

**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%)		5.0x50%=2.5	
b. Students (50%)		5.0x50%=2.5	
Total for Instruction	80%	5.0	4.0
2. Research			
a. Client/Dir. for Research (50%)		5.0 x50%= 2.50	
b. Dean/Center Director (50%)		5.0x50%=2.5	
Total for Research	5%	5.0	0.25
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x50%= 2.50	
b. Dean/Center Director (50%)		5.0x50%=2.5	
Total for Extension	5%	5.0	0.25
4. Administration	10%	5.0	0.5
5. Production			
TOTAL	100%		5.0

EQUIVALENT NUMERICAL RATING:

5.0

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

5.0

ADJECTIVAL RATING:

Outstanding

Prepared by:

  
**ELIZABETH S. QUEVEDO**

Name of Faculty

Reviewed by:

  
**MARK RYAN R. TRIPOLE**

Head, DoPAC

Recommending Approval:

  
**GLENN C. PAJARES**

Dean, CAS

Approved:


  
**ROTACIO S. GRAVOSO**


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 the following accomplishments in accordance with the indicated measures for the period **January - June 2024**.

  
**ELIZABETH S. QUEVEDO**  
 Associate Professor V  
 Date: 7/1/2024

Approved:  
  
**MARK RYAN R. TRIPOLE**  
 Head, DoPAC  
 Date: 7/2/2024

  
**GLENN G. PAJARES**  
 Dean, CAS  
 Date: 7/4/2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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										
	PI 1: Total FTE monitored*	A1. Actual Faculty's FTE	taught subjects/courses assigned	0.2	1	5	5	5	5.00	CHEM206
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation								
		AS GAC Member	Advised and corrected research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertained students seeking consultation with faculty	2	6	5	5	5	5.00	MEd students
		A5. Number of instructional materials developed								



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		A6. Number of students served for comprehensive examination	conducted oral comprehensive examination		1	5	5	5	5.00	Nory P. Elizalde
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI MFO 3. Higher Education Management Services</b>										
	<b>PI 6:</b> Number of programs accredited	<b>A 1.</b> Number of programs accreditation/evaluation	Prepared documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
	<b>PI 10:</b> Total FTE, coordinated, implemented and monitored *	<b>A 2.</b> Actual Faculty's FTE	Handled and taught undergraduate chemistry courses assigned	5	17.80	5	5	5	5.00	Chem 138 lecture; Chem 132n lecture
	<b>PI 11:</b> Number of new revised curricular proposals submitted	<b>A 3.</b> Number of new revised curricular proposals submitted	Contributed to the submission of a new revised curricular proposals		2.00	5	5	5	5.00	BS Chemistry; MS Chemistry
	<b>PI 13:</b> Percentage of courses offered with approved course syllabi	<b>A 4.</b> Percentage of courses offered with approved course syllabi	Taught subjects with approved course syllabi	1%	100.00%	5	5	5	5.00	Chem 138 lecture; Chem 132n lecture; CHEM206
	<b>PI 14:</b> Percentage of courses offered with IMs	<b>A 5.</b> Percentage of courses offered with approved IMs	Taught subjects with approved IMs							
	<b>PI 15:</b> Number of Instructional Materials approved	<b>A 6.</b> Number of Instructional Materials approved	Prepared and submitted IMs for review and approval							
	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 7.</b> Percentage of courses offered with final grades submitted within the allowable period	Submitted grade sheets within allowable period	1%	100.00	5	5	5	5.00	CHEM206, Chem 138, Chem 200a1, Chem 200a3



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	<b>A 8.</b> Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)			100.00	5	5	5	5.00	Chem 137, Chem 200a1, Chem 200a3
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	14	5	5	5	5.00	CHEM206, Chem 138
		<b>A 11.</b> Number of quizzes administered and checked	Prepared and checked quizzes for lec	20	30	5	5	5	5.00	CHEM206, Chem 138
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checked term papers, creative video submitted by students as course requirements	10	60	5	5	5	5.00	CHEM206, Chem 138
		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities		1	5	5	5	5.00	ViChemSoc
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 15.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducted research for possible utilization by industry or other beneficiaries							
	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 16.</b> Number of research outputs completed within the year *	Conducted and completed research project within the year							
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepared, submitted and presented research paper in scientific fora/conferences							
		a. International								
		b. National								



