

Exhibit J

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009-385

24 JUL 2023

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SUMMARY LIST OF INDIVIDUAL RATINGS

Name of Office: **ADVANCED RESEARCH AND INNOVATION CENTER**

Name of Employee	Numerical Rating	Adjectival Rating
Faculty		
1. Sugano, Sarah Jean C.	4.58	Outstanding

Prepared by:



MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval:



ALAN B. LORETO
Director for Innovation

Approved:



MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

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

Name of Faculty Member: **SARAH JEAN C. SUGANO**

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% = 2.50	
b. Students (50%)		4.00 x 50% = 2.00	
Total for Instruction	85%	4.50	3.83
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Research	5%	5.00	0.25
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	5%	5.00	0.25
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		4.58

EQUIVALENT NUMERICAL RATING: 4.58

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.58

ADJECTIVAL RATING: Outstanding

Prepared by:


Reviewed by:

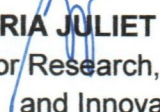

SARAH JEAN C. SUGANO
Name of Faculty


MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval

Approved:


ALAN B. LORETO
Director for Innovation


MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SARAH JEAN C. SUGANO, An affiliate faculty member of the ADVANCED RESEARCH AND INNOVATION CENTER commit to the deliver and agree to be rated on the attainment of the following accomplishment accordance with the indicated measures for the period January to June 2023

SARAH JEAN C. SUGANO

Instructor

Date: July 12, 2023

Approved:

MA. THERESA P. LORETO

Director, ARI Center

Date: July 12, 2023

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: 7/13/23

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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	6	23.85	5	5	5	5.00	Btec 134 (lab), Btec 134 (lec), ScTS (lec) & InBt 122 (lec)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	4	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	1	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	3	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	40	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	50	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	50	5	5	5	5.00	

	PI 8: Number of students advised: *	A16: Number of students advised:	<i>Acts as academic adviser to students</i>							
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Elmido, Bandalan & Sarvida
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Ayenzo, Cabatu & Fernandez
		A18: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	10	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	
		<i>Supplemental learning resource</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	5	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	
UMFO 3 . RESEARCH AND INNOVATION SERVICES										
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	
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*	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	
		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	
	Additional Outputs									
	P1 2: Number of webinars attended			2	2	5	5	5	5.00	
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	Zero % complaint	5	5	5	5.00	
Administrative and Facultative Services										
	PI 1. Number of Centers, Colleges, departments and units served			1	1	5	5	5	5.00	
	P1 7. Number of documents/reports prepared, reviewed/processed			1	1	5	5	5	5.00	
	Total Over-all Rating								110.00	
	Average Rating								5.00	
	Adjectival Rating								O	


Evaluated & Rated by:


MA. THERESA P. LORETO

Director, ARI Center

Date: July 12, 2023

Recommending Approval


ALAN B. LORETO

Director for Innovation

Date: July 13, 2023

Approved by:


MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: 7/13/23

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Ms. Sugano should start applying
for Ph.D. studies.

Evaluated & Rated by:


MA. THERESA P. LORETO

Director, ARI Center

Date: July 12, 2023

Approved by:


MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: 7/12/23

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 Office: ADVANCE RESEARCH AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 4 Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I advised Ms. Sugano to keep updated with the new trends in biotechnology in her lecture discussions.				Ms. Sugano has incorporated new trends in biotechnology in her lecture discussion.
	I advised Ms. Sugano to look for university for PhD scholarships.				Ms. Sugano has started emailing to host professor for university and possible PhD scholarships.
Coaching	I reminded Ms. Sugano to create research proposals for possible research funding.				Ms. Sugano has written research proposals and connected with other VSU researchers.

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

Conducted by:

Noted


MA. THERESA P. LORETO
 Immediate Supervisor


MARIA JULIET C. CENIZA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SARAH JEAN C. SUGANO

Performance Rating: _____

Aim: To apply for Ph. D. degree program in the field of bioprocess and biotechnology.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: November 2023

First Step: Email for host professor for possible university and scholarship program aligned with the ARI Center goals and field of specialization.

Result: Host professor in Japan has replied to possible acceptance of Graduate Student in the university abroad

Date: November 2023

Target Date: December 2023

Next Step: Process and apply for requirements for university application.

Outcome: If admitted in the university, application for scholarship will be processed.

Final Step/Recommendation:

If not admitted in the university, apply to other universities with the degree program sought for and will apply for another scholarship.

Prepared by:


MA. THERESA P. LORETO
Director, ARI Center

Conforme:


SARAH JEAN C. SUGANO
Name of Ratee Faculty