

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

Name of Faculty Member: **ALLAN A. RAMAL**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	5.0 x 50%	2.5
b. Students (50%)	50%	3.83 x 50%	1.915
Total for Instruction	100%	<b>4.415</b>	4.415
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			<b>4.415</b>

EQUIVALENT NUMERICAL RATING:

4.415

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.415

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

**ALLAN A. RAMAL**

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, Allan A. Ramal, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY delivered and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY-DECEMBER. 2023.

*[Signature]*  
**ALLAN A. RAMAL**  
 Associate Professor V  
 Date: 12/29/24

Approved:  
*[Signature]*  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 1/5/24

*[Signature]*  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JAN 16 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handled subjects/courses assigned	1						accomplished in January to June
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes		Entertained students seeking consultation with faculty	4						accomplished in January to June



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources		Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2						accomplished in January to June
		Assessment tools		Prepared assessment tools such as long exam, quizzes, problems sets, etc.	2						accomplished in January to June
		A 6 : 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 7 : Number of virtual classroom created and operational		Created virtual classroom using either Moodle or Google Classroom	1						accomplished in January to June
	<b>PI 10.</b> Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>		Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		Handled and teaches courses assigned	16	32.1	5	5	5	5	Chem 149, Chem 149.1, Chem 131, Chem 132.2, ESci115 (2), Chem 172

		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepared gradesheet and submits on or before deadline	5	10	5	5	5	5	Chem 149, Chem 149.1, Chem 131, Chem 132.2, ESci115 (2), Chem 172
		<b>A11.</b> Number of INC forms with grade submitted within prescribed period		Facilitated students in their completion of the subject and submits completion forms with grade within prescribed period	1						accomplished in January to June
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attends mandated trainings							
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administered and checked long examination for subjects taught	20	24	5	5	5	5	Chem 149, Chem 149.1, Chem 131, Chem 132.2, ESci115 (2), Chem 172
		<b>A14.</b> Number of quizzes administered and checked		Prepared and checks quizzes for lec and lab	20	25	5	5	5	5	Chem 149, Chem 149.1, Chem 131, Chem 132.2, ESci115 (2), Chem 172
		<b>A15.</b> Number of lab reports and term papers checked and graded		Checked lab reports and term papers submitted as required	20	80	5	5	5	5	Chem 149.1, Chem 132.2
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		<i>Acted as academic adviserto students</i>	4	28	5	5	5	5	Mr. Enad, Mr. Aldamia, Mr. Napiere, Ms. Arradaza Ms. Necio, Mr. Sosmena, all 3rd
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:			4	6	5	5	5	5	Mr. Enad, Mr. Aldamia, Mr. Napiere, Ms. Arradaza Ms. Necio, Mr. Sosmena
		<i>As SRC Chairman</i>	Advising/correction	Advised, and corrected research outline and thesis/SP manuscript	5	6	5	5	5	5	Mr Bugtas, Mr. Ruba, Ms. Aluta, Mr Bation, Ms Arellano, Mr. Wenceslao
		<i>As SRC Member</i>	Advising/correction	Advised and corrected research outline and thesis/SP manuscript	5	5	5	5	5	5	Mr. Omandam, Mr. sacay, Mr Arcilla, Ms. Batistil, Ms Matuguina
		<b>A18.</b> Number of students entertained for consultation purposes		Entertained students consulting on subject taught, thesis and grades	40	100	5	5	5	5	Chem 149, Chem 149.1, Chem 131, Chem 132.2, ESci115 (2), Chem 172



	<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		Assisted student organizations in implementing student related activities	1	1	5	5	5	5	VSU ChemSOC
	<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							
		Supplemental learning resources		Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	25	5	5	5	5	Chem 149, Chem 149.1, Chem 131, Chem 132.2, ESci115 (2), Chem 172
		Assessment tools		Prepared assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	5	5	5	Chem 149, Chem 149.1, Chem 131, Chem 132.2, ESci115 (2), Chem 172
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational		Created virtual classroom using either Moddle or Google Classroom	3	6	5	5	5	5	6 google classrooms, 6 FB chat groups
	<b>PI 11.</b> Additional outputs	<b>A 25:</b> 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	6	5	5	5	5	Obedized syllabi in Chem 194, chem 172, chem 149, chem 149.1, chem 148 and chem 148.2



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ALLAN A. RAMAL

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 finish his PhD program the soonest time possible; Stay in VSU Housing Unit for early and safe reporting to work; On-time submission of DTR; TPES results				September 6, 2023
Coaching	Advised to consult his Graduate Advisory Committee in order to finish his PhD program the soonest time possible; Log in/out the biometrics regularly; submit monthly DTR on time; Improve Satisfactory TPES results to outstanding by holding class regularly and follow up students progress				September, 2023

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: ALLAN A. RAMAL

Performance Rating: Very Satisfactory

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

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for assigned chemistry subjects in the 2<sup>nd</sup> Semester AY 2023-2024; implement planned activities on time; submit research and extension proposal; and finish PhD in Chemistry program the soonest time possible

Results:

\_\_\_\_\_

\_\_\_\_\_

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

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

Next Step:

\_\_\_\_\_

\_\_\_\_\_

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

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



**ELIZABETH S. QUEVEDO**

Unit Head

Conforme:



**ALLAN A. RAMAL**

Name of Ratee Faculty/Staff