

# Exhibit K

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

Name of Faculty Member: **YHENA L. BANDIBAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.97 x 50%	2.485
b. Students (50%)	50%	<del>2.83</del> x 50%	<del>1.415</del> 2.50
Total for Instruction		5.0	
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			4.39 4.98

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

YHENA L. BANDIBAS  
Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO  
Department Head

Recommending Approval:

MA. THERESA P. LORETO  
Dean/Director


Approved:


BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, YHENA L. BANDIBAS, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY TO JUNE 2022.

  
**YHENA L. BANDIBAS**  
 Instructor I  
 Date:

Approved:   
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 7/8/2022

  
**MA. THERESA P. LORETO**  
 College Dean  
 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 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	Handled and taught courses assigned	18	17	5	5	5	5.00	Chem 127.2 Chem 127n Chem 128 Chem 200a1 Chem 200a3
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	3	7	5	5	5	5.00	Chem 127.2 (1) Chem 127n (2) Chem 128 (2) Chem 200a1 (1) Chem 200a3 (1)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	6	13	5	5	5	5.00	Chem 127.2 (2) Chem 127n (7) Chem 128 (4)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes	15	41	5	5	5	5.00	Chem 127.2 (13) Chem 127n (23) Chem 128 (5)



		<b>A15</b> . Number of lab reports and term papers checked and graded	Checked lab reports submitted as required	5	12	5	5	5	5.00	Chem 127.2 (12)
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acted as academic and thesis adviser	1	1	5	5	5	5.00	JTGranada
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advised and corrected research outline and thesis/SP manuscript	1	1	5	5	5	5.00	FJAVentula
		As SRC Member	Advised and corrected research outline and thesis/SP manuscript	1	6	5	5	4	4.67	KPBCellona JBCastil FCALao KVRTan EANegad LMTJaducan
		<b>A18</b> . Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	50	100	5	5	5	5.00	BSBiotech Bschemistry
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advised student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel							
		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							

		Supplemental learning resources	Prepared Power Point presentation, video clips, and reading assignments depending on course taught	15	42	5	5	5	5.00	Chem 127.2 (12) Chem 127n (21) Chem 128 (9)
		Assessment tools	Prepared assessment tools such as long exams, quizzes, and practice exercises	21	54	5	5	5	5.00	Chem 127.2 (15) Chem 127n (30) Chem 128 (9)
		<b>A 24</b> : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	3	5	5	5	5	5.00	Chem 127.2 Chem 127n Chem 128 Chem 200a1 Chem 200a3
<b>UMFO 3 . RESEARCH SERVICES</b>										
<b>UMFO 4. EXTENSION SERVICES</b>										
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>Total Over-all Rating</b>								59.67	
	<b>Average Rating</b>								4.97	
	<b>Adjectival Rating</b>								O	


Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 7/8/2020

Recommending Approval

  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date:

Approved by:

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

Average Rating (Total Over-all rating divided by		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Finish the MS in Chemistry

Evaluated & Rated by:

*E. Quevedo*

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Date:

July 5, 2020

Recommending Approval:

*M. Loreto*

**MA. THERESA P. LORETO**

Dean, CAS

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

Approved by:

*B. Belonias*

**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
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Employee: YHENA L. BANDIBAS


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 online synchronous classes are held regularly; Moodle Classrooms are created and updated; Teaching and Learning materials are uploaded to the Moodle Classrooms and advised to finish the MS program the soonest time possible				April, 2022
Coaching	Advised to give more real time activities to encourage students' participation during online classes				

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

Conducted by:

  
ELIZABETH S. QUEVEDO  
 Head, DoPAC

Noted:

  
 for MA. THERESA P. LORETO  
 Dean, CAS *oic 8/1/22*



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YHENA L. BANDIBAS

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 chemistry subjects to be taught in the 1<sup>st</sup> Semester AY 2022-2023, hold synchronous classes regularly, follow up student performance constantly and finish MS in Chemistry the soonest time possible

Results:

Meets the QS for tertiary instruction

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

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

Next Step:

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

Final Step/Recommendation:

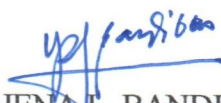
Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



YHENA L. BANDIBAS

Name of Ratee Faculty/Staff