

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARIA ROBELYN A. INSIK

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.96x50%=	
b. Students (50%)		x50% =	
Total for Instruction	100%		4.96
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			
5. Production			
TOTAL			4.96

EQUIVALENT NUMERICAL RATING: _____


Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.96

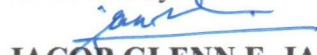
ADJECTIVAL RATING: _____

Outstanding

Prepared by:


MARIA ROBELYN A. INSIK
Name of Faculty

Reviewed by:


JACOB GLENN F. JANSALIN
Department Head

Recommending Approval


CANDELARIO L. CALIBO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President for Acad. Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ROBELYN AUREO-INSIK, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY TO DECEMBER 2020.


MARIA ROBELYN AUREO-INSIK

Instructor

Date:

Approved:


JACOB GLENN F. JANSALIN

Department Head

Date:


CANDELARIO L. CALIBO

College Dean

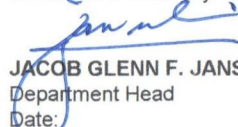
Date:

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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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	18	20	5	4	5	4.67	Chem120 (3) Chem115 (1) Chem127.2 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	Chem120 (3) Chem115 (1) Chem127.2 (2)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	7	5	5	5	5.00	Chem120 (3) Chem115 (1) Chem127.2 (2)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	30	5	5	5	5.00	Chem120 (3) Chem115 (1) Chem127.2 (2)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	38	5	5	5	5.00	Chem127.2 (lab) (2)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							

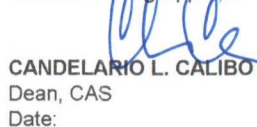
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	50	5	5	5	5.00	BSChem BSA BSBiotech
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	PI 10: Number of instructional materials developed *	A 21 : 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	2	5	5	5	5	5.00	Chem115 Chem127.2
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	14	5	5	5	5.00	Chem120 (3) Chem115 (1) Chem127.2 (2)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	4	5	5	5	5.00	Chem 115.2 ESci115a
UMFO 3 . RESEARCH SERVICES										

UMFO 4. EXTENSION SERVICES									
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. 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*	A 44. 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				
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant				
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint				
	Total Over-all Rating							4.96	
	Average Rating								
	Adjectival Rating							0	

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Department Head
 Date:

Recommending Approval


CANDELARIO L. CALIBO
 Dean, CAS
 Date:

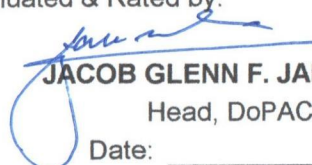
Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:


Average Rating (Total Over-all rating divided by		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		0

Apply for PhD studies
Attend webinars/conferences
for C&I

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 Academic Affairs
Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
X	3rd	
X	4th	

Name of Employee: MARIA ROBELYN A. INSIK

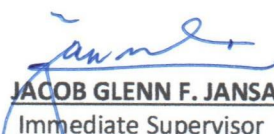
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Created an online class room in VSEE				Created online class room for subjects taught
Coaching					

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: MARIA ROBELYN A. INSIK

Performance Rating: Outstanding

Aim: Get a PhD degree

Proposed Interventions to Improve Performance:

Date: October 2020 Target Date: August 2021

First Step:

Apply for a study scholarship here or abroad

Result:

Obtain a scholarship grant for PhD

Date: August 2021 Target Date: Jan 2022

Next Step:

Apply for study leave with pay for Jan 2022

Outcome: Granted study leave with pay

Final Step/Recommendation:

Start PhD study in 2022

Prepared by:

Jacob Glenn F. Jansalin

Unit Head

Conforme:

Maria Robelyn A. Insik
Name of Ratee Faculty/Staff