

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **CARESSA MARIELLE D. POLIQUIT**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.79	2.39
b. Students (50%)	50%	4.33	2.17
Total for Instruction	80%	4.56	3.64
2. Research	10%	5.00	0.50
3. Extension			
4. Support to students	10%	4.72	0.47
5. Production			
TOTAL			4.61

EQUIVALENT NUMERICAL RATING: 4.61

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.61**ADJECTIVAL RATING: **Outstanding**

Prepared by:


CARESSA MARIELLE D. POLIQUIT
Name of Faculty


Reviewed by:


MA. THERESA P. LORETO
Head, Biotechnology

Recommending Approval:


CANDELARIO L. CALIBO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

SUMMARY OF INDIVIDUAL RATING OF MEMBERS WITH MULTIPLE RATINGS

Name of Institution: _____

Program Involvement (1)	Weighted Involvement (2)	Rating (3)	Weighted Rating (4)
1. Director	20%	4.0	0.80
2. Board (50%)	50%	3.5	1.75
3. Students (50%)	50%	3.0	1.50
Total for Institution			4.05
4. Faculty	10%	3.0	0.30
5. Alumni	10%	3.0	0.30
6. Support to students	10%	3.0	0.30
7. Promotion	10%	3.0	0.30
TOTAL			6.25

INSTITUTIONAL RATING
 Additional Rating
 TOTAL RATING
 AVERAGE RATING

Prepared by: _____
 Date: _____
 Signature: _____
 Title: _____


For the purpose of
 the institution

THE INSTITUTION
 FOR THE INSTITUTION

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CARESSA MARIELLE D. POLIQUIT, of the Department of Biotechnology commits the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1-June 30, 2018.


CARESSA MARIELLE D. POLIQUIT
Ratee


Approved: MA. THERESA P. LORETO
Head of Unit

MFO No.	MFO & PAPs	Success/Performance Indicators (IP)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:2	Higher Education Services	PI 1. Full Teaching Equivalent (FTE)	Instruction	Btec 22 (lec), Btec 22 (lab), Btec 134 (lec), Btec 134 (lab), InBt 122 (lec), InBt 122 (lab), InBt 113 (lab)	16	9.5	5	4	5	4.67	Teacher's Leave
		PI 2. Number of instructional materials developed/revised and utilized	Instruction								
		Lab Manual	Instruction	Btec 134 lab manual, Btec 141 lab manual	2	2	5	5	5	5.00	Btec 134, Btec 141
MFO 3:	Research Services	PI.1 Research proposal prepared & submitted for VSU and external funding agencies	Research services	No. of research proposal prepared and submitted for VSU and other agencies							
		PI.3 Seminars attended	Research services	No. of seminars attended	1	3	5	5	5	5.00	1st ASSERT National Convention on Outcome-Based Education, SEARCA, Ecological research: Methods & Data Analysis
		PI 5. Number of research output presented	Research services	research output presented							
MFO 5:	Support to Students	PI 1. Student advising and consultation services:									
		PI 2. Number of hours spent on student consultation	Support to students	Students taking biotechnology subjects	20	20	4	5	5	4.67	BS Biotech
				student consultation	20	20	5	4	5	4.67	
				as SRC to BS Biotech students	2	5	4	5	5	4.67	
				as SRC Chairman	1	1	5	5	4	4.67	

		PI 3. Number of student-related activities assisted	Support to students	Assisted student activities	1	1	5	5	5	5.00	National Biotechnology Summit 2018
		P4. Number of students advised	Support to students	serves as academic adviser	25	25	4	5	5	4.67	1st yr & 2nd yr Biotech students
		P5. Number of student organizations advised	Support to students	Advised student organizations	1	1	4	5	5	4.67	VSU Biotechnological Society
MFO:6	Gen Administration & Support Services (GASS)										
	Efficient & Customer friendly	Zero percent complaint from client served	Gen Services	Entertained students, parents, faculty, farmers, staff & visitors	0% complaint	0% complaint	5	5	5	5.00	No complaint received
				Total						52.67	
				Ave Rating						4.79	
				Adjectival Rating						Outstanding	

Average Rating (Total Over-all rating divided by 11)		4.79
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.79
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Ms. CMD Poliquit should start applying for scholarships for her graduate studies.

Evaluated & Rated by:


MA. THERESA P. LORETO
 Head, Biotechnology

Date: _____

Recommending Approval:


CANDELARIO L. CALIBO
 Dean, CAS

Date: _____

Approved:


BEATRIZ S. BELONIAS
 VP for Instruction

Date: _____

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

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Mar 2018	1 st	QUARTER
May 2018	2 nd	
	3 rd	
	4 th	

Name of Officer: Ma. Theresa P. Loreto


Name of Office: Department of Biotechnology

Number of Personnel: Caressa Marielle D. Poliquit


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Other (Pls. specify)	
	One-on-One	Group			
Monitoring	I reminded Ms. Poliquit to come on time during her lecture and laboratory classes.				Ms. Poliquit heeded my advice.
	I told Ms. Poliquit to check the attendance of her students every meeting and bring to my attention absentee students.				
	I encouraged Ms. Poliquit to attend seminars, symposiums, or seminar-workshops, both local and national, for her professional development.				
Coaching					

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

Conducted by:


 MA. THERESA P. LORETO
 Immediate Supervisor

Noted by:


 CANDELARIO L. CALIBO
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

2004-2005

16-450-13; WASH. REG. CODE 9-01-50-0010M 9-01-50-0012A

DATE _____
PAGE _____

and the other 100% of the world

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1. The first step is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

1974, 1975, 1976, 1977
1978, 1979, 1980, 1981

2004年10月29日
 星期四

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Caressa Marielle D. Poliquit

Performance Rating: Very Satisfactory

Aim: To assess the potential of Ms. Poliquit for graduate studies

Proposed interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2018

Target Date: June 2018

First Step: I asked Ms. Poliquit if she has any plan in pursuing graduate studies.

Result: Ms. Poliquit replied that she is very interested to pursue graduate studies in Genetic Engineering.

Date: March 2018

Target Date: January 2019

Next Step: I advised her to start looking for universities which offer Genetic Engineering and scout for possible scholarship grants.


Outcome: She is looking for international scholarships to finance her graduate studies.

Final Step/Recommendation: Ms. Poliquit is intellectually and emotionally prepared for graduate studies. I strongly recommend her for graduate studies in Jan 2019 or August 2019 in time for the other faculty members who are on study leave to reinstate.

Prepared by:


MA. THERESA P. LORETO
Unit Head

Conforme:


CARESSA MARIELLE D. POLIQUIT
Ratee

1944

UNITED STATES DEPARTMENT OF AGRICULTURE

Division of Plant Industry

Washington, D. C.

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 10th inst.

and in reply to inform you that the same has been forwarded to the

proper authorities for their consideration.

I am, Sir, very respectfully,
Yours very truly,

W. L. Rouse

Enclosed for you are two copies of a report on the progress of the

work of the Division of Plant Industry during the year 1943.

I am, Sir, very respectfully,
Yours very truly,
W. L. Rouse

Very truly,
W. L. Rouse

W. L. Rouse
Director