

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARLENE JOY S. BACSAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	<i>am</i>	<i>2.49</i>	<i>2.49</i>
a. Head/Dean (50%)	<i>50% 45%</i>	$4.98 \times 45\% = 2.241$	<i>2.241</i>
b. Students (50%)	<i>50% 45%</i>	$4.67 \times 45\% = 2.101$	<i>2.101 2.33</i>
Total for Instruction	100%	<i>4.342 4.82</i>	<i>4.342 4.82</i>
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	<i>10%</i>	$4.98 \times 10\% = 0.498$	<i>0.498</i>
5. Production			
TOTAL	100%		<i>4.84 4.82</i>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.84 4.82
Outstanding

Prepared by:

ARLENE JOY S. BACSAN
Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:


MA. THERESA P. LORETO
Dean/Director


Approved:

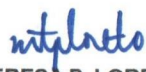
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARLENE JOY BACSAN, An affiliate 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 accomplishments in accordance with the indicated measures for the period January - June 2021.


ARLENE JOY S. BACSAN
Instructor I
Date: 06/30/21

Approved: 
ELIZABETH S. QUEVEDO
Department Head
Date: July 9, 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										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	<i>Handled and taught courses assigned</i>	12	28.05	5	5	5	5.00	Chem 140.1 Laboratory; Chem 117.1 Laboratory (2); Chem 122.2 Laboratory; Chem 157.1 Laboratory (2)
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	3	6	5	5	5	5.00	Chem 151 Laboratory; Chem 132n Lecture; Chem 158.1 Laboratory (2); Chem 150.1 Laboratory (2)
		<u>A13.</u> Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	8	5	5	5	5.00	Chem 140.1 Laboratory; Chem 117.1 Laboratory (2); Chem 122.2 Laboratory; Chem 157.1 Laboratory (2)
		<u>A14.</u> Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	15	20	5	5	5	5.00	Chem 140.1 Laboratory; Chem 117.1 Laboratory (2); Chem 122.2 Laboratory; Chem 157.1 Laboratory (2)
		<u>A15.</u> Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	20	40	5	5	4	4.67	Chem 140.1 Laboratory; Chem 117.1 Laboratory (2); Chem 122.2 Laboratory; Chem 157.1 Laboratory (2)
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	<i>Acted as academic adviser to students</i>							

		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:			5	5	5	5	5.00	Cañizarez, Granada, Laude, Salabao, Tajos
		As SRC Chairman	Advised, and corrected research outline and thesis/SP manuscript		5	5	5	5	5.00	Javier, Oronan, Pitlo, Tan, Ventula
		As SRC Member	Advised and corrected research outline and thesis/SP manuscript		10	5	5	5	5.00	Castil, Cellona, Lao, Moceno, Tan, Corpuz, Ignacio, Magallanes, Misoles, Ocares
		<u>A18</u> . Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	30	50	5	5	5	5.00	BSChem, BSBioTech and BSMB students
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advised student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities							
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel	1	1	5	5	5	5.00	Chem 157.1 Laboratory
		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Chem 157.1 Laboratory
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	
		<u>A 23</u> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	Chem 157.1 Laboratory
		<u>A 24</u> : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	2	4	5	5	5	5.00	Chem 117.1; Chem 157.1; Chem 140.1; Chem 122.2
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
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 complied all requirements as prescribed in the accreditation tools	100% compliant						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint						
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiated/introduced improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designed administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								69.67	
	Average Rating								4.98	
	Adjectival Rating								O	

Evaluated & Rated by:

E. Quevedo
ELIZABETH S. QUEVEDO

Department Head, Department of Pure and Applied Chemistry

Date: *July 9, 2021*

Recommending Approval

MA. Theresa P. Loreto
MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: *10/22/2021*

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Average Rating (Total Over-all rating divided by		4.98
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		O

Comments and Recommendations for Development Purpose:

Pursue MS in Chemistry

Evaluated & Rated by:

Recommending Approval:

Approved by:

E. Quevedo

ELIZABETH S. QUEVEDO

Head, DoPAC

Date: *July 9, 2021*

mtplneta

MA. THERESA P. LORETO

Dean, CAS

Date: *10/22/2021*

B. Belonias

BEATRIZ S. BELONIAS

VP for Academic Affairs

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 Employee: ARLENE JOY S. BACSAN

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue graduate study (MS Chemistry) as soon as possible				June 9, 2021
Coaching	No giving of failing grades to students in this new normal in the FINAL TERM but only INC or DROPPED accordingly				

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: ARLENE JOY S. BACSAN

Performance Rating: _____

Aim: Maintain outstanding performance

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Regular virtual class meeting and always 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:



ARLENE JOY S. BACSAN
Name of the Ratee Faculty