

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: LOURD FRANZ M. GABUNADA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.92x100% = 4.92	
b. Students (0%)			
Total for Instruction	90%	4.92	4.43
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.93


EQUIVALENT NUMERICAL RATING: 4.93

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**LOURD FRANZ M. GABUNADA**  
Name of Faculty


Reviewed by:

  
**MA. THERESA P. LORETO**  
Head, Biotechnology

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
Dean, CAS


Approved:


  
**BEATRIZ S. BELONIAS**  
VP for Instruction


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Lourd Franz M. Gabunada, a faculty member of the DEPARTMENT OF BIOTECHNOLOGY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2020.

  
**LOURD FRANZ M. GABUNADA**  
 Instructor III  
 Date: 30 September 2020

Approved:   
**MA. THERESA P. LORETO**  
 Head, Biotechnology  
 Date: 09-10-20

  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date: 10-01-20

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	4.4	4.4	5	5	5	5.00	Btec 21, Btec 134 lec, Btec 134 lab, btec 154 lec, InBt 113 lab
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	3	5	5	4	4.67	Btec 21, Btec 134, Btec 154 (whole target will be accomplished in July-December 2020)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Google Classroom Training; Moodle Training
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	3	5	5	4	4.67	Btec 21, Btec 134, Btec 154 (whole target will be accomplished in July-December 2020)



		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	30	24	5	5	4	4.67	Btec 21, Btec 134, Btec 154, InBt 113 (whole target will be accomplished in July-December 2020)
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	10	9	5	5	4	4.67	Btec 134, InBt 113 (whole target will be accomplished in Jul.-Dec. 2020)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	BSBiotech students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USSO</i>	1	1	5	5	5	5.00	VSU Biotechnological Society
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	VSU Biotechnological Society
	<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	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	5	5	5	5.00	Btec 21, Btec 22
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2	5	5	5	5.00	Btec 21, Btec 22
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	Btec 21, Btec 22
		<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	2	0					To be accomplished in July-December 2020

		<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 21, btec 22
<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 project within the year	1	1	5	5	5	5.00	Research conducted: Overexpression of a Chitinase gene in Rice enhances <i>P. fuscovaginata</i> resistance
	<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	1	0					To be accomplished in July-December 2020
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1	0					To be accomplished in July-December 2020
<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	100%	5	5	5	5.00	No NC
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations		100% compliant	0					To be accomplished in July-December 2020
		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	No complaint received



Total Over-all Rating					78.68
Average Rating					4.92
Adjectival Rating					Outstanding

Average Rating (Total Over-all rating divided by 16)		4.92
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		Outstanding

**Comments and Recommendations for Development Purpose:**

Mr. Gabunada is doing well his responsibilities as a faculty of Biotech.

Evaluated & Rated by:

*mtplnato*  
**MA. THERESA P. LORETO**  
 Head, Biotechnology

Date: *09-20-20*

Recommending Approval:

*[Signature]*  
**CANDELARIO L. CALIBO**  
 Dean, CAS

Date: *10-01-20*

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: *10-08-20*

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

√	1 <sup>st</sup>	QUARTER
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Employee: Lourd Franz M. Gabunada

Name of Office: Department of Biotechnology

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Other (Pls. specify)	
	One-on-One	Group			
Monitoring	I enjoined Mr. Gabunada to keep abreast of recent developments in Biotechnology.				Mr. Gabunada reads journal articles on Biotechnology issues.
Coaching	I praised Mr. Gabunada for being awarded the 'Dept. of Biotechnology Faculty of the Year' during the CAS month celebration last February 2020.				Mr . Gabunada said that he will do his best to live up to this award.

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

Conducted by:

  
MA. THERESA P. LORETO  
Immediate Supervisor

Noted by:

  
CANDELARIO C. CALIBO  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lourd Franz M. Gabunada

Performance Rating: Outstanding

Aim: To assess the status of Mr. Gabunada's graduate program and support completion of his graduate degree.

Proposed interventions to Improve Performance

Date: February 2020

Target Date: May 2020

First Step: I asked Mr. Gabunada re: status of his graduate studies.

Result: Mr. Gabunada was enrolled for the 2<sup>nd</sup> sem AY 2019-2020 and planned to return to UPLB on the last week of February to take exams and complete requirements to be able to graduate before the end of AY 2019-2020. He was given a reduced teaching load to support the completion of his graduate studies. However, because of the CoVID-9 pandemic as well as the travel restrictions, Mr. Gabunada was not able to return to UPLB.

Date: August 25, 2020

Target Date: December 2020

Next Step: Mr. Gabunada was advised by his graduate advisory committee to reschedule and arrange for online examinations.


Outcome: Mr. Gabunada enrolled for the 1<sup>st</sup> sem AY 2020-2021 to complete his graduate program and be able to graduate before the end of the 1<sup>st</sup> semester AY 2020-2021.

Final Step/Recommendation: Mr. Gabunada will try his best to finish his Ph.D. in MBB before the end of AY 2020-2021, without jeopardizing his health and safety.

Prepared by:

  
**MA. THERESA P. LORETO**  
Head, Dept. of Biotechnology

Conforme:

  
**LOURD FRANZ M. GABUNADA**  
Name of Ratee Faculty