

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 4.33 x 50% = 2.1750	
Total for Instruction	70%	4.67 5.00	3.27 3.50
2. Research			
a. Client/Dir for Research (50%)		4.83	4.83
b. Dept. Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Research	15%	5.00 4.83	0.75 72
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	15%	5.00	0.75
5. Production			
TOTAL	100%		4.77 4.97

EQUIVALENT NUMERICAL RATING:

4.77 4.97

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


4.77 4.97


ADJECTIVAL RATING:

Outstanding

Prepared by:

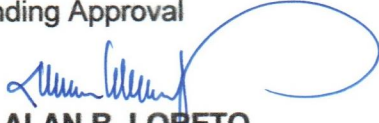
Reviewed by:



CHINELO M. CARDAÑO
Name of Faculty


MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval

Approved:



ALAN B. LORETO
Director for Innovation


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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CHINELO M. CARDAÑO**, a faculty member of the **ADVANCE RESEARCH AND INNOVATION CENTER** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **Jan - June 2022**.


CHINELO M. CARDAÑO
 Instructor I
 Date: *July 06, 2022*

Approved:


MA. THERESA P. LORETO
 Director, ARI Center
 Date: *July 6, 2022*


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date: *July 14, 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 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	11.1	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period		5	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	2	6	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	8	5	5	5	5.00	

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
		A18: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	5	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	2	2	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
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	1	1	5	5	4.5	4.83	
UMFO 5. SUPPORT TO OPERATIONS										
	MFO 1. Faculty Development Services									
	PI 2: Number of webinars attended			1	9	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. AND 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			2	3	5	5	5	5.00	
	Total Over-all Rating								89.83	
	Average Rating								4.99	
	Adjectival Rating								0	

Evaluated & Rated by:


MA. THERESA P. LORETO
 Director, ARI Center


Date: **July 6, 2022**

Recommending Approval


ALAN B. LORETO
 Director for Innovation

Date: **July 12, 2022**

Approved by:


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date: **July 14, 2022**

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:

Ms. Cardaño must pursue graduate studies.

Evaluated & Rated by:

mtplor

MA. THERESA P. LORETO

Director, ARI Center

Date:

July 6, 2022

Approved by:

MJ Ceniza

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date:

July 14, 2022

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 AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 3 FACULTY


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	<p>I told Ms. Cardaño to keep track of her students’ performance.</p> <p>I reminded Ms. Cardaño to monitor her research project, prepare and submit periodic reports.</p> <p>I told Ms. Cardaño to check on her scholarship and admission applications for advanced studies</p>				<p>Ms. Cardaño makes her presence felt and closely communicated reminders and updates to students.</p> <p>She acts accordingly as a study leader in one of the research projects under the Internationalization Program.</p> <p>Ms. Cardaño constantly checks on her applications for advanced studies.</p>
Coaching	<p>I told Ms. Cardaño to exercise patience and understanding in dealing with her students.</p> <p>I advised Ms. Cardaño to stay updated of the current trends in research, extension and innovation.</p>				<p>She stretches her patience and reminds her students to submit their outputs.</p> <p>She reads scientific journals and attends relevant webinars as a way of keeping track of recent developments in REI.</p>

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

Conducted by:


MA. THERESA P. LORETO
 Director,
 Advanced Research and Innovation Center

Noted by:


MARIA JULIET C. CENIZA
 Vice President
 Research, Extension and Innovation

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 07, 2022, Target Date: September 19 2022

First Step:

Applied for the DOST-SEI Foreign Graduate Scholarship to pursue MSc Natural Products Discovery at Liverpool John Moores University (LJMU) in UK.

Result: Granted a one-year full scholarship under the DOST-SEI Foreign Graduate Scholarship Program for the academic year 2022-2023 at LJMU in Liverpool, UK.

Date: August 31, 2022 Target Date: September 19 2022-2023


Next Step: Pursue the MSc in Natural Products Discovery at Liverpool John Moores University (LJMU) in UK.

Outcome: If completed, faculty will return to her home University and render service and maximize her potential to contribute in the attainment of the Institution's Vision, Mission, Goals and Objectives.


Final Step/Recommendation:

The faculty will apply for a study leave for the academic year 2022-2023 to pursue her masters degree.

Prepared by:


MA. THERESA P. LORETO
Unit Head

Conforme:


CHINELO M. CARDANO
Name of Ratee Faculty/Staff