

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

Name of Faculty Member: ALICE MARTINEZ-ACABAL

| Program Involvement<br>(1)             | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical<br>Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|--|---|---|--|
| 1. Instruction                         |   |   |  |
| a. Head/Dean (50%)                     |   | 4.90x50%=                                 |  |
| b. Students (50%)                      |   | x50% =                                    |  |
| Total for Instruction                  | 100%  |   | 4.90                                       |
| 2. Research                            |   |   |  |
| a. Client/Dir. for Research (50%)      |   |   |  |
| b. Dept. Head/Center Director<br>(50%) |   |   |  |
| Total for Research                     |   |   |  |
| 3. Extension                           |   |   |  |
| a. Client/Dir. for Extension (50%)     |   |   |  |
| b. Dept. Head/Center Director<br>(50%) |   |   |  |
| Total for Extension                    |   |   |  |
| 4. Administration                      |   |   |  |
| 5. Production                          |   |   |  |
| TOTAL                                  |   |   | 4.90                                       |

EQUIVALENT NUMERICAL RATING: \_\_\_\_\_

Add: Additional Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: \_\_\_\_\_

Outstanding

Prepared by: \_\_\_\_\_

**ALICE M. ACABAL**  
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)

I, ALICE MARTINEZ ACABAL, 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 targets in accordance with the indicated measures for the period JULY - DECEMBER, 2020.

  
ALICE MARTINEZ-ACABAL  
Associate Professor  
Date:

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 (Indicators 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 |   |  |                                  |        |                       |         |            |           |         |   |
|  | PI 4: Total FTE coordinated, implemented &          | A1. Actual Faculty's FTE   | Chem 209                         | 5      | 6                     | 5       | 5          | 5         | 5.00    |   |
|  | PI 8: Number of graduate students advised *         | A2. Number of students advised   | as GAC to MEd major in Chemistry | 2      | 3                     | 5       | 4          | 5         | 4.67    |   |
|  |   | A3. Number of students advised on thesis/special problem/dissertation      |                                  |        |                       |         |            |           |         |   |
|  |   | As GAC Chairman  |                                  |        |                       |         |            |           |         |   |
|  |   | AS GAC Member  |                                  |        |                       |         |            |           |         |   |
|  |   | A4. Number of students entertained for consultation purposes               |                                  |        |                       |         |            |           |         |   |
|  | PI 9: Number of instructional materials developed * | A5. Number of on-line ready coursewares developed and submitted for review |                                  | 1      | 1                     | 5       | 4          | 5         | 4.67    |   |



|  |   |   |   |    |      |   |   |      |      |
|--|---|---|---|----|------|---|---|------|------|
|  | On-line ready courseware  |   | 1   | 1  | 5    | 5 | 5 | 5.00 |      |
|  | Supplemental learning resources   |   |   |    |      |   |   |      |      |
|  | Assessment tools  |   |   |    |      |   |   |      |      |
|  | A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor |   |   |    |      |   |   |      |      |
|  | A 7 : Number of virtual classroom created and operational                   |   |   |    |      |   |   |      |      |
|  | <u>PI 10</u> . Additional outputs:  | <u>A 8. Other outputs implementing the new normal due to covid 19</u>           | Google meet   |    |      |   |   |      |      |
| <b>UMFO 2. HIGHER EDUCATION SERVICES</b>                 |   |   |   |    |      |   |   |      |      |
| <b>OVPI UMFO 3. Higher Education Management Services</b> |   |   |   |    |      |   |   |      |      |
|  | <u>PI 5</u> : Total FTE, coordinated, implemented and monitored *           | <u>A9</u> . Actual Faculty's FTE  | teaches Chemistry subjects assigned   | 8  | 20.2 | 5 | 5 | 5    | 5.00 |
|  |   | <u>A10</u> . Number of grade sheets submitted within prescribed period          | prepares and submits grade sheets for chemistry subjects assigned             | 2  | 4    | 5 | 5 | 5    | 5.00 |
|  |   | <u>A 11</u> . Number of INC forms with grade submitted within prescribed period |   |    |      |   |   |      |      |
|  |   | <u>A12</u> . Number of trainings attended related to instruction                | attends trainings related to instruction                                      | 1  | 2    | 5 | 5 | 4    | 4.67 |
|  |   | <u>A13</u> . Number of long examinations administered and checked               | gives long examinations and checks test papers in Chemistry subjects assigned | 2  | 4    | 4 | 5 | 5    | 4.67 |
|  |   | <u>A14</u> . Number of quizzes administered and checked                         | gives quizzes and checks answers of students                                  | 10 | 10   | 5 | 5 | 5    | 5.00 |

