

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HELEN GRACE F. CRACION

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.97 \times 50\% =$	2.485
b. Students (50%)		$4.83 \times 50\% =$	2.415
Total for Instruction	100%		4.900
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	100%		4.90

EQUIVALENT NUMERICAL RATING: 4.900

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.900

ADJECTIVAL RATING: 0

Prepared by:

HELEN GRACE F. CRACION
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 Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HELEN GRACE F. ORACION, 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 2020.

HELEN GRACE F. ORACION

Instructor I

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	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	18	32.85	5	5	5	5.00	Chem 131.1 (2), Chem 141.1 (2), Chem 143 (1), Chem 162 (1), ScTS 11 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8	5	5	5	5.00	Chem 131.1 (2), Chem 141.1 (2), Chem 143 (1), Chem 162 (1), ScTS 11 (2)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	9	5	5	5	5.00	ScTS 11 (2), Chem 141.1 (2), Chem 143 (2), Chem 162 (1)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	34	5	5	5	5.00	Chem 131.1 (6), Chem 141.1 (8), Chem 143 (6), Chem 162 (10), ScTS 11 (4)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	16	5	5	5	5.00	Chem 131.1 (10), Chem 141.1 (6)

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	1	5	5	5	5.00	SHS Students
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	1	5	5	5	5.00	AM Comodas
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	80	100	5	5	5	5.00	BSChem, BSFT, BSBio, DVM, SHS
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>							
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	4	4.70	ESci115a and Chem 115.2
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
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 theQMS 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										
	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								59.70	
	Average Rating								4.97	
	Adjectival Rating								Outstanding	

Evaluated & Rated by:

JACOB GLENN F. JANSALIN
Department Head
Date:

Recommending Approval

CANDELARIO L. CALIBO
Dean, CAS
Date:

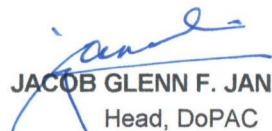
Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
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 & Recommendations for Development Purpose:
*Pursue MS degree in chemistry
 and attend conferences/seminars
 for CPP.*

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

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

Name of Employee: HELEN GRACE F. ORACION


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					
Coaching	Pursue MS degree				

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

Conducted by:


JACOB GLENN F. JANSALIN
 Immediate Supervisor

Noted by:


CANDELARIO L. CALIBO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HELEN GRACE F. ORACION

Performance Rating: 0

Aim: Maintain outstanding student rating

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: Dec 2020

First Step:

Prepare TMs for next semester's subjects

Result:

Learning guides are ready for use

Date: Jan 2021 Target Date: June 2021

Next Step:

Scout for scholarships for MS study

Outcome: Scholarships for MS

Final Step/Recommendation:

Study leave

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


HELEN GRACE F. ORACION
Name of Ratee Faculty