

## 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		5.0	0.75
a. Head/Dean (50%)	15%	4.96 x 15%	0.744
b. Students (50%)	15%	4.33 x 15%	0.649
Total for Instruction		5.00	1.393
2. Research			
a. Client/Dir. for Research (50%)	10%	4.5 x 10%	0.45
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	60%	5.00	3.00
5. Production			
TOTAL			4.85

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.85 4.95  
0

Prepared by:

Reviewed by:

*Elizabeth S. Quevedo*

**ELIZABETH S. QUEVEDO**

Name of Faculty

*Ma. Theresa P. Loreto*

**MA. THERESA P. LORETO**

Dean/Director

Approved:

*Beatriz S. Belonias*

**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 JANUARY - JUNE 2022.

*Elizabeth S. Quevedo*

**ELIZABETH S. QUEVEDO**

Assoc Professor II

Date: *July 5, 2022*

Approved:

*MA. Theresa P. Loreto*

**MA. THERESA P. LORETO**

College Dean

Date:

*Beatriz S. Belonias*

**BEATRIZ S. BELONIAS**

VP for Academic Affairs

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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				0.75	5	5	5	5.00	CHEM206
	PI 8: Number of graduate students advised *	A2. Number of students advised		acted as GAC to MED major in Chemistry	1	3	5	5	5	5.00	TUPAZ, MGKA; DACLITAN, CRB; ELIZALDE, NP
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman									
		AS GAC Member									
		A4. Number of students entertained for consultation purposes			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		entertained students seeking consultation with Faculty							
		On-line ready courseware		prepared powerpoint presentation, video clips	5	10	5	5	5	5.00	CHEM206
		Supplemental learning resources									
		Assessment tools				10	5	5	5	5.00	CHEM206
		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	1	5	5	5	5.00	CHEM206
	<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 Chemistry subjects assigned	5	5.55	5	5	5	5.00	Chem 138, Chem 200a1, Chem200a3
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	prepared and submitted grade sheets for chemistry subjects	1	5	5	5	4	4.67	CHEM206, Chem 138, Chem 200a1, Chem200a3
		<b>A 11.</b> Number of INC forms with grade submitted within prescribed period									
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	attended trainings related to instruction							

		<b>A13.</b> Number of long examinations administered and checked	exam prep	gave long examinations and checked test papers in Chemistry subjects assigned	2	8	5	5	5	5.00	Chem 138
		<b>A14.</b> Number of quizzes administered and checked		gave quizzes and checked answers of students	10	50	5	5	5	5.00	Chem 138
		<b>A15.</b> Number of lab reports and term papers checked and graded				35	5	5	5	5.00	Chem 138
<b>PI 8:</b> Number of students advised: *		<b>A16.</b> Number of students advised:		served as academic adviser	1	7	5	5	5	5.00	Corpuz, R; Encabo, SO, Ignacio, KMD, Tan, Rm, Tapang, R, Getes, L, Sagliba, M
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:									
		As thesis adviser		served as thesis adviser to BS Chemistry major students and checked thesis outline/manuscript	1	7	5	5	5	5.00	Corpuz, R; Encabo, SO, Ignacio, KMD, Tan, Rm, Tapang, R, Getes, L, Sagliba, M
		As SRC Chairman	Advising/correction	advised and checked thesis outline/manuscript of BS	1	8	5	5	5	5.00	Roche, F; Paguia, IG; Lao, M; Alegre, JY; Lao, F; Misoles, H; Moceno, RMC; Tan, KVR
		As SRC Member	Advising/correction	advised and checked thesis outline/manuscript of BS Chemistry	1	7	5	5	5	5.00	Bengalan, GT; Caintic, JC; Espinosa, FNS; Kreuzer, KAT; Magallanes, RAS; Ramada, D; Cutanda, KJ
		<b>A18.</b> Number of students entertained for consultation purposes		accommodated students who were seeking on-line consultation related to subjects enrolled, thesis, and grades	10	50	5	5	5	5.00	BS Chem 3 & 4





[illegible]



	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of	A 44. 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		2	5	5	5	5.00	ISO Surveillance Audit
		A 45. Compliance to all requirements of the program and institutional	Minutes Preparation								
		On program accreditations	Pilot Plant Manager	facilitated in the preparation of all required documents for compliance requirements of the program accreditations		1	5	5	5	5.00	BS Chemistry
		On institutional accreditations	SSF Rootcrop facility incharge	facilitated in the preparation of all required documents for compliance requirements of the institutional		1	5	5	5	5.00	ISO Surveillance Audit , AACCUP accreditation
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		ensured a customer friendly frontline services		0% complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		designed new initiatives as best practices							

		A 46. Other outputs implementing the new normal due to covid 19		organized administration/management related activities and other outputs implementing the new normal due to COVID-19							
	<b>Total Over-all Rating</b>									139.01	
	<b>Average Rating</b>									4.96	
	<b>Adjectival Rating</b>									O	

Evaluated & Rated by:

*mtloredo*  
**MA. THERESA P. LORETO**

Dean, CAS

Date: *July 7, 2022*

Recommending Approval

*mtloredo*  
**MA. THERESA P. LORETO**

Dean, CAS

Date: *July 7, 2022*

*BS*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

## 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.				
Coaching	Advised to give more real time activities to encourage active students' participation				

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

Conducted by:

  
MA. THERESA P. LORETO  
Dean, CAS

Noted:

  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH S. QUEVEDO

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

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: July, 2022

Target Date: December, 2022

First Step:

Prepare and update learning materials for assigned chemistry 1st Semester AY 2022-2023

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