

# 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%)		$4.8 \times 50\% = 2.4$	
b. Students (50%)		$5.0 \times 50\% = 2.5$	
Total for Instruction	60%	4.9	2.94
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.0	1.00
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	5.0	0.5
4. Administration	10%	5.0	0.5
5. Production			
TOTAL	100%		4.94

EQUIVALENT NUMERICAL RATING: 4.94

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

  
**DONNA CHRISTENE Q. RAMOS**

Name of Faculty

  
**LOURD FRANZ M. GABUNADA**

Head, Biotechnology

Recommending Approval:

  
**GLENN G. PAJARES**

Dean, CAS

Approved:

  
**ROTACIO S. GRAVOSO**

VP for Academic Affairs

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DONNA CHRISTENE Q. RAMOS, a faculty member of the DEPARTMENT OF BIOTECHNOLOGY commit to the deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January - June 2024.

**DONNA CHRISTENE Q. RAMOS**  
Instructor III  
Date: July 10, 2024

Approved:  
**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology  
Date: July 11, 2024

**GLENN G. PAJARES**  
Dean, CAS  
Date: July 19, 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 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	25	21	5	5	5	5.00	to be accomplished July-Dec 2024
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	100%	80%	4	4	4	4.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	40%	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113

	<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 atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100%	5	5	5	5.00	Rated Outstanding TPES 1st Sem 23-24
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	10	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	10	5	5	5	5.00	InBt 113, Zool 122
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 2:</b> Number of research outputs completed within the year *	<b>A 16.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year		1	4	4	4	4.00	to be accomplished July-Dec 2024
	<b>PI 4:</b> Number of research proposal submitted	<b>A 18.</b> Number of research proposal submitted	Submits research proposal for review		1	5	5	5	5.00	VSU & UEP Research Collab Asian Microbiome Project
	<b>PI 5:</b> Number of research proposals approved	<b>A 19.</b> Number of research proposal approved	Follow ups submitted proposal and reviewed by TWG		1	5	5	5	5.00	VSU & UEP Research Collab Asian Microbiome Project
	<b>PI 6:</b> Number of research projects/studies	<b>A 20.</b> Number of research projects/studies implemented	Implements duly approved research projects/studies		1	5	5	5	5.00	VSU & UEP Research Collab Asian Microbiome Project
<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	Identifies and links with probable partners for extension activities and maintains this active partnership							

	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries							
		a. Peer reviewer of journal/book								
		b. Review of research and extension								
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		1	1	5	5	5	5.00	Resource Speaker (2024 CAS OJT/Pre-employment Seminar)
		d. accreditor								
		e. consultancy								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	2	6	5	5	5	5.00	
		International			1					ITP Workshop III
		National			3					UP NSRI, Ethics Review, Pinoy Biotek Seminar
		Regional/Institutional			2					Faculty Onboarding, Chemical Waste Management and Safety
	<b>OVPI MFO 3. Registration Services</b>									
	<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	90%	100%	5	5	5	5.00	BS Biotech 2nd yr students (Incoming 3rd yr)
	<b>PI 10.</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	30	30	5	5	5	5.00	BS Biotech 2nd yr students (Incoming 3rd yr)
	<b>OVPI MFO 4. Curricular Program Management Services</b>									

<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	2	5	5	5	5.00	InBt 113, InBt 122
<b>PI 14:</b> Number of OJT MOAs prepared	<b>A 55.</b> Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program	1	4	5	5	5	5.00	CLSU, PhilRice, DA-Fisheries, Herbanext Laboratories
<b>PI 15:</b> Number of student interns deployed and monitored	<b>A 56.</b> Number of student interns deployed and monitored	Acts as student internship program coordinator/ assistant coordinator	29	16	4	4	4	4.00	Balili, Cabahug, Calumpag, Canete, Ceniza, Cernias, Dayola, Dagoro, Galo, Gumonit, Herbolingo, Kangleon, Lopez, Obeda, Paracho, Quial
<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:		4	4	5	5	5	5.00	Lopez, Cantoneros, Dabatian, Borneo
	<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Pasayloon, Balaba, Gomez
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Enopia, Mejia, Andrade
<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	5	5	5	5.00	BS Biotech, BS Biology, BSAB, BSFT students
	<b>A 63.</b> Number of on-line course ware developed and submitted :	Prepares on-line course ware	5						to be accomplished July-Dec 2024
	On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	4	5	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113
	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	10	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	15	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113

