

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **JO JANE D. ATOK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% = 2.50	
b. Students (50%)		4.67 x 50% = 2.34	
Total for Instruction	90%	4.84	4.36
2. Research			
a. Client/Dir for Research (0%)			
b. Dept. Head/Center Director (100%)			
Total for Research	5%	5.00	0.25
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		4.86

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:

JO JANE D. ATOK
Name of Faculty

Reviewed by:

MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval

ALAN B. LORETO
Director for Innovation

Approved:

MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JO JANE D. ATOK, a faculty member of the ADVANCED RESEARCH AND INNOVATION CENTER commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2021.

JO JANE D. ATOK
Instructor I

Date: 01/07/2022

Approved:

MA. THERESA P. LORETO
Director, ARI Center

Date: 1/10/2022

MARIA JULIET C. CENIZA

VP Research, Extension and Innovation

Date: 01/10/22

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	<i>Handles and teaches courses assigned</i>	6	10.5	5	5	5	5.00	ScTs11, Btec 22n & Btec 21
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period		4	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	3	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	17	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	5	5	5	5	5.00	
	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	2	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
			OBE-Syllabi	1	1	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1	5	5	5	5.00	
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	
	PI 1. Number of research proposals submitted			1	1	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	MFO 1. Faculty Development Services									
	PI 2: Number of webinars attended			1	5	5	5	5	5.00	
	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	
		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	

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	Zero % complaint	5	5	5	5.00	
Administrative and Facilitative Services									
PI 1. Number of centers, colleges, departments, and units served			1	1	5	5	5	5.00	
PI 3. Number of university committees/boards/council facilitated/assisted			-	4	5	5	5	5.00	
PI 7. Number of documents/reports prepared, reviewed/processed			1	1	5	5	5	5.00	
Total Over-all Rating								110.00	
Average Rating								5.00	
Adjectival Rating								O	


Evaluated & Rated by:


MA. THERESA P. LORETO
 Director
 Date: 1/10/2022

Recommending Approval


ALAN B. LORETO
 Director for Innovation
 Date: 02/03/22

Approved by:


MARIA JULIET C. CENIZA
 VP for Research, Extension and Innovation
 Date: 02/02/22

Average Rating (Total Over-all rating divided by	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Ms. Atok must pursue graduate studies (M.S.) this year.

Evaluated & Rated by:


MA. THERESA P. LORETO

Director, ARI Center

Date: 1/10/2022

Approved by:


MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: 1/02/22

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ADVANCED RESEARCH AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 4 Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Atok to schedule a weekly consultation with her students and research team.				Ms. Atok conducts a weekly meeting with her research team and created a group page for her students to have an easy and friendly communication platform
Coaching	I advised Ms. Atok to visit the laboratory from time to time for her to still be acquainted with hands-on experiments and assist her research assistants in the conduct of their research experiments.				Ms. Atok is very hands-on with her research project and conducts experiments from time to time.
	I encouraged Ms. Atok to always read and be updated on the latest events in				Ms. Atok attends webinars, workshops and reads scientific

	science and technology which will help her in conceptualizing relevant research proposals.				papers. Ms. Atok conceptualizes and writes research proposals.
--	--	--	--	--	---

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

Conducted by:


MA. THERESA P. LORETO
 Immediate Supervisor

Noted


MARIA JULIET C. CENIZA
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JO JANE D. ATOK**

Performance Rating: _____

Aim: To pursue advanced studies in fields related to health research.

Proposed Interventions to Improve Performance:

Date: January 17, 2022

Target Date: September 2022

First Step: Continue with the application at Mahidol University which was halted last year because of the pandemic.

Result: Wait for feedback

Date: January 17, 2022

Target Date: February 2022 – September 2022

Next Step: 1. Send applications to other universities both local and international.
2. Process enrollment requirements with the existing offer at UPLB.

Outcome: If accepted, faculty will pursue advanced studies within the target date specified.

Final Step/Recommendation:

If not admitted, faculty will apply and look for other universities with degree programs that will align with the mission and goals of the center and the university.

Prepared by:


MA. THERESA P. LORETO
Unit Head

Conforme:


JO JANE D. ATOK
Name of Ratee Faculty/Staff