

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 Extension	5%	5.00	0.25
4. Administration	5%	5.00	0.25
5. Production	0%	0.00	0.00
<b>TOTAL</b>	<b>100%</b>		<b>4.60</b>


EQUIVALENT NUMERICAL RATIN                      4.60

Add: Additional Points, if any:

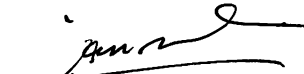
TOTAL NUMERICAL RATING:                      4.60

ADJECTIVAL RATING:                      Outstanding

Prepared by:

  
**ELIZABETH S. QUEVEDO**  
Name of Faculty


Reviewed by:

  
**JACOB GLENN F. JANSALIN**  
Head, DoPAC

Recommending Approval:

  
**CANDELARIO L. GALIBO**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instructor



"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ELIZABETH S. QUEVEDO**, 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 **July 1 to December 31, 2018**.

**ELIZABETH S. QUEVEDO**

Ratee

Approved:

**JACOB GLENN F. JANSALIN**

Department Head

MFO No.	MFO & PAPs	Success/ Performance Indicators (PI)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO: 1	Advanced Education Services	PI 1. Full Teaching Equivalent (FTE)	Instruction								as graduate faculty
MFO:2	Higher Education Services	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:	Research Services	P1.1 Number of outputs presented in local conferences	Research								
		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



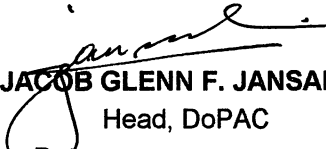
Average Rating (Total Over-all rating divided by		5.00
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		0

Comments & Recommendations for Development Purpose:  
 • Attend Annual Philippine Chemistry Congress  
 • Present research work in scientific fora here/abroad


Evaluated & Rated by:

Recommending Approval:

Approved by:

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC  
 Date: \_\_\_\_\_

  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date: \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**  
 VP for Instruction  
 Date: \_\_\_\_\_

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

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: ELIZABETH S. QUEVEDO

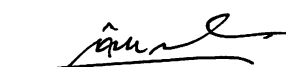
Head of Office: JACOB GLENN F. JANSALIN

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


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	None necessary				Outstanding 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

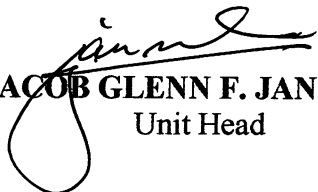
Next Step:

- 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:

  
**ELIZABETH S. QUEVEDO**  
Name of Ratee Faculty