# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mary Annilyn L. Villar

| Program Involvement (1)          | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| 1. Instruction                   |                                      |                                   |                                   |
| a. Head/Dean (50%)               |                                      | $4.95 \times 50 \% = 2.47$        |                                   |
| b. Students (50%)                |                                      | 5.00 x 50 % =2.5                  |                                   |
| Total for Instruction            | 80%                                  | 4.97                              | 3.98                              |
| 2. Research                      |                                      |                                   |                                   |
| a. Client/Dir for Research (50%) |                                      | 5.00 x 50%= 2.50                  |                                   |
| b. Dept. Head/Center Director    |                                      | 5.00 x 50%= 2.50                  |                                   |
| Total for Research               | 10%                                  | 5.00                              | 0.50                              |
| 3. Extension                     |                                      |                                   |                                   |
| a. Client/Dir for Research       |                                      | $0 \times 50\% = 0$               |                                   |
| b. Dept. Head/Center Director    |                                      | $0 \times 50\% = 0$               |                                   |
| Total for Extension              | 0%                                   |                                   |                                   |
| 4. Administration                | 10%                                  | 5.00                              | 0.50                              |
| 5. Production                    | 0%                                   | 0.00                              | 0.00                              |
| TOTAL                            |                                      |                                   | 4.98                              |

**EQUIVALENT NUMERICAL RATIN** 

4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.98

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ARY ANNILYN L. VILLAR

Name of Faculty

JAÇ<mark>OB</mark> GLENN F. JANSALIN

Head, DoPAC

Recommending Approval:

Approved:

CANDELARIO L. CALIBO

Dean, CAS

BEATRIZ S. BELONIAS

VP for Instructor

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANNILYN L. VILLAR, of the Department of Pure & Applied Chemistry commits the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June 2018.</u>

MARY ANNILYN L. VILLAR

Ratee

Approved:

Department Head

| MFO No. | MFO & PAPs                      | Success/ Performance Indicators                           |                            | Tasks Assigned  | Target   | Details of Actual | Rating |                | Remarks        |                |                     |
|---------|---------------------------------|---|----------------------------|---|----------|-------------------|--------|----------------|----------------|----------------|---------------------|
|         |                                 | (PI)  | cts                        |   | <b>J</b> | Accomplishment    | Q      | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                     |
| MFO:1   | Advanced<br>Education           | Pl. 1 Full time Equivalent (FTE)                          | Instruction                |   |          |                   |        |                |                |                |                     |
|         |                                 | PI. 2 Number of graduate student advised                  |                            |   |          |                   |        |                |                |                |                     |
|         |                                 |   |                            |   |          |                   |        |                |                |                |                     |
| MFO:2   | Higher<br>Education<br>Services | PI.1 FTE  | Instruction                | To teach GChem 122 lec,<br>GcCem 122 Lab, Chem<br>125 lab, Chem 125 Lab,<br>Chem 11 Lec & Chem 21 | 18       | 27.15             | 5      | 5              | 5              | 5.0            | teachers leave      |
|         |                                 | PI. 1 Number of Instructional materials developed/revised |                            |   |          |                   |        |                |                |                |                     |
|         |                                 | Lab Manual  | Instruction                | To Update lab manual  | 1        | 1                 | 5      | 5              | 4              | 4.6667         | Chem 121            |
|         |                                 | Newsyllabus   |                            |   | 2        | 2                 | 5      | 5              | 4              | 4.6667         | Chem 115/Chem 115.1 |
| MFO 3:  | Research<br>Services            | PI.1 Number of outputs presented in local conferences     | Research                   |   | 1        | 1                 | 5      | 5              | 5              | 5.0            | VSU funded/DA-BAR   |
|         |                                 | research output presentation                              | To present research output | national  | 1        | 2                 | 5      | 5              | 5              | 5.0            |                     |
|         |                                 | PI. 2. Number of seminars/trainings attended              |                            |   |          |                   |        |                |                |                |                     |
|         |                                 |   |                            | national  | 1        | 2                 | 5      | 5              | 5              | 5.0            |                     |
|         |                                 |   |                            | regional  | 1        | 1                 | 5      | 5              | 5              | 5.0            |                     |
|         |                                 |   |                            | institutional/local   | 1        | 2                 | 5      | 5              | 5              | 5.0            |                     |
|         |                                 | Pl. 2. Number of research output published                | Research                   |   |          |                   |        |                |                |                |                     |
| MFO 5:  | Support to<br>Students          | PI.1 Student advising and consultation services:          | Support to students        |   |          |                   |        |                |                |                |                     |
|         |                                 | PI. 2 Number of student organization advised              |                            |   |          |                   |        |                |                |                | ,                   |

