

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **Prof. MAGDALENE C. UNA JAN**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.69 x 100% = 4.69	
b. Students			
Total for Instruction	60%	4.69	2.81
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director (100%)		4.67 x 100% = 4.67	
Total for Research	20%	4.67	0.93
3. Extension			
a. Client/Dir. for Extension			
b. Dept Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Extension	20%	5.00	1.00
4. Administration			
5. Production			
TOTAL			<b>4.75</b>

EQUIVALENT NUMERICAL RATING: 4.75  
Add: Additional Points, if any: 0.10  
TOTAL NUMERICAL RATING: **4.85**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**MAGDALENE C. UNA JAN**  
Name of Faculty

Reviewed by:

  
**WINSTON M. TABADA**  
Department Head

Recommending Approval:


  
**ROBERTO C. GUARTE**  
College Dean

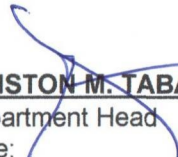
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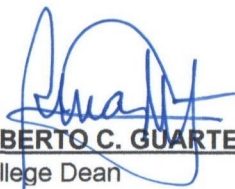
  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAGDALENE C. UNA JAN, a faculty member of the DEPARTMENT OF COMPUTER SCIENCE AND TECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December, 2020.

  
**MAGDALENE C. UNA JAN**  
 Assistant Professor III  
 Date:

Approved:   
**WINSTON M. TABADA**  
 Department Head  
 Date:

  
**ROBERTO C. GUARTE**  
 College Dean  
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION 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	Teaches subjects/courses assigned	5	17.55	5	5	5	5.00	CSci11 (4), CSci253, CS143
		A12. Number of trainings attended related to instruction	Attends mandated trainings	2	5	5	5	5	5.00	EVHEIs-FLMSC, ISO, MOODLE, PASUC-BOOTCAMP
		A13. Number of examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	4	4.67	Midterm exam for CSci11 (3), CSci153, CS143
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	4	4.67	CSci11 (4), CSci253, CS143
		A15. Number of lab reports and term papers checked and graded	Checks lab reports submitted as required	1	6	5	5	5	5.00	CSci11, CSci253, CS143
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to BSCS students	5	15	5	5	5	5.00	Academic advisees
		A17. Number of students advised on thesis/ field practice/special problem:	Advises and corrects thesis proposal	3	4	5	4	4	4.33	JPepito, NPera, GOraño, JAboyme

		<b>A18.</b> Number of students entered for consultation purposes	Allots time to students seeking for consultation or advise.	6	15	5	5	4	4.67	BSCS students
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line courseware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	4	4	4	4.00	CSci11, CSci153
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	3	5	4	4	4.33	CSci11, CSci153, CS143
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5.00	CSci11, CS143
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	4	4	4	4.00	CSci11, CSci153, CS143
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	CSci11, CSci153, CS143
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	VSUEE Training/Workshop for Faculty
						<b>Total Points</b>			<b>65.67</b>	
						<b>Average Rating</b>			<b>4.69</b>	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research outputs within the year	1	1	5	4	4	4.33	
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							

		<i>In refereed int'l journals</i>		1		5	5	5	5.00	Classification of Jackfruit Fruit Damage Using Color Texture Features and Backpropagation Neural Network
		<i>In refereed nat'l/regional journals</i>								
						Total Points			9.33	
						Average Rating			4.67	
UMFO 4. EXTENSION SERVICES										
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Resource Persons		1	10	5	5	5	5.00	Series of Moodle Trainings(F2F and virtual)
						Total Points			5.00	
						Average Rating			5.00	
UMFO 5. SUPPORT TO OPERATIONS										
UMFO 6. General Admin. & Support Services (GASS)										
	Total Over-all Rating								80.00	
	Average Rating								4.79	
	Adjectival Rating									

Average Rating (Total Over-all rating divided by 4)	4.79
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.79
ADJECTIVAL RATING	Outstanding

- She is very diligent & very willing to assist in any works assigned to the dept.

- She should be given a break to finish her dissertation.

Evaluated & Rated by:

**WINSTON M. TABADA**

Department Head

Date:

1 - Quality 2 - Efficiency

3 - Timeliness

4 - Average

Recommending Approval

**ROBERTO C. GUARTE**

Dean, CET

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 2/20/24

# **PERFORMANCE MONITORING FORM**

Name of Employee: Prof. MAGDALENE C. UNA JAN

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/ Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes herself available for student's consultations during consultation hours, revises course syllabus, and approves manuscripts.	Outstanding	July 1 2020	December 31, 2020	December 15, 2020	Very Impressive	Outstanding	
2	Attends meetings and performs functions as member of different committees of the department	Outstanding	July 1, 2020	December 31, 2019	July 1, 2020 – December 31, 2020	Very impressive	Outstanding	
3	Performs other functions	Outstanding	July 1, 2020	December 31, 2019	July 1, 2020 – December 31, 2020	Very impressive	Outstanding	

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**WINSTON M. TABADA**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Prof. MAGDALENE C. UNAJOAN**

Performance Rating: Outstanding

Aim: Encourage her to make research and extension project proposals.

Proposed Interventions to Improve Performance:

Date: January, 2020

Target Date: One year from date of intervention

First Step:

Send her to training, seminar/ workshop/ for a related to research and extension activities.

Result:

Attendance in research and extension related trainings/ seminars/ workshops/ fora. This will expose her to these engagement and will motivate her to do research and be involved in extension projects.

Date: Throughout the school year.

Target Date: End of SY 2020-2021

Next Step:

Advise her to draft research proposal or extension project proposal.

Outcome: Research/ project proposal

Final Step/Recommendation:

Final Step/ Recommendation: Instruct her to submit the research/ proposal to the OVPRE for approval and possible funding.

Prepared by:

**WINSTON M. TABADA**  
Unit Head

Conforme:

**MAGDALENE C. UNAJOAN**  
Name of Ratee Faculty/Staff