

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: Chinelo M. Cardaño

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	15%		
a. Head/Dean (100%)		5.0	
b. Students			
Total for Instruction		5.0	0.75
2. Research	50%		
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5.0	
Total for Research		5.0	2.50
3. Extension	25%		
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.0	
Total for Extension		5.0	1.25
4. Administration	10%	4.83	0.483
5. Production			
TOTAL	100%		4.98

EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.98**ADJECTIVAL RATING: **Outstanding**


Prepared by:


CHINELO M. CARDAÑO
Name of Faculty


Reviewed by:


MA. THERESA P. LORETO
Director, ARI Center

Recommending Approval:


ALAN B. LORETO
Director for Innovation

Approved:


DENNIS P. PEQUE
VP for Research, Extension and
Innovation

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>			1	5	5	5	5.00	(1)Title: Compositional Properties of Flours and Starches from the Philippine National Seed and Industry Council-registered Root Crops. Philipp Agric Scientist 106(2):143-156
UMFO 4. EXTENSION SERVICES										
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries		1	5	5	5	5.00	(2)3rd year Biotech Undergraduate Students Special Lecture
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	1	5	5	5	5.00	(1) 19th National Biotechnology Week: Biotechnology 101 for Educators and Students;
UMFO 5. SUPPORT TO OPERATIONS										
	MFO 1. Faculty Development Services									
	PI 2: Number of webinars attended			1	1	5	5	5	5.00	35th Joint VICARP-RRDEN Symposium
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 theQMS 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	5	5	5	5.00	
		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	5	5	5	5.00	

UMFO 6. GENERAL ADMIN. AND SUPPORT SERVICES (GASS)									
	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	5	5	5	5.00
	Administrative and Facilitative Services								
	PI 1. Number of centers, colleges, departments, and units served			1	2	5	5	5	5.00
	PI 7. Number of documents/reports prepared, reviewed/processed			1	11	5	5	4	4.67
									(1)Department of Biotechnology (2)EV-Biotech
									1. Centers' 2023 OTPs reviewed and monitored 2. Reviewed ARI Center's Citizen's Charter 3. Prepared 3rd and 4th quarter Center reports 4. EV-Biotech RFCA 5. Strategic Plan Monitoring forms (monitored with accomplishments) 6. Center Monitoring forms (SWOT, NEIP, ROAM, OTP, WFP) and OPCR targets for 2024
	Total Over-all Rating								59.67
	Average Rating								4.97
	Adjectival Rating								0

Comments and Recommendations for Development Purpose:

Ms. Cardano should craft research proposals.

Evaluated & Rated by:

mtplnato
MA. THERESA P. LORETO
Director, ARI Center

Date: **JAN 05 2024**

Recommending Approval:

Alan B. Loreto
ALAN B. LORETO
Director for Innovation

Date: **JAN 05 2024**

Approved by:

Dennis P. Peque
DENNIS P. PEQUE
VP for Research, Extension and Innovation

Date: **JAN 15 2024**

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ADVANCED RESEARCH AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 3 FACULTY

Activity Monitoring (January 08, 2024)	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	<p>I told Ms. Cardaño to keep track of her students' performance.</p> <p>I reminded Ms. Cardaño to monitor research project under her and prepare and submit periodic reports on time.</p> <p>I told Ms. Cardaño to start looking for prospects for a Ph. D program and scholarship.</p>				<p>Ms. Cardaño makes her presence felt and closely communicated reminders and updates to students.</p> <p>She acts accordingly as a study leader in the research projects under her always reminded her staff of their responsibilities.</p> <p>Ms. Cardaño started looking up for possible programs aligned to her expertise for further studies.</p>
Coaching	<p>I told Ms. Cardaño to exercise patience and understanding in dealing with her students for the semester.</p> <p>I advised Ms. Cardaño to stay updated of the current trends in research, extension and innovation and possibly conceptualize future research and extension proposals.</p>				<p>She stretches her patience and constantly reminds students of their timely output submissions, and exercise set class policies.</p> <p>She reads scientific journals and attends relevant training to track of recent developments in REI and have started conceptualizing research ideas.</p>

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

Conducted by:


MA. THERESA P. LORETO
 Center Director,
 Advanced Research and Innovation Center

Noted by:


DENNIS P. PEQUE
 Vice President
 Research, Extension and Innovation

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHINELO M. CARDANO

Performance Rating: Outstanding

Aim: To apply for a Ph. D degree in the field of natural products or a relevant scientific field.

Proposed Interventions to Improve Performance:

Date: Jan 02, 2024 Target Date: March 31, 2024

First Step: Look for a university that offers a degree program aligned with the field of specialization and correspond with professor or their experts in the field.

Result: A prospected degree program will be ear-marked and established correspondence or linkage with their experts.

Date: April 01, 2024 Target Date: June 30, 2024

Next Step: Package scholarship, CV and other important documents necessary for admission application of a Ph. D degree program or Ph. D. scholarship

Outcome: Packaged application for admission to a Ph. D degree and scholarship will be at bay in case of any call for admission and or applications.


Final Step/Recommendation:

The faculty will looking into suitable pogram and start application. If not met, continue the the search of a university with program sought for.

Prepared by:


MA. THERESA P. LORETO
Director, ARI Center

Conforme:


CHINELO M. CARDANO
Name of Ratee Faculty