

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: DONNA CHRISTENE Q. RAMOS

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|--|--|---|---|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.88 x 50% | 2.44 |
| b. Students (50%) | | 5.0 x 50% | 2.50 |
| Total for Instruction | 80% | 2.44+2.50 | 3.95 |
| 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 | 20% | 5.0 x 20% | 1.0 |
| 5. Production | | | |
| TOTAL | | | 4.95 |

EQUIVALENT NUMERICAL RATING: 4.95

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.95ADJECTIVAL RATING: Outstanding


Prepared by:


DONNA CHRISTENE Q. RAMOS
Name of Faculty


Reviewed by:


LOURD FRANZ M. GABUNADA
Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Donna Christene Q. Ramos, Instructor of the DEPARTMENT OF BIOTECHNOLOGY 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 2023.

DONNA CHRISTENE Q. RAMOS

Instructor I

Date: July 25, 2023

Approved:

LOURD FRANZ M. GABUNADA

Head, Biotechnology

Date: July 25, 2023

MA. THERESA P. LORETO

Dean, CAS

Date: July 25, 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 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 | 30.0 | 23.25 | 4 | 4 | 4 | 4.00 | InBt122, Zool122, ScTs11c, ScTs11b, InBt113 |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 5 | 5 | 5 | 5 | 5 | 5.00 | InBt122, Zool122, ScTs11c, ScTs11b, InBt113 |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 2 | 2 | 5 | 5 | 5 | 5.00 | *Training on table of Specification and Test Item Analysis *Mandatory Orientation & Re-orientation of Academic Advisers, and Department Enrolment Focal Persons 2nd Sem |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 5 | 10 | 5 | 5 | 5 | 5.00 | InBt122, Zool122, ScTs11c, ScTs11b, InBt113 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 20 | 20 | 5 | 5 | 5 | 5.00 | InBt122, Zool122, ScTs11c, ScTs11b, InBt113 |

| | | | | | | | | | | |
|--|--|--|---|----|----|---|---|---|------|--|
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 10 | 5 | 4 | 4 | 4 | 4.00 | InBt113, InBt122, Zool122 |
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acts as academic adviser to students | 30 | 40 | 5 | 5 | 5 | 5.00 | 1st year BS Biotech Students. |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | 2 | 5 | 5 | 5 | 5.00 | Gulayan, Shane Sabornido, John Kent |
| | | As SRC Adviser | Advises, and corrects research outline and thesis/SP manuscript | 4 | 4 | 5 | 5 | 5 | 5.00 | Abarquez, Bandalan, Fernandez, Oledan |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 3 | 2 | 5 | 5 | 5 | 5.00 | Alamil, Vesera |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 2 | 3 | 5 | 5 | 5 | 5.00 | Andres, Moral, Gayas |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 15 | 63 | 5 | 5 | 5 | 5.00 | BS Biotech, Biology, FoodTech, DVM Students. |
| | PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | Advises student organizations recognized by USSO | | | | | | | |
| | | A20. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | | | | | | | |
| | 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 | | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 3 | 5 | 5 | 5 | 5.00 | InBt122, Zool122 and InBt113 |
| | | Supplemental learning resource | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 10 | 10 | 5 | 5 | 5 | 5.00 | InBt122, Zool122, ScTs11c, ScTs11b, InBt113 |

| | | | | | | | | | | |
|-------------------------------|--|---|---|---------------------|---------------------|---|---|---|------|---|
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 5 | 20 | 5 | 5 | 5 | 5.00 | InBt122, Zool122, ScTs11c, ScTs11b, InBt113 |
| | | A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor | Submits the course ware duly reviewed by TRP for editing by MMDC editor | | | | | | | |
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | 3 | 5 | 5 | 5 | 5 | 5.00 | InBt122, Zool122, ScTs11c, ScTs11b, InBt113 |
| | PI 11. Additional outputs | A 25. Number of Additional outputs accomplished: | | | | | | | | |
| | | Program accreditation/evaluation | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 1 | 1 | 5 | 5 | 5 | 5.00 | ISO 9001:2015 Surviellance Audit |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | PI 2. Number of research outputs completed within the year * | A 28. Number of research outputs completed within the year * | Conducts and completes research project within the year | | | | | | | |
| 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 the QMS 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 | zero non- conformity |
| | | 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 | | | | | | | |