|  |  |  |   |   |   |   |   |   |      |  |  |
|--|--|--|---|---|---|---|---|---|------|--|--|
|  |  | <b>A15. Number of lab reports and term papers checked and graded</b>               | checks and grades laboratory written reports in chemistry laboratory subject assigned                   |   |   |   |   |   |      |  |  |
|  | <b>PI 8:</b> Number of students advised: *                       | <b>A16. Number of students advised:</b>  | serves as academic adviser  |   |   |   |   |   |      |  |  |
|  |  | <b>A17. Number of students advised on thesis/ field practice/special problem:</b>  | advises and checks manuscripts of thesis advisees   |   |   |   |   |   |      |  |  |
|  |  | <i>As SRC Chairman</i>   | advises and checks thesis outlines and manuscripts of BS Chemistry students                             |   |   |   |   |   |      |  |  |
|  |  | <i>As SRC Member</i>   | advises and checks thesis outlines and manuscripts of BS Chemistry students                             |   |   |   |   |   |      |  |  |
|  |  | <b>A18. Number of students entertained for consultation purposes</b>               | accommodates students who will be seeking consultation related to subjects enrolled, thesis, and grades | 1 | 5 | 5 | 5 | 5 | 5.00 |  |  |
|  | <b>PI 9:</b> Number of student organizations advised/ assisted * | <b>A19. Number of Student organizations advised</b>                                | serves as adviser to USSO-recognized student organization   |   |   |   |   |   |      |  |  |
|  |  | <b>A20. Number of Student organizations assisted on student related activities</b> |   |   |   |   |   |   |      |  |  |
|  | <b>PI 10:</b> Number of instructional materials developed *      | <b>A 21 : Number of on-line course ware developed and submitted :</b>              |   |   |   |   |   |   |      |  |  |
|  |  | On-line ready courseware   | develops and submits on-line ready course ware such as Learning Module                                  | 1 | 2 | 5 | 5 | 5 | 5.00 |  |  |
|  |  | Supplemental learning resources  | develops and submits supplemental learning resources such as lecture powerpoints                        | 1 | 3 | 5 | 5 | 5 | 5.00 |  |  |



|  |                                  |   |   |   |   |   |   |   |      |  |
|--|----------------------------------|---|---|---|---|---|---|---|------|--|
|  |                                  | Assessment tools  | develops and submits assessment tools such as long examination, quizzes, laboratory | 1 | 3 | 5 | 5 | 5 | 5.00 |  |
|  |                                  | <b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor | develops and submits on-line course ware for review by TRP and MMDC editor          |   |   |   |   |   |      |  |
|  |                                  | <b>A 24 :</b> Number of virtual classroom created and operational                   | creates operational virtual classrooms (Moodle or Google Classroom)                 |   |   |   |   |   |      |  |
|  | <b>PI 11.</b> Additional outputs | <b>A 25.</b> Number of Additional outputs accomplished:                             |   |   |   |   |   |   |      |  |
|  |                                  | Program accreditation/evaluation  |   |   |   |   |   |   |      |  |
|  |                                  | Agency/firm/Industry linkages   |   |   |   |   |   |   |      |  |
|  |                                  | <b>A 26.</b> Other outputs implementing the new normal due to covid 19              |   |   |   |   |   |   |      |  |
|  |                                  | <b>A.27.</b> Awards received  |   |   |   |   |   |   |      |  |
|  | <b>Total Over-all Rating</b>     |   |   |   |   |   |   |   | 4.90 |  |
|  | <b>Average Rating</b>            |   |   |   |   |   |   |   |      |  |
|  | <b>Adjectival Rating</b>         |   |   |   |   |   |   |   | O    |  |

Evaluated & Rated by:

  
JACOB GLENN F. JANSALIN

Department Head

Date: Jan 2024

Recommending Approval

  
CANDELARIO L. CALIBO

Dean, \_\_\_\_\_

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

Approved by:

  
BEATRIZ S. BELONIAS

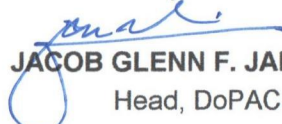
Vice President for Instruction

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


|  |  |      |
|--|--|------|
| Average Rating (Total Over-all rating divided by   |  |      |
| Additional Points:                                 |  |      |
| Punctuality  |  |      |
| Approved Additional points (with copy of approval) |  |      |
| FINAL RATING                                       |  | 4.96 |
| ADJECTIVAL RATING                                  |  | 0    |

Attend webinars/conferences  
for CR 1


Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC  
 Date: \_\_\_\_\_

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<br>U<br>A<br>R<br>T<br>E<br>R |
|   | 2nd |                                 |
| X | 3rd |                                 |
| X | 4th |                                 |

Name of Employee: ALICE MARTINEZ-ACABAL


Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1

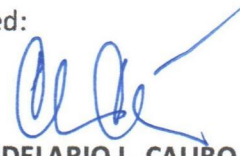
| Activity Monitoring | MECHANISM                                    |       |      |                       | Remarks               |
|---------------------|--|-------|------|-----------------------|-----------------------|
|                     | Meeting                                      |       | Memo | Others (Pls. specify) |                       |
|                     | One-on-One                                   | Group |      |                       |                       |
| Monitoring          | Create Venn diagrams for all subjects taught |       |      |                       | Venn diagrams created |
| 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: ALICE MARTINEZ-ACABAL

Performance Rating: 1

Aim: Maintain outstanding rating

Proposed Interventions to Improve Performance:

Date: August 2020 Target Date: August 2021

First Step:

Create VSHEE classroom and prepare  
Learning Guide for Organic chemistry subjects

Result:

VSHEE classroom created and Organic  
chemistry Learning Guides produced

Date: August 2021 Target Date: Nov 2021

Next Step:

Revise prepared Learning Guide

Outcome: Revised Learning Guide

Final Step/Recommendation:

Happy retirement.

Prepared by:

J. Jansalin  
**JACOB GLENN F. JANSALIN**

Unit Head

Conforme:

Alice Martinez-Acabal  
**ALICE MARTINEZ-ACABAL**  
Name of Ratee Faculty/Staff