

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ELIZABETH S. QUEVEDO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		x50%=	
b. Students (50%)		x50% =	
Total for Instruction	40%	4.984	4.984
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%		4.984

EQUIVALENT NUMERICAL RATING:

4.984

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.984

ADJECTIVAL RATING:

0

Prepared by:

Elizabeth S. Quevedo
Name of Faculty

Reviewed by:

Jacob Glenn F. Jansalin
JACOB GLENN F. JANSALIN
Department Head

Recommending Approval:

Candelario L. Calibo
CANDELARIO L. CALIBO
Dean/Director


Approved:


Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH S. QUEVEDO, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2020.


ELIZABETH S. QUEVEDO
 Asst Professor
 Date: 5/11/2020

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								
	2 A2. Number of students advised		as GAC to MEd major in Chemistry	1	2	5	5	5	5.00	Nory Elizalde, Nikko Yu
		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								
		On-line ready courseware								
		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								
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19								
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	Taught Chem 117lec, Chem 117.1, Chem 112lec, Chem 112lab	8	14.85	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	submitted grade sheets for Chem 117lec, Chem 117lab	2	4	5	5	4.5	4.67 5.00	Chem 117lec, Chem 117.1, Chem 112, & Chem 200
		A 11. Number of INC forms with grade submitted within prescribed period								
		A12. Number of trainings attended related to instruction								

	A13 . Number of long examinations administered and checked	administered long examinations and checked test papers in Chem	2	558	5	5	5	5.00	Chem 117lec, Chem 117.1, Chem 112lec, Chem 112lab
	A14 . Number of quizzes administered and checked	administered quizzes in Chem 117lec, Chem 117lab and check answers	10	1023	5	5	5	5.00	Chem 117lec, Chem 117.1, Chem 112lec, Chem 112lab
	A15 . Number of lab reports and term papers checked and graded	checked and graded laboratory written reports in Chem 117lab, Chem 112lab	10	282	5	5	5	5.00	Chem 117.1 & Chem 112lab
PI 8: Number of students advised: *	A16 . Number of students advised:	as academic adviser	1	2	5	5	5	5.00	
	A17 . Number of students advised on thesis/ field practice/special problem:	advised and checked manuscripts of thesis advisees	1	2	5	5	5	5.00	JRPoliquit, A Comodas
	As SRC Chairman	advised and checked manuscripts of thesis BS	1	2	5	5	5	5.00	JRPoliquit, A Comodas
	As SRC Member	advised and checked thesis outlines & manuscripts of thesis BS Chem majors	1	7	5	5	5	5.00	Cartagena N, Labra, Mantua JL, Tagoon R, Buna M, Jaducan, Matunog JA
	A18 . Number of students entertained for consultation purposes								
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	served as adviser to USSO-recognized student organization	1	1	5	5	5	5.00	ViChemSoc
	A20 . Number of Student organizations assisted on student related activities								4967

[illegible]

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services								
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *								
		A 48. Other outputs implementing the new normal due to covid 19								
	Total Over-all Rating									49.47+5
	Average Rating									4.984
	Adjectival Rating									0

Evaluated & Rated by:


JACOB GLENN F. JANSALIN

Department Head
Date:

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		4.984
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.984
ADJECTIVAL RATING		0

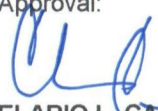
Comments & Recommendations for Development Purpose:
*attend trainings/conferences
 for CPD.*

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: ELIZABETH S. QUEVEDO

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	How to maximize the utilization of research funds.				

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: ELIZABETH S. QUEVEDO

Performance Rating: _____

Aim: Maintain outstanding ^{performance} student rating

Proposed Interventions to Improve Performance:

Date: June 2020 Target Date: Dec 2020

First Step:

Do frequent follow up re: student
engagements in subjects taught

Result:

Date: _____

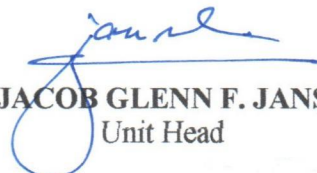
Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


ELIZABETH S. QUEVEDO
Name of Ratee Faculty