

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: ATOZ A. VASQUEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.98x50%=	
b. Students (50%)		x50% =	
Total for Instruction	100%		4.98
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			4.98

EQUIVALENT NUMERICAL RATING: _____

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.98


ADJECTIVAL RATING: _____

Outstanding

Prepared by:


ATOZ A. VASQUEZ
Name of Faculty

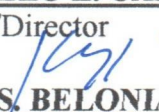
Reviewed by:


JACOB GLENN F. JANSALIN
Department Head

Recommending Approval:


CANDELARIO L. CALIBO
Dean/Director


Approved:

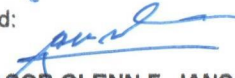

BEATRIZ S. BELONIAS
Vice President for Acad. Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, ATOZ A. VASQUEZ, 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 2020.


ATOZ A. VASQUEZ
 Instructor
 Date: 12/31/2020

Approved: 
JACOB GLENN F. JANSALIN
 Department Head
 Date:


CANDELARIO L. CALIBO
 College Dean
 Date:

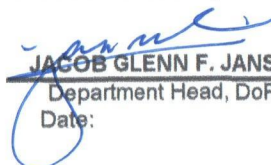
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION 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	25	30.3	5	5	5	5.00	Chem 120 (5 Lectures); ScTs 11c (1 Lecture) Chem 147.2 (2 Laboratories)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	8	5	5	5	5.00	Chem 120 (5 Lectures); ScTs 11c (1 Lecture) Chem 147.2 (2 Laboratories)
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12. Number of trainings attended related to instruction	Attend mandated trainings							

	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5.00	6 exams (5 classes for CHEM 120 & 1 Class for ScTs 11c)
	A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	35	5	5	5	5.00	35 quizzes/ learning activities given to CHEM 120 students
	A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic advisor to students	20	49	5	4	5	4.67	Academic adviser to 49 BS Chemistry First-Year Students (Batch 2020)
	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	30	60	5	5	5	5.00	60 students under CHEM 120 entertained for consultation and follow up
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		3	5	5	5	5.00	Prepared Modules 3 to 5 for CHEM 120
		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.		15	5	5	5	5.00	Prepared 8 assessments and 7 learning activities for Modules 3 to 5 under CHEM 120
		A 23 : 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		1	5	5	5	5.00	Chem 120 Learning Guide (modules after midterm)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom		1	5	5	5	5.00	Prepared virtual classroom for CHEM 120 (added Modules 3 to 5)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		1	5	5	5	5.00	CHEM 120 vol 2 (Modules 3 to 5)
		A 27. Awards received	International/National/Regional awards received							
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	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	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	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	Total Over-all Rating								64.67	
	Average Rating								4.97	
	Adjectival Rating								O	


Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Department Head, DoPAC
 Date:

Recommending Approval


CANDELARIO L. CALIBO
 Dean, College of Arts and Sciences
 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		4.98
ADJECTIVAL RATING		0

attend webinar/conference for
C21.
Revise AST manual of the dept.

Evaluated & Rated by:

JACOB GLENN F. JANSALIN

Head, DoPAC

Date: Jan 20 21

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	
Y	4th	

Name of Employee: ATOZA, VASQUEZ

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	Create VSQUEE online classroom				Created VSQUEE online classroom 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: ATOZ A. VASQUEZ

Performance Rating: _____

Aim: Get MS degree

Proposed Interventions to Improve Performance:

Date: August 2020 Target Date: August 2021

First Step:

Apply for admission and MS scholarship

Result:

Admitted to H&I for MS

Date: August 2021 Target Date: August 2023

Next Step:

Apply for leave with pay for MS degree

Outcome: MS degree obtained by 2023

Final Step/Recommendation:

Recommend for permanency after 2 years

Prepared by:

Jacob Glenn F. Jansalin
JACOB GLENN F. JANSALIN

Unit Head

Conforme:

Atoz A. Vasquez
ATOZ A. VASQUEZ
Name of Ratee Faculty/Staff