

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

Name of Faculty Member: DONNA CHRISTENE Q. RAMOS

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%	2.5
b. Students (50%)		5.00 x 50%	2.5
Total for Instruction	60%	2.5+2.5	3.00
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	3.0 x 20%	0.6
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	5.0 X 20%	1.00
5. Production			
TOTAL			4.6

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:

DONNA CHRISTENE Q. RAMOS  
Name of Faculty

LOURD FRANZ M. GABUNADA  
Head, Biotechnology

Recommending Approval:

MA. THERESA P. LORETO  
Dean, CAS

Approved:

BEATRIZ S. BELONIAS  
VP for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Donna Christene Q. Ramos, Instructor of the DEPARTMENT OF BIOTECHNOLOGY 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 2023.

DONNA CHRISTENE Q. RAMOS

Instructor I

Date: 01-23-2024

Approved:

LOURD FRANZ M. GABUNADA

Head, Biotechnology

Date: 01-23-2024

MA. THERESA P. LORETO

Dean, CAS

Date: JAN 23 2024

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										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	30.0	32.45	5	5	5	5.00	ScTS 11c (2sections), ScTS 11b (2sections), InBt 152 lec, InBt 152 lab, Btec 22 lab
		<b>A10.</b> <i>Number of grade sheets submitted within prescribed period</i>	Prepares gradesheet and submits on or before deadline	5	7	5	5	5	5.00	ScTS 11c (2sections), ScTS 11b (2sections), InBt 152 lec, InBt 152 lab, Btec 22 lab
		<b>A12.</b> <i>Number of trainings attended related to instruction</i>	Attend mandated trainings	2	1	5	5	5	5.00	Training Workshop on Molecular Technique in Probiotic Research (accomplished with Jan-June 2023)



		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	10	5	5	5	5.00	ScTS 11c (2sections), ScTS 11b (2sections), InBt 152 lec, InBt 152 lab, Btec 22 lab
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	20	5	5	5	5.00	ScTS 11c (2sections), ScTS 11b (2sections), InBt 152 lec, InBt 152 lab, Btec 22 lab
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	5	5	5	5	5.00	InBt 152, Btec 22 (accomplished with Jan-June 2023)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	30	35	5	5	5	5.00	2nd yr BS in Biotech Students
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	4	4	5	5	5	5.00	Lopez, Cantonerros, Dabatian, Borneo
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Pasayloon, Balaba, Gomez
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	Andrade, Mejia, Enopia
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	187	5	5	5	5.00	BS Biotechnology, BS Agriculture, BS Nursing students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USSO							
		<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>A21 :</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	1	2	5	5	5	5.00	Btec 22, InBt 152
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	ScTS 11c, ScTS 11b, InBt 152 lec, InBt 152 lab, Btec 22 lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.00	ScTS 11c, ScTS 11b, InBt 152 lec, InBt 152 lab, Btec 22 lab
		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	4	5	5	5	5.00	ScTS 11b, ScTS 11c, InBt 152, Btec 22
	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	ISO 9001:2015 Internal Quality Audit
UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1		3	3	3	3.00	on preparation stage
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									



	<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	zero non-conformity	5	5	5	5.00	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							
		On program accreditations		100% compliant	100% compliant	5	5	5	5.00	ISO 9001:2015 5th Internal Quality Audit
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</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	0 % complaint	5	5	5	5.00	zero % complaint
	<b>Total Over-all Rating</b>					98 4.9				
	<b>Average Rating</b>					Outstanding				
	<b>Adjectival Rating</b>									

<b>Average Rating (Total Over-all rating divide by 19)</b>	20	4.9 < 9
Additional Points		
Approved Additional Points (with copy of approval)		
<b>FINAL RATING</b>		4.9 4.9
<b>ADJECTIVAL RATING</b>		Outstanding

<b>Comments and Recommendations for Development Purpose:</b>
<p><i>Ms. Remas should continue engaged in regular admin. extension activities</i></p>

Evaluated & Rated by:

**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Date: 01-23-2024

Recommending Approval:

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

Date: JAN 23 2024

Approved by:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Date: 1/26/24

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: DONNA CHRISTENE Q. RAMOS

Head of Office: LOURD FRANZ M. GABUNADA

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Ms. Ramos to continue constantly monitoring the academic performance and welfare of her students and academic advisees. I also encouraged Ms. Ramos to keep updated with the new trends in biotechnology in her lectures and discussions.				Ms. Ramos is constantly in contact with her students regarding their lessons and outputs to be submitted. She is also actively communicating with the students' concerns.
Coaching	I encouraged Ms. Ramos to attend webinars/conferences and trainings related to Molecular Biology & Microbiology, and collaborate with her colleagues in crafting research/extension proposals.				Ms. Ramos actively participates in various webinars hosted by various universities and professional organizations and conceptualized research/extension activities for the department.

Conducted by:

  
**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Noted by:

  
**MA. THERESA P. LORETO**  
Dean, College of Arts and Sciences



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DONNA CHRISTENE Q. RAMOS

Performance Rating: Outstanding

Aim: to encourage engagement in research/extension activities

Proposed Interventions to Improve Performance:

Date: July 2023

Target Date: December 2023

First Step: I encouraged Ms. Ramos to conduct research/extension projects and participate in conferences, trainings in Molecular Biology and Biotechnology

Result: Ms. Ramos, together with other DBt faculty, have conceptualized research/extension projects; she was appointed as study leader in a VSU Internationalization project. She also served as a resource speaker during the 2023 National Biotech Week (November 2023).

Date: January 2024

Target Date: June 2024

Next step: (1) I encouraged her to attend trainings/seminars/conferences related to Molecular Biology and Biotechnology and (2) I encouraged her to start looking for a doctoral degree program related to her field of specialization

Outcome: Attended trainings/seminars/conferences related to Molecular Biology and Biotechnology

Final Step/Recommendation:

I encouraged Ms. Ramos to continue attending trainings/conferences/seminars for academic development, to serve as a study leader in the VSU IP Project, and to look for possible university and scholarship programs aligned with her field of specialization and the department's FDP for her PhD.

Prepared by:

**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Conforme:

  
**DONNA CHRISTENE Q. RAMOS**  
Name of Ratee Faculty