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		<i>c. Regional or Institutional Conferences</i>								
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 21.</b> Amount of research money obtained from external sources	Requested for research money from external sources							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	<b>A 32.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identified and linked with probable partners for extension activities and maintained this active partnership							
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 33.</b> Number of trainees weighted by the length of training	Conducted trainings among beneficiaries of technologies for transfer							
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects								
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 35.</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provided quality and relevant training courses		1	5	5	5	5.00	Environmental Health Safety: Chemical Waste Management & Safety in the Chemical Laboratory
	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provided the technical and expert services requested by beneficiaries							
		<i>a. Peer reviewer of journal/book</i>			1	5	5	5	5.00	Annals of Tropical Research

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		<i>b. Review of research and extension proposal</i>			1	5	5	5	5.00	Coconut and Palms Research
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>								
		<i>d. accreditor</i>								
		<i>e. consultancy</i>								
		<i>f. Technical Working Group member</i>	evaluated and approved purchased requests of laboratory supplies, chemicals and equipment		1	5	5	5	5.00	TWG Bids and Awards Committee
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepared extension project proposals and submitted for review							
	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Followed ups submitted and reviewed extension proposals							
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implemented duly approved extension projects							
	<b>PI 9:</b> Number of extension outputs presented in int'l, national, regional or institutional conferences	<b>A 40.</b> Number of extension outputs presented in:	Prepared, submitted and presented extension paper in conferences							
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	<b>PI 10:</b> Number of extension activities conducted	<b>A 41.</b> Number of extension activities conducted	Conducted extension program activities							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attended training, seminars, and conferences attended (international, national, regional/institutional)							
		International								
		National			1	5	5	5	5.00	Environmental Management Training
		Regional/Institutional			1	5	5	5	5.00	Financial Transaction Forum
	OVPI MFO 3. Registration Services									
	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validated students within the registration period		100%	5	5	5	5.00	Graduate and Undergrated Academic advisees and Thesis advisees
	PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acted as academic adviser		4	5	5	5	5.00	Bation MJ, Looc A; Elizalde NP, Abelardo M
	OVPI MFO 4. Curricular Program Management Services									
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submitted IMs for review							
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submitted course syllabi and TOS for approval	1	4	5	5	5	5.00	CHEM206, Chem 138
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:								
		As SRC Chairman	Advised and corrected research outline and thesis/SP manuscript	1	4	5	5	5	5.00	Lendio R; Omandam NK; Vasquez, DC; Cazenias, ZJC; Junio JL; Lacdaying BP



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript	1	1	5	5	5	5.00	Resando RO
	<b>PI 18:</b> Number of students from other schools having summer program supervised	<b>A 59.</b> Number of students from other schools having summer program supervised	Acted coordinator/facilitator for students from other schools having summer program in VSU							
	<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking activities served	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitated in assisting of the external institutions/agencies conducting benchmarking activities							
	<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitated in assisting students from other academic depts conducting research activities							
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	5	100	5	5	5	5.00	CHEM206, Chem 138; Chem 132n
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 1:</b> Number of departments/institutes/offices supervised	<b>A 65.</b> Number of departments/institutes/offices supervised	served as head of office		1	5	5	5	5.00	DoPAC from Jan2024-May 21, 2024
	<b>PI 2:</b> Number of management meetings conducted	<b>A 66.</b> Number of management meetings conducted	Presided departmental meetings		3	5	5	5	5.00	January 2024 (2); March 2024 (1)
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acted as committee chairman		1	5	5	5	5.00	Department Personnel Committee



