Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Elizabeth S. Quevedo

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	80%	4.50	3.60
2. Research			
a. Client/Dir for Research		5 x 50%= 2.50	
b. Dept. Head/Center		5 x 50%= 2.50	
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir for Research		5 x 50% = 2.5	
b. Dept. Head/Center Director (50%)		5 x 50% = 2.5	
Total for Extenstion	5%	5.00	0.25
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
TOTAL	100%		4.60

EQUIVALENT NUMERICAL RATIN

4.60

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.60

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ELIZABETH S. QUEVEDO

Name of Faculty

JACOR GLENN F. JANSALIN

Head, DoPAC

Recommending Approval:

Approved:

CANDELARIO L. CALIBO

Dean, CAS

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VP for Instructor

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ELIZABETH S. QUEVEDO,** of the <u>Department of Pure & Applied Chemistry</u> 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>July 1 to December 31, 2018.</u>

ELIZABETH S. QUEVEDO

Ratee

Approved:

JACOB GLENN F. JANSALIN

Department Head

MFO No.	MFO & PAPs	Success/ Performance Indicators	1	Tasks Assigned	Target	Details of Actual		Rat	ing		Remarks
		(PI)	cts			Accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO: 1	Advanced Education Services	PI 1. Full Teaching Equivalent (FTE)	Instruction								as graduate faculty
MFO:2	Higher Education	PI.1 FTE Full time (FTE)	Instruction	Chem 120 lec, Chem 115 lec, Chem 120.1 lab, Chem 112 lec & Chem	8	22.05	5	5	5	5	Vacation-Sick leave
		PI. 12. Number of Instructional materials developed/revised	Instruction								
		No. of Course Outline updated		Updated Course Outline	1	2	5	5	5	5	Chem 112 lec, Chem 120 lec
		Lab Manual- Revised		Revised lab manual	1	2	5	5	5	5	Chem 112 lab, Chem 120 lab
		PI 3.Number of Syllabus developed/revised	Instruction	Develop syllabus							
		Course Syllabi - New	Instruction	Developed Course Syllabi	1	4	5	5	5	5	Chem 117 lec & lab, Chem 118 lec & lab
		Lab Manual - Revised	Instruction	Revised lab manual	1	2	5	5	5	5	Chem 120 lab & Chem 112 lab
MFO 3:		P1.1 Number of outputs presented in local conferences	Research								
	1	P2.2. Number of seminars/trainings attended		national	1	2	5	5	5	5	45th PSBMB Annual Convention, Water Analysis Techniques Training at NSAT Labs
				institutional/local	1	3	5	5	5	5	SCTS, HR Prime, RQAT
		P3. 3. Number of research conducted	Research	research conducted	1	1	5	5	5	5	Physico-chemical Characterizations of Major River System in Leyte

P3. 4. Number of research output 5 5 5 for submission 1 prepared for publication P3.5 Number of research proposal research proposal 5 5 5 1 1 5 submited for funding submitted 4.1 Number of extension program Extension 5 5 5 MFO.4. extension conducted 1 1 5 conducted Services P4.2 Number of extension proposal approved for funding P4.3 Number of extension proposal submitted for funding Support to P5.1 Student advising and MFO 5: Support to students Students consultation services: 5 5 5 Academic Adviser As Academic Adviser 2 6 5 number of organizations 1 1 5 5 5 5 Chem Society Organization adviser advised 3 5 5 5 SRC Chairman Advised Chem students 5 5 P3.3 Number of student-related activities assisted/advised 2 5 5 **SRC Member** Advised Chem students 5 5 5 Advised Chem thesis 4 5 5 5 5 5 Thesis Adviser students P5 2. Number of hours spent for as student thesis adviser 5 5 5 20 hours 150 hours 5 student consultation & thesis Facilitated student P5 3. Number of hours spend as problems arised within the 20 hours 5 5 5 10 hours DBGF department hours spent as academic 5 5 5 adviser re: subject matter 15 hours 20 hours 5 problem Gen 100% P6. 1. Efficient & Customer Zero percent complaint General zero MFO 6: 5 5 5 5 Administratio Friendly complaint Administration from client served complaint n & Support P6. 2. No of times serve as OIC of serves as OIC of DoPAC 1 2 5 5 5 5 DoPAC Total Over-all Rating 105 Average Rating 5 Adjectival Rating

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

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Evaluated & Nated by	aluated & Rated	by:
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Recommending Approval:

Approved by:

JACOB GLENN F. JANSALIN Head, DoPAC

CANDELARIO L. CALIBO

Dean, CAS

Date:

BEATRIZ S. BELONIAS

√P for Instruction

Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U
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Name of Office: **ELIZABETH S. QUEVEDO**

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

Number	of	Personnel:	

Activity					
Monitoring	Meeting		Maria	Others (Pls.	Remarks
	One-on-One	Group	Memo	specify)	
Monitoring					
Coaching	None				0 1 1 1 1 1
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	necessary				Rating

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

Conducted by:

JACOB GLENN F. JANSALIN Immediate Supervisor Noted

CANDELARIO L. CALIBO Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH S. QUEVEDO Performance Rating: Very Satisfactory
Aim:
Proposed Interventions to Improve Performance:
Date: Target Date:
First Step:
Result: Has maintained the outstanding rating on some of the subjects taught
Date: January 2019 Target Date: June 2019
Next Step: • To have the outstanding student subjects taught rating • Attend in this second semester more seminars/trainings for upgrading
Outcome:
Final Step/Recommendation:
Prepared by:
JACOB GLENN F. JANSALIN Unit Head Conforme:
9 Mered
ELIZABETH S. QUEVEDO Name of Ratee Faculty