

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

Name of Faculty Member: **SARAH JEAN C. SUGANO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% = 2.50	
b. Students (50%)			
Total for Instruction	95%	5.00	4.75
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:

SARAH JEAN C. SUGANO
Name of Faculty

Reviewed by:

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

Recommending Approval

ALAN B. LORETO
Director, Innovation

Approved:

OTHELLO B. CAPUNO
VP for Research, Extension
and Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SARAH JEAN C. SUGANO, a faculty member of the Advance Research and Innovation Center commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Sept. - December 2020.

SARAH JEAN C. SUGANO

Instructor I

Date:

Approved:

MA. THERESA P. LORETO

Director, ARI Center

Date:

OTHELLO B. CABUNO


VP for Research, Extension and Innovation

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 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	3.3	3.3	5	5	5	5.00	InBt121 and InBt152
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	6	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	6	5	5	5	5.00	
	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	2	2	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	4	5	5	5	5.00	

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	8	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	8	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	
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	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	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & 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	
	Total Over-all Rating								65.00	
	Average Rating								5.00	
	Adjectival Rating								O	

Evaluated & Rated by:


MA. THERESA P. LORETO
 Director, ARI Center
 Date:

Recommending Approval


ALAN B. LORETO
 Director, Innovation
 Date:

Approved by:


OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation
 Date:

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Ms. Suganto should follow up
on possible tie-ups with
PhilRootcrops for projects -

Evaluated & Rated by:

mtploreto
MA. THERESA P. LORETO
Director, ARI Center

Date: _____

Approved by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for Research, Extension and Innovation

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Advance Research & Innovation Center

Head of Office: Dr. Ma. Theresa P. Loreto

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Sarah Jean Sugano to contact her students as frequent as she can so that her presence will be felt.				Ms. Sugano meets her class regularly and frequently contacts her students.
Coaching	I reminded Ms. Sugano to look for updates on the latest developments in Biotechnology for her professional growth. I encouraged Ms. Sugano to write research proposals for possible funding.				Ms. Sugano reads scientific journals to keep updated on the recent developments in Biotechnology. Ms. Sugano has started writing research proposals and is coordinating with other VSU researchers.

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

Conducted by:

mt Loreto
MA. THERESA P. LORETO
Director, ARI Center

Noted by:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for REI

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sarah Jean C. Sugano

Performance Rating: _____

Aim: To pursue doctoral degree in the field of industrial biotechnology

Proposed Interventions to Improve Performance:

Date: September 2020 Target Date: December 2020

First Step: Pursue doctoral degree based on the mission and goals for the ARI Center

Result: Started looking for universities abroad that has the specialization sought for.

Date: July 2021 Target Date: September 2022- November 2022

Next Step: Apply for admission to universities.

Outcome: _____


Final Step/Recommendation:

If admitted in the university, the faculty will look for scholarships and apply.

Prepared by:


MA.THERESA P. LORETO
Director, ARI Center

Conforme:


SARAH JEAN C. SUGANO
Name of Ratee Faculty