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 4:</b> Number of routinary documents acted	<b>A 68.</b> Number of routinary documents acted	Signed documents		300	5	5	5	5.00	DTRs; payrolls; Hiring documents; Travel Orders; TOS; Leave Applications, Job requests; letter requests; Grade Sheets, Faculty and students clearances; accrditation of subjects, Faculty Performance Evaln, etc
	<b>PI 5:</b> Number of requests acted	<b>A 69.</b> Number of requests acted	Approved requests		50	5	5	5	5.00	Job requests; letter requests for additional laboratory equipment, etc
	<b>PI 6:</b> Number of memoranda prepared	<b>A 70.</b> Number of memoranda prepared	Issued memoranda		19	5	5	5	5.00	
	<b>PI 7:</b> Percentage of IFWs submitted to OVPAA before deadline	<b>A 71.</b> Number of IFWs submitted to OVPAA before deadline	Monitored submission of IFWs before deadline		100%	5	5	5	5.00	
	<b>PI 8:</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	<b>A 72.</b> Percentage of Report of Actual Teaching Load submitted to OVPAA 30 days after the start of classes	Monitored submission of ATL 30 days after start of classes		100%	5	5	5	5.00	Actual Teaching Load 2nd Sem AY 2023-2024 & Midyear 2024
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submitted DTR within 20 days after the last day of the month		100%	5	5	5	5.00	January 2024 to June 2024
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addressed complaints on time (if any)		100%	5	5	5	5.00	
	<b>PI 11:</b> Percentage of action plans implemented and monitored as scheduled	<b>A 75.</b> Percentage of action plans implemented and monitored as scheduled	Implemented and monitored action plans as scheduled		100%	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
	<b>PI 12:</b> Percentage of monthly accomplishment report submitted	<b>A 76.</b> Percentage of monthly accomplishment report submitted	Submitted monthly accomplishment report		100%	5	5	5	5.00	January 2024 to May 2024
	<b>PI 13:</b> Number of classroom and lab rooms constructed and renovated	<b>A 77.</b> Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requested and monitored approval and implementation of requests classrooms and lab rooms construction and renovation							
	<b>PI 14:</b> Percentage budget utilization (GAA)	<b>A 78.</b> Percentage budget utilization (GAA)								
	<b>PI 15:</b> Percentage budget utilization (STF)	<b>A 79.</b> Percentage budget utilization (STF)								
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attended meetings (departmental/institutional)	2	20	5	5	5	5.00	
		<b>A 81.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiated/introduced improvements in performing functions resulting to best practice							
<b>Total Over-all Rating</b>									<b>185.00</b>	

Average Rating		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		5.00
<b>ADJECTIVAL RATING</b>		Outstanding

**Comments & Recommendations for Development Purposes**

*Should keep up the good work and aim to maintain high quality of instruction, research, and extension*

Evaluated & Rated by:

**MARK RYAN R. TRIPOLE**

Head, DoPAC

Date: 7/2/2024

Recommending Approval:

**GLENN G. PAJARES**

Dean, CAS

Date: 7/4/2024

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 7/25/2024



# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ELIZABETH S. QUEVEDO


Head of Office: MARK RYAN R. TRIPOLE

Number of Personnel: 1


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure commitments on research, extension, and publication are attained				June, 2024
Coaching	Encouraged faculty to submit research papers for publication in a peer-reviewed journal, to submit research and extension proposals for funding (institutional/local/international), and to attend relevant trainings and scientific fora				

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

Conducted by:

  
**MARK RYAN R. TRIPOLE**  
 Immediate Supervisor

Noted:

  
**GLENN G. PAJARES**  
 Next Higher Supervisor



## TRACKING TOOL FOR MONITORING TARGETS

[illegible]



PI 16: Percentage of course offered with final grades submitted within the allowable period	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	104/106 grade sheets submitted within allowable period (second semester AY 2023)
PI 17: Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	As of first semester AY 2023: 60% Outstanding, 35% VS; 5% S
PI 18: Percentage of faculty rated at least VS by Supervisor	Teaching	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	Ratings for 1st and 2nd Semester (100% OS for regular faculty)
PI 19: Additional Outputs										
Number of student organizations advised/assisted*	Organization Advising	Dept. Head & Organization Adviser	Jan-June, 2024	x	x	x	x	x	x	VSU Chemical Society, ViHOS, Viscan Eruditos
Percentage of graduates (2 years prior) that are employed*	Teaching	Dept. Head & Faculty	Continuing task							At least 10 BS Chem graduates are employed
<b>MFO 3 Research Services</b>										
PI 2: Number of research outputs completed	Conducting research	Dept. Head & Faculty	Jan-June, 2024	x	x	x	x	x	x	Physicochemical Characterization of the Major River Systems in Leyte (Palhi River AY 2023), LNF - PHASE 2
PI 8: Amount of research money obtained from internal sources	Conducting research	Faculty Researchers	Continuing task			x				P60,000 for MRS Project
<b>MFO 4 Extension Services</b>										
PI 5: Number of expert services rendered:	Conducting trainings, consultancy, etc.	Dept. Head & Faculty	Continuing task		x		x		x	MRRT (1) - Chemical Waste Management Resource Speaker, DWWT (1) - consultancy