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| •      |   | student advising  |                  | advised student organization              | 1            | 1  | 5 | 5 | 5 | 5.0   |  |
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|        |   |   |                  | as thesis adviser                         | 5            | 5  | 5 | 5 | 5 | 5.0   | BSChem   |
|        |   | SRC   |                  | student thesis , member                   | 5            | 5  | 5 | 5 | 5 | 5.0   | BSChem   |
|        |   | PI 2. Number of hours spent for student consultation & thesis     |                  | student consultation re: subject matter   | 15           | 15 | 5 | 5 | 5 | 5.0   | BSChem   |
|        |   | PI 3. Number of hours spent in checking thesis outline/manuscript |                  | checks thesis outline/manuscript          | 20           | 20 | 5 | 5 | 5 | 5.0   | BSChem   |
| MFO 6: | Gen Administration &<br>Support Serices<br>(GASS) | 1   | General services | Zero percent complaint from client served | 0% complaint |    |   |   |   |       |  |
|        |   | P6.2 Number of time serves as OIC of the dept.                    |                  | OIC of the dept.                          | 1            | 1  | 5 | 5 | 5 | 5.0   | when the dept head is on<br>leave or on travel |
|        |   | Total Over-all Rating   |                  |   |              |    |   |   |   | 69.33 |  |
|        |   | Average Rating  |                  |   |              |    |   |   |   | 4.95  |  |
|        |   | Adjectival Rating   |                  |   |              |    |   |   |   |       |  |

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Average Rating (Total Over-all rating divided by 4.95 Additional Points: Punctuality Approved Additional points (with copy of approval) FINAL RATING 4.95 ADJECTIVAL RATING

| Comments & Recommendations for |   |
|--------------------------------|---|
| Development Purpose:           | 7 h h h h h   |
| 1. apply for Pho in Cheau      | My here as worked   |
| , Attend Mcc way yes           | ate here or abroad or any chemisty fora to unit for license renewal |
| act at least 15 CPO            | units he license renewal  |
| 90 17 1000                     |   |

Evaluated & Rated by:

JACOB GLENN F. JANSALIN

Head, DoPAC

Date

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Date:

Approved by:

BEATRIZ S. BELONIAS
VP for Instruction

Date:

1- Quality 2 - Effiency 3 - Timeliness 4 - Average

# PERFORMANCE MONITORING & COACHING JOURNAL

|   | 1st             | QU     |
|---|-----------------|--------|
|   | 2 <sup>nd</sup> | A<br>R |
| 1 | 3 <sup>rd</sup> | T      |
| 1 | 4th             | E<br>R |

Name

**MARY ANNILYN L. VILLAR** 

Head of Office: **JACOB GLENN F. JANSALIN** 

Number of Personnel: \_\_\_\_\_

|                        | ME  |       |      |                   |         |  |
|------------------------|---|-------|------|-------------------|---------|--|
| Activity<br>Monitoring | Meeting   |       |      | Others            | Remarks |  |
|                        | One-on-One  | Group | Memo | (Pls.<br>specify) |         |  |
| Monitoring             |   |       |      |                   |         |  |
| Coaching               | Review students suggestions for teaching improvement and devise |       |      |                   |         |  |
|                        | strategies to address advice comments.                          |       |      |                   |         |  |

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

Conducted by:

ACOB GLENN F. JANSALIN Immediate Supervisor

Noted

CANDÉLARIO L. CALIBO Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY ANNILYN L. VILLAR
Performance Rating: Outstanding & Very Satisfactory

### Aim:

- 1. To obtain Outstanding student rating in all subjects taught.
- 2. To encourage her application for PhD study abroad

Proposed Interventions to Improve Performance:

Date: Sept. 18, 2018

Target Date: Dec. 31, 2018

First Step:

- 1. Review results of last student evaluation and address general comments of students.
- 2. Endorse all application related to PhD studies applied here and abroad.

Date:

Target Date:

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

ACOB GLENN F. JANSALIN

Unit Head

Conforme:

MARY ANNILYN L. VILLAR

Name of Ratee Faculty