

**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%)	20%	4.95 x 20%	.99
b. Students (50%)	70%	4.5 x 70%	3.2
Total for Instruction	90%		
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)	10%	4 x 10%	0.4
Total for Research	10%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.59

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.59  
VS

Prepared by:

  
**ATOZ A. VASQUEZ**

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, ATOZ A. VASQUEZ, 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 JULY TO DECEMBER 2022.

  
**ATOZ A. VASQUEZ**  
 Instructor I  
 Date: 12/20/22

Approved:   
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 01/03/23

  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JAN 04 2023

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	Handles and teaches courses assigned	20	33.85	5	5	4	4.67	Chem 120 (6 sections), Chem 147 (1 section), Chem 115.2 (1 section)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	9	5	5	5	5.00	Chem 120 (6 sections), Chem 147 (1 section), Chem 115.2 (1 section), Chem 200a2
		A 11. Number of INC forms with grade submitted within prescribed period								
		A12. Number of trainings attended related to instruction								



	<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	10	5	5	5	5.00	Chem 120 (6 sections), Chem 147 (1 section), Chem 115.2 (1 section)
	<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	60	5	5	5	5.00	Chem 120 (6 sections), Chem 147 (1 section), Chem 115.2 (1 section)
	<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	150	5	5	5	5.00	Chem 115.2 (1 section)
<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic adviser to students	30	39	5	5	5	5.00	4 Thesis Advisees; BS Chem Batch 2020 (35 students)
	<b>A17</b> . Number of students advised on thesis/ field practice/special problem:	Acted as thesis adviser	3	4	5	5	4	4.67	SAC Mosende, IGT Paguia, FB Roche, MCJ Yare
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	JMH Enad, KMC Gam
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	JB Mallorca
	<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	150	5	5	5	5.00	BSChem, BSA, BSFT
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
	<b>A20</b> . Number of Student organizations assisted on student related activities	Assists 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 :	Prepares and submits for review by the Technical Review Panel							



**UMFO 6. General Admin. & Support Services**

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	<b>Total Over-all Rating</b>								64.33	
	<b>Average Rating</b>								4.95	
	<b>Adjectival Rating</b>								O	

Evaluated &amp; Rated by:

Recommending Approval

Approved by:

**ELIZABETH S. QUEVEDO**

Department Head

Date: 01/03/23

**MA. THERESA P. LORETO**

Dean, CAS

Date: JAN 04 2023

**BEATRIZ S. BELONIAS**

Vice President for Instruction


Date:



Average Rating (Total Over-all rating divided by		4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Pursue MS in Chemistry Attendance to trainings/workshop/conferences related to chemistry for professional development

Evaluated & Rated by:

  
ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 01/02/23

Recommending Approval:

  
MA. THERESA P. LORETO

Dean, CAS

Date: JAN 04 2023

Approved by:

  
BEATRIZ S. BELONIAS

VP for Instruction

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

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ATOZ A. VASQUEZ

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue MS program the soonest time possible	Ensure to hold face-to-face classes regularly  Finish the making of laboratory safety manual			September, 2022  November 18, 2022
Coaching	More engagement with students especially those with course-related concerns  Advised to give more real time activities to encourage student participation during classes  Stay within the VSU campus for early and safe reporting to work and going home as well	Submission of research proposals for possible internal/external/international funding			September, 2022  November 18, 2022

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

Conducted by:



**ELIZABETH S. QUEVEDO**  
Immediate Supervisor

Noted:



**MA. THERESA P. LORETO**  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ATOZ A. VASQUEZ

Performance Rating: \_\_\_\_\_

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2023

Target Date: June, 2023

First Step:

Hold classes regularly; should be available to students for consultation; attendance to trainings/workshop/conferences; and pursue MS in Chemistry

Results:

Meets the QS for tertiary instruction

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

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

Next Step:

\_\_\_\_\_  
\_\_\_\_\_

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

Final Step/Recommendation:

\_\_\_\_\_


Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:

  
ATOZ A. VASQUEZ  
Name of Ratee Faculty/Staff