[illegible]



										with ITEEM, FMS (1) - consultancy with DOST
<b>MFO 5 Support to Operations</b>										
OVPI MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degrees	Faculty development	Dept. Head & Faculty	Continuing task							For compliance in second half
PI 7: Number of faculty sent to trainings, seminars and conferences	Faculty development	Dept. Head & Faculty	Continuing task							MRRT, ESQ, AAR, JLYA, JMA, GCA (38th PCC), ESQ (2)
OVPI MFO 2. Faculty Recruitment/Hiring Services										
PI 8: Number of new faculty hired with at least Master's degree	Faculty development	Dept. Head & DPC								For compliance in second half
OVPI MFO 3. Registration Services										
PI 9: Percentage of students enrolled and validated within the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan-June, 2024	x	x	x	x	x	x	BS Chemistry 1st Year to 4th Year
PI 10: Number of students advised during the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan-June, 2024	x	x	x	x	x	x	BS Chemistry 1st Year to 4th Year
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the CCC	Teaching	Dept. Head & Academic Adviser	Continuing task							For compliance in second half
PI 13: Number of course syllabi and TOs reviewed and approved	Teaching	Dept. Head & Academic Adviser	Continuing task	x	x	x	x	x	x	2nd Semester AY 2023 Chem 157.1, Chem 195n, PhSc 105.1, Chem 159, PhSc 105, Chem 140, Chem 157, Chem 141, Chem 208, Chem 21, Chem 138, PhSc 105.2, Envi 120, Chem





submitted a DTR every month		Faculty and Staff								submitted their monthly DTRs
PI 12: Monthly accomplishment report submitted on time	Administrative functions	Dept. Head and concerned personnel	Jan-June, 2024	x	x	x	x	x	x	ESQ (January 1 to May 21), MRRT (May 22 to June 30), department heads have submitted accomplishment reports on time 4 JO (Jan-Jun, 2/month), 2 part-time instructors (Jan-Jun)
PI 14: Percentage budget utilization (GAA)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024						x	As of July 10, 2024
PI 15: Percentage budget utilization (STF)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024						x	As of July 10, 2024
PI 17: Additional Outputs										
Number of laboratory classes assisted	Teaching	Dept. Head & Admin. Staff (laboratory)	Continuing task	x	x	x	x	x	x	Assisted laboratory classes specially in the preparation of chemicals needed for the conduct of classes

Prepared by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

## PERFORMANCE MONITORING FORM


Name of Employee: **ELIZABETH S. QUEVEDO**

Task No.	Task Description	Expected Output	Date Assigned	expected Date to Accomplish	Actual Date Accomplished	Quality of Outputs*	Over-all Assessment of Outputs**	Remarks/ Recommendation
1.	Advanced Education – Evaluating MEd admission applications, Teaching of Med courses	Virtual classrooms w/ learning materials & assessments	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	
2.	Higher Education – Teaching of Chemistry & Non-Chemistry courses	Virtual classrooms w/ learning materials & assessments	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	
3.	Research Services	Research conducted	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Major River System Project (Component Leader)
4.	Extension Services	Extension projects/activities conducted	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	BuCOR Soap Making Extension Activity
5.	Support to Operations	Varied ISO & academic documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned ISO, academic documents, etc. OJT MOAs
6.	General Administration & Support Services	Varied general documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned general documents and services done

\*Either very impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by



**MARK RYAN R. TRIPOLE**  
Head, DoPAC



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ELIZABETH S. QUEVEDO**

Performance Rating: Outstanding

Aim: Aspire to obtain outstanding student ratings in all subjects taught and further scientific knowledge

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 1<sup>st</sup> semester AY 2024-2025; follow up student performance constantly; submit research and extension proposals for funding and research paper for possible publication in peer-reviewed international journals.

Results: Meets the QS for tertiary instruction

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

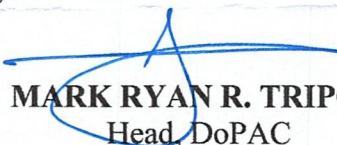
Target Date: \_\_\_\_\_

Next Step:


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

Final Step/Recommendation:

Prepared by:

  
**MARK RYAN R. TRIPOLE**  
Head, DoPAC

Conforme:

  
**ELIZABETH S. QUEVEDO**  
Name of Ratee Faculty/Staff





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: QUEVEDO, ELIZABETH S.

Department: Dept. of Pure and Applied Chemistry

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Chem 137	BIOCHEMISTRY 1 (Lecture)	LEC	5.00	Outstanding	100.0%
Chem 137	BIOCHEMISTRY 1 (Lecture)	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: June 06, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: June 06, 2024

Received by:

QUEVEDO, ELIZABETH S.

Name and Signature of Faculty

Date: June 14, 2024

Distribution of copies: ODIE, College, Department, Faculty

**Vision:**

A globally competitive university for science, technology, and environmental conservation.

**Mission:**

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.