

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JAILENN JANNARAIN S. PURAY**

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%)		$5.0 \times 50\% = 2.5$	
Total for Instruction	90%	4.985	4.4865
2. Research			
a. Client/Dir. for Research (50%)	5%	$5.0 \times 50\% = 2.5$	0.25
b. Dept. Head/Center Director (50%)	5%	$5.0 \times 50\% = 2.5$	0.25
Total for Research	10%	5.0	0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.9865

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.9865

4.9865

Outstanding

Prepared by:

JAILENN JANNARAIN S. PURAY
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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JAILENN JANNARAIN S. PURAY, 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 2023.

JAILENN JANNARAIN S. PURAY

Instructor I

Date: 12/29/23

Approved:

ELIZABETH S. QUEVEDO

Department Head

Date: 1/5/24

MA. THERESA P. LORETO

College Dean

Date: JAN 16 2024

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	37.25	5	5	5	5.00	Chem 131,Chem 120, Esci 115a, Chem 137.1, Chem 130.2, Chem 137.2
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	4	7	5	5	5	5.00	Chem 131 (1), Chem 120 (1), ESci 115a (2), Chem 137.1 (1), Chem 130.2 (1), Chem 137.2 (1)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	5	16	5	5	5	5.00	Chem 131 (2), Chem 120 (2), ESci 115a (6), Chem 137.1 (2), Chem 130.2 (2), Chem 137.2 (2)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	30	85	5	5	5	5.00	Chem 131 (14), Chem 120 (12), Esci 115a (25), Chem 137.1 (12), Chem 130.2 (10), Chem 137.2 (12)
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	30	215	5	5	4	4.67	,Chem 137.1 (68), Chem 130.2 (66), Chem 137.2 (81)

	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acted as academic adviser to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:			3					Malsit, Arellano, Moraña
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript		3					Diango, Magunot, Moreno
		A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	30	60	5	5	5	5.00	BSCChem, BSBiotech, BSFoodTech, BSA, BSME, BSABE
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advised student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assisted 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 :	Prepared and submitted for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepared Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	15	24	5	5	5	5.00	Chem 131 (5), Chem 120 (5), ESci 115a (9), Chem 137.2 (5)
		<i>Assessment tools</i>	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	20	45	5	5	5	5.00	Chem 131 (10), Chem 120 (10), ESci 115a (15), Chem 137.2 (10)

		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	2	5	5	5	5	5.00	Chem 131, ESci 115a, Chem 137.1, Chem 137.2, Chem 130.2
UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducted and completed research project within the year	1	1	5	5	5	5.00	Pigmental Composition and Physicochemical Parameters of Marabong-Daguitan River in Leyte
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 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						
		A 45. 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						
		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	Provided customer friendly frontline services to clients	Zero % complaint						
	Total Over-all Rating					50	50	49	49.67	

Average Rating	4.97
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.97
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purposes

Pursue MS in Chemistry

Evaluated & Rated by:

E. Quevedo

ELIZABETH S. QUEVEDO

Department Head

Date: *1/5/24*

Recommending Approval

mt Loreto

MA. THERESA P. LORETO

Dean, CAS

Date: *JAN 16 2024*

Approved by:

B. Belonias

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: *1/17/24*

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: JAILANNE JANNARAIN S. PURAY

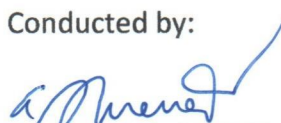
Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue graduate study as soon as possible				September, 2023
Coaching	Encouraged the faculty to: a) submit research paper for possible publication in a peer-reviewed journal; b) aim for Outstanding TPES results through constant follow up of students progress c) submit research and extension proposal for possible funding (local/external/international) d) attend relevant training & scientific fora				

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

Conducted by:


ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted:


MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JAILENN JANNARAIN S. PURAY

Performance Rating: _____

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for all chemistry subjects to be taught in the 1st Semester AY 2023-2024, hold face-to-face classes regularly and on time, follow up student performance constantly and pursue MS in Chemistry the soonest time possible

Results:

Meets the QS for tertiary instruction

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



JAILENN JANNARAIN S. PURAY

Name of Ratee Faculty/Staff