| | | | | | | | | | | |
|---|---|---|--|------------------|----------------|--------------------|---|---|------|-------------------------------------|
| | | On program accreditations | | 100% compliant | 100% compliant | 5 | 5 | 5 | 5.00 | ISO 9001:2015 Surveillance Audit |
| | | On institutional accreditations | | | | | | | | |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | Provides customer friendly frontline services to clients | zero % complaint | 0 % complaint | 5 | 5 | 5 | 5.00 | zero % complaint |
| | Total Over-all Rating | | | | | 98.00 | | | | |
| | Average Rating | | | | | 4.90 | | | | |
| | Adjectival Rating | | | | | Outstanding | | | | |

| | | |
|--|--|--------------------|
| Average Rating (Total Over-all rating divide by 20) | | 4.90 |
| Additional Points | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | | 4.90 |
| ADJECTIVAL RATING | | Outstanding |

Comments and Recommendations for Development Purpose:

Ms Ramas should engage in research and extension activities

Evaluated & Rated by:

LOURD FRANZ M. GABUNADA
Head, Biotechnology

Date: *July 25, 2023*

Recommending Approval:

mtplnato
MA. THERESA P. LORETO
Dean, CAS

Date: *July 25, 2023*

Approved by:

kyi
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| ✓ | 1st | Q U A R T E R |
| ✓ | 2 nd | |
| | 3 rd | |
| | 4th | |

Name of Office: Department of Biotechnology

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 5

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|---|-------|------|-----------------------|---|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | I encouraged Ms. Ramos to continuously track the academic performance and welfare of her students. Furthermore, I encouraged her to take a more proactive role in addressing student concerns, leveraging her position as the Department-based guidance facilitator for effective facilitation. | | | | Ms. Ramos is constantly in contact with her students regarding their lessons and outputs to be submitted. She also actively communicates with our students regarding their concerns. |
| Coaching | I encouraged Ms. Ramos to attend webinars/conferences and trainings related to Biochemistry and Molecular Biology collaborate with other faculty and craft research /extension proposals. | | | | Ms. Ramos actively participates in various webinars hosted by different universities and professional organizations and conceptualized research/extension activities for the department. |

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

Conducted by:

LOURD FRANZ M. GABUNADA
Head, Department of Biotechnology

Noted by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Donna Christene Q. Ramos

Performance Rating: Outstanding

Aim: To assess the status of Ms. Ramos' graduate program and support completion of her graduate degree.

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: June 2022

First Step: Ms. Ramos was reminded to follow-up submission of her MS credentials, (2) I encouraged Ms. Ramos to craft research/extension proposals and (3) I encouraged Ms. Ramos to look for possible university and scholarship programs aligned with her field of specialization and the department's FDP.

Result: Ms. Ramos has submitted the documents to ODAHRD, (2) Ms. Ramos, together with other DBt faculty, have conceptualized research/extension proposals, (3) Ms. Ramos has obtained information on a specific PhD program and scholarship.

Date: Jan 2023

Target Date: June 2023

Next Step: Encourage Ms. Ramos, together with other DBt faculty, have conceptualized research/extension proposals apply for PhD scholarships.

Outcome: Ms. Ramos will submit proposals for research/ extension secure scholarship for her PhD.

Final Step/Recommendation: Support Ms. Ramos in crafting research and extension proposals and in her PhD scholarship application.

Prepared by:


LOURD FRANZ M. GABUNADA
Head, Biotechnology

Conforme:


DONNA CHRISTENE Q. RAMOS
Name of Ratee Faculty