

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: KYZA MAE M. RAMONEDA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.98	2.49
b. Students (50%)	50%	3.33	1.665
Total for Instruction	40%	4.155	1.67
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	60%	5.00	3.00
5. Production	-		
TOTAL			4.67

EQUIVALENT NUMERICAL RATING: 4.67

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.67ADJECTIVAL RATING: Outstanding

Prepared by:

KYZA MAE M. RAMONEDA

Name of Faculty

Reviewed by:

for Aschishink
MA. THERESA P. LORETODean, CAS ac 8/1/22

Recommending Approval:

N.A.

Approved:

1041
BEATRIZ S. BELONIAS
VP for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Kyza Mae M. Ramoneda, OIC-Head 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 January - June 2022.

Approved:


KYZA MAE M. RAMONEDA
 Instructor I
 Date: 07/24/2022


MA. THERESA P. LORETO
 Dean, CAS
 Date: 7/22/2022

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	4.0	11.25	5	5	5	5.00	Biol 138n, Micr 24, Zool 112
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	Biol 138n, Micr 24, Zool 112
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Bioinformatics trainings: PyMol; PATRIC; Basics of R
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	6	5	5	5	5.00	Biol 138n, Micr 24, Zool 112
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	38	5	5	5	5.00	Biol 138n, Micr 24, Zool 112

		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	5	5	5.00	Biol 138n, Micr 24 (term papers)
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	20	30	5	5	5	5.00	BSBiotechnology, BSBiology
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	8	5	5	5	5.00	BSBiotech
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	1	5	5	4	4.67	BSBiology (Advincula)
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	41	5	5	5	5.00	BSBiotechnology, BSBiology
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USSO		1	5	5	5	5.00	VSU Biotechnological Society
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU Biotechnological Society
	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	2	3	5	5	5	5.00	Biol 138n, Micr 24, Zool 112
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	38	5	5	5	5.00	Biol 138n, Micr 24, Zool 112

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	3	5	5	5	5.00	Biol 138n, Micr 24, Zool 112
		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/updated and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	
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	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	No Nc
		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	ISO 9001:2015 Surveillance Audit
		On program accreditations								
		On institutional								
UMFO 6. General Admin. & 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	0% complaint	5	5	5	5.00	No complaint received
	Total Over-all Rating					94.67				
	Average Rating					4.98				
	Adjectival Rating					Outstanding				

Average Rating (Total Overall rating divided by 19)		4.98
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purposes:

Ms. Ramoneda has to craft research proposals.

Evaluated & Rated by:

mtplneda
MA. THERESA P. LORETO
 Dean, CAS

Date: *7/22/2022*

Recommending Approval:

N.A.

Approved by:

gjh
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: Department of Biotechnology

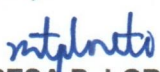
Head of Office: Ms. Kyza Mae M. Ramoneda

Number of Personnel: 5


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I reminded Ms. Ramoneda to constantly monitor the performance and welfare of her faculty, staff, and students.				Ms. Ramoneda actively contacts her students, faculty, and staff through email.
Coaching	I encouraged Ms. Ramoneda to plan and implement extension and internationalization projects.				Ms. Ramoneda crafts research, extension, and internationalization proposal.

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

Conducted by:


MA. THERESA P. LORETO
Dean, CAS

Noted by:


BEATRIZ S. BELONIAS
VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Kyza Mae M. Ramoneda

Performance Rating: Outstanding

Aim: To establish linkage and research collaborations.

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: June 2022

First Step: Contact universities and agencies here in the Philippines and abroad for possible collaboration

Result: Collaborated with universities and agencies in the Philippines and abroad

Date: June 2022

Target Date: December 2022

Next Step: Organized webinars/symposia inviting resource speakers from universities and agencies in the Philippines and abroad

Outcome: Conducted webinars/symposia inviting resource speakers from universities and agencies in the Philippines and abroad attended by VSU faculty, staff, students, alumni and guests

Final Step/Recommendation: Established collaboration with universities and agencies in the Philippines and abroad for possible research projects

Prepared by:


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

Conforme:


KYZA MAE M. RAMONEDA
Name of Ratee Faculty