/Staff