

# 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%)	10%	4.96 x 10%	. 496
b. Students (50%)	30%	5 x 30%	1.5
Total for Instruction	40		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)	10%	4.5 x 10%	. 45
Total for Research	10%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	50%	5.00	2.5
5. Production			
TOTAL			4.95

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.95  
Outstanding

Prepared by:

Reviewed by:

  
**ELIZABETH S. QUEVEDO**  
Name of Faculty


  
**MA. THERESA P. LORETO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH S. QUEVEDO, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY 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 JULY - DECEMBER 2022.

  
**ELIZABETH S. QUEVEDO**  
 Assoc. Professor V  
 Date: 1/3/2023

Approved:   
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JAN 04 2023

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										
	PI 4: Total FTE coordinated, implemented &	A1. Actual Faculty's FTE		0.3	1	5	5	5	5.00	CHEM211
	PI 8: Number of graduate students advised *	A2. Number of students advised	served as GAC to MEd major in Chemistry	1	3	5	5	5	5.00	TUPAZ, MKA, DACLITAN, CRB, ABELARDO, MO
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman								
		AS GAC Member								
		A4 . Number of students entertained for consultation purposes	entertained students seeking consultation with Faculty	1	4	5	5	5	5.00	



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> Number of on-line ready coursewares developed and submitted for review								
		On-line ready courseware								
		Supplemental learning resources	prepared and updated powerpoint presentation, video clips	5	10	5	5	5	5.00	
		Assessment tools	prepared, gave and evaluated learning activities, problem sets, long exam, oral paper presentation	5	10	5	5	5	5.00	
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor								
		A 7 : Number of virtual classroom created and operational	updated virtual classroom		1	5	5	5	5.00	CHEM211
	<b>PI 10 .</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19								
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	taught assigned Chemistry subject	4	10.65	5	5	5	5.00	Chem137
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	submitted Grades in the CumulusOne of chemistry subjects assigned to teach	1	4	5	5	4	4.70	Chem 137, Chem 200a2
		<b>A 11 .</b> Number of INC forms with grade submitted within prescribed period								

		<b>A12.</b> Number of trainings attended related to instruction	attended the VSU Faculty On-boarding		4	5	5	5	5.00	Method Validation and Verification; VSU Faculty On-boarding; CAS On-boarding; DoPAC On-boarding
		<b>A13.</b> Number of long examinations administered and checked	gave long examinations and checked test papers in chemistry subject assigned to teach	2	282	5	5	4	4.70	Chem137
		<b>A14.</b> Number of quizzes administered and checked	gave quizzes in chemistry subject assigned and checked outputs submitted by students	10	468	5	5	5	5.00	Chem137
		<b>A15.</b> Number of lab reports and term papers checked and graded	checked and graded term paper submitted by students	10	71	5	5	4	4.70	Chem137
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	served as thesis adviser and checked thesis outline/manuscripts of BS Chem students	1	50	5	5	5	5.00	BS Chem 3 and BS Chem 4
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As Thesis Adviser	advised and checked thesis outline/manuscript of BS Chemistry students	1	7	5	5	5	5.00	Getes, L; Sagliba, M; Corpuz, RE, Encabo, SO, Ignacio, KMD, Tan, RM, Tapang, R
		As SRC Chairman	advised and checked thesis outline of BS Chemistry students	1	10	5	5	5	5.00	
		As SRC Member	advised and checked thesis outline/manuscript of BS Chemistry students	1	10	5	5	5	5.00	



		<b>A18</b> . Number of students entertained for consultation purposes	entertained online as well as face to face consultation of students	1	100	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised								
		<b>A20</b> . Number of Student organizations assisted on student related activities			1	5	5	5	5.00	ViChemSoc
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :								
		On-line ready courseware								
		Supplemental learning resources	prepared and updated supplemental learning resources such as powerpoint presentations	1	10	5	5	5	5.00	Chem 137
		Assessment tools	prepared and updated assessment tools such as long examination, quizzes, problem sets	1	15	5	5	5	5.00	Chem 137
		<b>A 23</b> : Number of on-line course ware reviewed by TRP & edited by MMDC editor	submitted online-course ware for review by TRP and editing by MMDC editor	1	1	5	5	5	5.00	Chem 137
		<b>A 24</b> : Number of virtual classroom created and operational	updated the operational virtual classroom (Moodle Classroom)	1	1	5	5	5	5.00	Chem 137
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation								
		Agency/firm/Industry linkages								

		<b>A 26.</b> Other outputs implementing the new normal due to covid 19								
		<b>A.27.</b> Awards received								
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *								
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	conducted evaluation of the water quality in the Sibugay River, Albueria, Leyte	1	1	4	5	5	4.70	Physicochemical Properties of the Water in Sibugay River, Albueria, Leyte
	<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								
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<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 *								
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved								
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								



		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU								
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19								
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained								
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training								
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented								
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance								
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:								
	Research Mentoring	Research Mentor								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator	served as evaluator (TWG) of the Bids and Awards Committee of VSU & NCRC R&D In-House Review	1	2	5	5	5	5.00	TWG VSU Bids and Awards & NCRC R&D In-House Review
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *								
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19								
<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*	facilitated in the compliances of QMS core processes of the university under ISO 9001:2015	1		5	5	5	5.00	4th IQA- ISO
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:								



		On program accreditations	<i>facilitated in the conduct of Curriculum Review of the BS Chemistry program and compliance report of the BS Chem program to OQAC</i>		2	5	5	5	5.00	Curriculum Review & AACUP Level 3 Phase 2 visit
		On institutional accreditations	<i>facilitated in the preparation of all required documents for compliance requirements of the institutional accreditations</i>		1	5	5	5	5.00	4th IQA- ISO
<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	<i>ensured a customer friendly frontline services</i>		0% complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	designed new initiatives as best practices							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	organized administration/management related activities and other outputs implementing the new face-to-face classes after the CoVID-19							
	<b>Total Over-all Rating</b>								138.80	
	<b>Average Rating</b>								4.96	
	<b>Adjectival Rating</b>								Outstanding	

Evaluated & Rated by:

  
**MA. THERESA P. LORETO**

Dean, CAS

Date: **JAN 04 2023**


Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, CAS

Date: **JAN 04 2023**

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:


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

Comments and Recommendation for Development Purpose:
Attendance to chemistry-related trainings/ workshops/conferences for continuing professional development


Evaluated & Rated by:

  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: JAN 04 2023

Recommending Approval:

  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: JAN 04 2023

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs  
 Date: \_\_\_\_\_

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



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH S. QUEVEDO

Performance Rating: \_\_\_\_\_

Aim: Aspire to maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2023

Target Date: June, 2023

First Step:

Prepare and update learning materials for assigned chemistry subjects to be handled in the 2nd Semester AY 2022-2023, and submit research proposals for internal /external /international funding .

Results:

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:


Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
MA. THERESA P. LORETO  
Dean, CAS

Conforme:

  
ELIZABETH S. QUEVEDO  
Name of Ratee Faculty/Staff

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ELIZABETH S. QUEVEDO

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that commitments on research, extension, and publications are attained.  Ensure that QMS is strictly followed and implemented in the department				September 2022  October, 2022
Coaching	Advised to make frequent follow up on job requests, repair of laboratory fume hood, hiring of highly competent regular administrative staff and replacement of regular Faculty on mandatory work retirement				August, 2022

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

Conducted by:

Noted:

  
MA. THERESA P. LORETO  
Immediate Supervisor

  
BEATRIZ S. BELONIAS  
Next Higher Supervisor