

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: JEFFRY A. JEVE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
o. Head/Dean (50%)		4.92x50%= 2.46	
p. Students (50%)		4.44x50%=2.22	
Total for Instruction	100%	4.909	4.909
7. Research			
o. Client/Dir. for Research (50%)			
p. Dept. Head/Center Director (50%)			
Total for Research			
8. Extension			
q. Client/Dir. for Extension (50%)			
r. Dept Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production			
TOTAL	100%		4.909

EQUIVALENT NUMERICAL RATING: 4.909
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.909

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

JEFFRY A. JEVE
Name of Faculty

ANALYN M. MAZO

Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director


Approved:


BEATRIZ S. BELONIAS
Vice President


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Jeffrey A. Jeve, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following accomplishments with the indicated measures for the period January - June 2021


JEFFREY A. JEVE
Substitute Instructor
Date: 07-30-2021

Approved: 
ANALYN M. MAZO
Department Head
Date: Sept 30, 2021


MA. THERESA P. LORETO
College Dean
Date: Oct. 4, 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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A 9.</u> Actual Faculty's FTE	<i>Handles and teaches courses assigned (Lectures: ScTS 11b & Bsci 101; Laboratories: Bsci 102 & Biol138n)</i>	20.00	24.30	5	4	5	4.67	
		<u>A 10.</u> Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	5	on-going	5	5	4	4.67	Lectures: ScTS 11b (3 sections); Laboratories: Bsci 102 & Biol 138n gradesheets 2nd sem 2020-2021
		<u>A 11.</u> Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>							
		<u>A 12.</u> Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1	1	5	5	5	5.00	TURNITIN Instructor's Workflow Training OBE Syllabus Making Workshop UST-ZESL Outputs from 2011-2020: Improving our understanding and appreciation of taxonomy, biology, and life history of Philippine Freshwater Copepoda and Cladocera Teach BMB: Teaching E-learning Activities for Class at Home for Biochemistry and Molecular Biology

		A 13. Number of long examinations administered and checked	<i>Administers and checks long examination for Bsci 101, ScTS 11b, Biol 138n & Bsci 102</i>	7	7	5	5	5	5.00	Bsci 101 (midterm examinations); Bsci 102, Biol 138n, ScTS 11b (midterm & final examinations)
		A 14. Number of quizzes administered	<i>Prepares and checks quizzes for lec (ScTS</i>	36 (lecture) & 2	36 (lecture) & 2 (lab)	5	5	5	5.00	Lecture: Bsci 101 (6 quizzes), ScTS 11b
		A 15. Number of lab reports and term	<i>Checks lab reports and term papers submitted</i>	2	2	5	5	5	5.00	Biol 138n & Bsci 102
		A 18. Number of students entertained for	<i>Entertains students consulting on subject</i>	50	70	5	5	5	5.00	Consultation via email and messenger
	PI 10: Number of instructional materials developed*	A 21 : Number of on-line course ware developed and submitted	<i>Prepares and submits for review by the Technical Review Panel</i>							
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	4	4.67	Bsci 102 & Biol 138n Laboratory Manual
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	4	4	5	5	5	5.00	ScTS 11b, Bsci 101, Bsci 102, Biol 138n
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	1	4	5	5	5	5.00	ScTS 11b, Bsci 101, Bsci 102, Biol 138n
		A 24 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moodle or Google Classroom</i>	1	3	5	5	5	5.00	Prepared MOODLE: ScTS 11b, Biol 138n, Bsci 102, Bsci 101
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	A 44. Compliance to all requirements of	<i>Ensures that all the QMS core processes of</i>		zero non-conformity					
		A 45. Compliance to all requirements of the program and institutional accreditations:	<i>Prepares required documents and complies all requirements as prescribed in the accreditation tools</i>		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	Provides customer friendly frontline services to clients		zero % complaint				
	Total Over-all Rating							54.00	
	Average Rating							4.92	
	Adjectival Rating								
								Outstanding	
Comments and Recommendations for Development Purpose: May pursue graduate studies.									

Evaluated & Rated by:

gmar
ANALYN M. AZO
 Department Head
 Date: *Sept. 30, 2021*

Recommending Approval

mtloredo
MA. THERESA P. LORETO
 Dean, CAS
 Date: *Oct. 4, 2021*

Approved by:

BE
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *Oct. 18, 2021*

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DBS

Head of Office: Analyn M. Mazo


Name of Faculty/Staff: _____ **Signature:** _____ **Date:** _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans		/			Target Setting
Coaching Discuss ways to improve the execution of assigned tasks			/		See attached Memo

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

Conducted by:

Verified by:


ANALYN M. MAZO
Head, DBS


MA. THERESA P. LORETO
Dean, CAS

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jeffry Jeve
Performance Rating: Outstanding

Aim: To pursue graduate studies

Proposed Interventions to Improve Performance:
Date: Jan 2021 Target Date: December 2021

First Step:

Look for possible scholarship

Result: Still trying to continue looking for scholarship opportunity specially abroad.

Date: _____ Target Date: September-December


Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


JEFFRY JEVE
Faculty


ANALYN M. MAZO
Unit Head