

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: YHENA L. BANDIBAS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	100%	4.97x 100% = 4.97	4.97
b. Students (50%)			
Total for Instruction			
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%	4.97	4.97

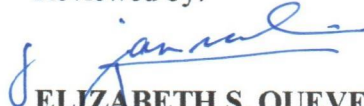
EQUIVALENT NUMERICAL RATING: 4.97  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: 4.97  
ADJECTIVAL RATING: OUTSTANDING

Prepared by:




YHENA L. BANDIBAS  
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, YHENA L. BANDIBAS, 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 2021.

  
YHENA L. BANDIBAS  
Instructor I  
Date:

Approved:   
ELIZABETH S. QUEVEDO  
Department Head  
Date: 1/18/2022

  
MA. THERESA P. LORETO  
College Dean  
Date: Jan. 27, 2022


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	Handled and taught courses assigned	18	19.65	5	5	4	4.67	Chem 113n (1) Chem 11 (2) Chem 110 (2) Chem 132n (4)
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	9	9	5	5	5	5.00	Chem 113n (1) Chem 11 (2) Chem 110 (2) Chem 132n (4)
		A13. Number of long examinations administered and checked	Administered and checks long examination for subjects taught	8	15	5	5	5	5.00	Chem 113n (4) Chem 11 (4) Chem 110 (4) Chem 132n (3)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes	24	85	5	5	5	5.00	Chem 113n (23) Chem 11 (23) Chem 110 (23) Chem 132n (16)
		A15. Number of lab reports and term papers checked and graded								




PI 8: Number of students advised: *	A16. Number of students advised:	Acted as academic and thesis adviser	1	1	5	5	5	5.00	JGranada
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advised and corrected research outline and thesis/SP manuscript	1	1	5	5	5	5.00	JGranada
	As SRC Member	Advised and corrected research outline and thesis/SP manuscript	2	2	5	5	5	5.00	JCastil, KVTan
	A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	50	154	5	5	5	5.00	BSMet, BSMB, BSN
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advised student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assisted 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 :	Prepared and submitted for review by the Technical Review Panel							
	On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepared Power Point presentation, video clips, and reading assignments depending on course taught	15	40	5	5	5	5.00	Chem 113n (11) Chem 11 (11) Chem 110 (11) Chem 132n (7)
	Assessment tools	Prepared assessment tools such as long exams, quizzes, and practice exercises	32	100	5	5	5	5.00	Chem 113n (27) Chem 11 (27) Chem 110 (27) Chem 132n (19)

		<b>A 24 :</b> Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	4	4	5	5	5	5.00	Chem 113n (1) Chem 11 (1) Chem 110 (1) Chem 132n (1)
<b>UMFO 3 . RESEARCH SERVICES</b>										
<b>UMFO 4. EXTENSION SERVICES</b>										
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensured 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	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepared 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								
	<b>Total Over-all Rating</b>								<b>64.67</b>	
	<b>Average Rating</b>								<b>4.97</b>	
	<b>Adjectival Rating</b>								<b>O</b>	


Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 1/18/2022

Recommending Approval

  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: Jan. 27, 2022

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: 1/31/22

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		O

Comments and Recommendation for Development Purpose:
Finish the MS in Chemistry

Evaluated & Rated by:

*[Signature]*  
**ELIZABETH S. QUEVEDO**  
 Head DoPAC  
 Date: \_\_\_\_\_

Recommending Approval:

*[Signature]*  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: Jan. 27, 2022

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs  
 Date: 1/21/22

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: YHENA L. BANDIBAS

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that online synchronous classes are held regularly; Moodle Classrooms are created; Teaching and Learning materials are uploaded to the Moodle Classrooms and advised to finish the MS program the soonest time possible				August 24, 2021
Coaching	Advised to give more real time activities to encourage students' participation during online classes				

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

Conducted by:

Noted:

  
ELIZABETH S. QUEVEDO  
 Immediate Supervisor

  
MA. THERESA P. LORETO  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YHENA L. BANDIBAS

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

Aim: Maintain outstanding performance

Proposed Interventions to Improve Performance:

Date: JANUARY 2022

Target Date: JUNE 2022

First Step:

Prepare & update learning materials for chemistry subjects to be taught in the 2<sup>nd</sup> Semester AY 2021-2022, hold synchronous classes regularly, follow-up student performance constantly and finish MS in chemistry the soonest possible time.

Results:

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

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

Next Step:

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

Final Step/Recommendation:

Prepared by:

  
ELIZABETH S. QUEVEDO  
Unit Head

Conforme:



YHENA L. BANDIBAS  
Name of the Ratee Faculty/Staff