

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MARCIANA B. GALAMBAO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	100%	4.96	4.96
b. Students (50%)	-	--	-
Total for Instruction	50%	4.96	2.48
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	50%	5.00	2.50
5. Production	-		
TOTAL			<b>4.98</b>

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98ADJECTIVAL RATING: **Outstanding**


Prepared by:

  
**MARCIANA B. GALAMBAO**  
Name of Faculty


Reviewed by:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Marciana B. Galambao, Assistant Professor III of the DEPARTMENT OF BIOTECHNOLOGY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period August - December 2021.

**MARCIANA B. GALAMBAO**

Assistant Professor III

Date: Jan. 12, 2022

Approved:

**KYZA MAE M. RAMONEDA**

OIC-Head, Biotechnology

Date: Jan. 13, 2022

**MA. THERESA P. LORETO**

Dean, CAS

Date: Jan. 25, 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	6.0	6.0	5	5	5	5.00	Btec 154, Btec 149, ScTS 11b
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Faculty Onboarding (Syllabus &TOS Orientation; VSU E-Learning)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	Btec 154, Btec 149, ScTS 11b
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec	20	30	5	5	5	5.00	Btec 154, Btec 149, ScTS 11b
		A15. Number of term papers checked and graded	Checks term papers submitted as required	1	1	5	5	5	5.00	Btec 154
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	40	40	5	5	5	5.00	1st year Biotech Students
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	4	4.67	Baula, Gayas
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	Abelitado, Magparok, Rojas

		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	15	5	5	5	5.00	BSBiotech & BSEd Students
	<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	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	20	5	5	5	5.00	Btec 154, Btec 149, ScTS 11b
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	5	5	5.00	Btec 154, Btec 149, ScTS 11b
		<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	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	Btec 154, Btec 149
	<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	1	5	5	5	5.00	AACCUP Level II (November 2021)
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	ISO 9001:2015 Internal Audit (Oct. 5, 2021)

		<b>A 45.</b> Compliance to 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 Internal Audit (Oct. 5, 2021)
		On program accreditations		1	1	5	5	5	5.00	AACCUP Level II (November 2021)
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0% complaint	5	5	5	5.00	zero complaint
	<b>Total Over-all Rating</b>					<b>84.34</b>				
	<b>Average Rating</b>					<b>4.96</b>				
	<b>Adjectival Rating</b>					<b>Outstanding</b>				

<b>Average rating (Total Over-all rating divided by 17)</b>		<b>4.96</b>
Additional Points		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.96</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments and Recommendations for Development Purpose:**

*Dr. Galambao is recommended to engage in research & extension activities.*

Evaluated & Rated by:

*[Signature]*  
**KYZA MAE M. RAMONEDA**  
 OIC-Head, Biotechnology  
 Date: *Jan. 13, 2022*

Recommending Approval:

*[Signature]*  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: *Jan. 25, 2022*

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date:

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
✓	4th	

Name of Employee: Marciana B. Galambao

Head of Office: Kyza Mae M. Ramoneda

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I informed Ms. Galambao to constantly monitor the academic performance and welfare of her academic students.				Ms. Galambao is constantly in contact with her academic advisees for their academic and enrollment concerns.
Coaching	I encouraged Ms. Galambao to write research and extension proposals for possible funding.				Ms. Galambao writes and presents possible research and extension activities for the department.

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

Conducted by:

Noted by:

KYZA MAE M. RAMONEDA  
OIC-Head, Biotechnology

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Marciana B. Galambao

Performance Rating: \_\_\_\_\_

Aim: To assess the status of Ms. Galambao's graduate program and support completion of her graduate degree.

Proposed Interventions to Improve Performance:

Date: August 2021

Target Date: December 2021

First Step: I asked Ms. Galambao re: status of her graduate studies

Result: Ms. Galambao has submitted her final revised manuscript last August 18, 2021 and received confirmation letter on the completion of her studies from Graduate School on November 3, 2021.

Date: January 2022

Target Date: June 2022

Next Step: Follow up the status of Ms. Galambao's requirements for completion


Outcome: Ms. Galambao has already received certificate of completion of her studies from Manchester Metropolitan University. She informed the VSU Scholarship Committee regarding the completion and submitted a photocopy of her certificate.

Final Step/Recommendation: Will follow up Ms. Galambao of her plans after the completion of her studies.

Prepared by:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

Conforme:

  
**MARCIANA B. GALAMBAO**  
Name of Ratee Facult