		<b>A 64.</b> Number of virtual classroom created/operational		5	5	5	5	5	5.00	InBt 122, Zool 122, ScTS 11b, ScTS 11c, InBt 113
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 7:</b> Percentage of IFWs submitted to OVPAA before deadline	<b>A 71.</b> Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	100%	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	Monitors submission of ATL 30 days after start of classes	100%	100%	5	5	5	5.00	
	<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	Submits DTR within 20 days after the last day of the month	100%	100%	5	5	5	5.00	
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	80%	100%	5	5	5	5.00	no complaints
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	12	8	5	5	5	5.00	Department monthly meeting, OJT coordinators, consultative meeting with CAS Dean and VP for Academic Affairs
									157.00	
<b>Total Over-all Rating</b>									4.91	
<b>Average Rating</b>										
<b>Adjectival Rating</b>									Outstanding	

<b>Average Rating (Total Over-all rating divide by 32)</b>		<b>4.91</b>
Additional Points		
Approved Additional Points (with copy of approval)		
<b>FINAL RATING</b>		<b>4.91</b>
<b>ADJECTIVAL RATING</b>		<b>Outstanding</b>

**Comments and Recommendations for Development Purpose:**

Engage in Research and Extension. Craft proposals and publish.

Evaluated & Rated by:

  
**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Date: July 11, 2029

Recommending Approval:

  
**GLENN G. PAJARES**  
Dean, CAS

Date: July 19, 2029

Approved by:

  
**ROTACIO S. GRAVASO**  
Vice President for Academic Affairs

Date: July 29, 2029

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: DONNA CHRISTENE Q. RAMOS

Head of Office: LOURD FRANZ M. GABUNADA

Number of Personnel: 4

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Ms. Ramos to continue constantly monitor the academic performance and welfare of her students and academic advisees. I also encouraged Ms. Ramos to keep updated with the new trends in biotechnology in her lectures and discussions.				Ms. Ramos is constantly in contact with her students regarding their lessons and outputs to be submitted. She is also actively communicating with the students' concerns.
Coaching	I encouraged Ms. Ramos to attend various webinars/conferences/trainings related to her field of specialization and to forge new connections and research collaborations				Ms. Ramos actively participates in various L&D activities and she has forged new research collaborations.

Conducted by:

LOURD FRANZ M. GABUNADA  
Head, Biotechnology

Noted by:

GLENN G. PAJARES  
Dean, College of Arts and Sciences

## TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q	
<b>MFO 2. Higher Education Services</b>								
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Secures a higher number of enrollees every year	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 4. Percentage of undergraduate programs with accreditations	Secures compliance of required documents	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 5. Total FTE coordinated, implemented, and monitored	Teaches assigned subjects for the semester	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 8. Number of Students Advised:								
<i>On thesis</i>	Advises students on research proposals and manuscript	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>On consultation</i>	Advises students on other academic concerns	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 9. Number of Student Organizations advised/assisted	Advises and assists student organization							
<i>Student organization advised</i>		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Student organization activities assisted</i>		LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 10. Number Instructional Materials Developed								

<i>On-line ready courseware</i>	Develops on-line ready courseware	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Flexible instructional materials</i>	Develops flexible instructional materials	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<i>Assessment tools</i>	Develops assessment tools	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 11. Number of virtual classrooms created and operationalized	Creates, updates, and operationalize virtual classrooms	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<b>MFO 3. Research Services</b>								
PI 6. Number of paper submitted for publication in internationally indexed journals	Submits paper for publication	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
<b>MFO 5. Support to Operations</b>								
PI 1. Number of faculty pursuing advanced research degree programs (MS, PhD) facilitated, monitored, and assisted	Facilitates, monitors, assists faculty pursuing advanced research degree	LFMG,	January - June 2024	✓	✓			
PI 5. Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Teaches assigned subjects	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 6. Number of In-house seminars/trainings/workshops/reviews conducted	Conducts In-house trainings	LFMG, MTPL	January - June 2024	✓	✓			
<b>MFO 6. General Admin. &amp; Support Services</b>								
PI 1. Submission of DEpt. PPMP for the year within deadline as prescribed by BAC	Submits PPMP within the deadline	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			

PI 2. Zero percent complaint from clients served	Renders services properly to secure a zero percent complaint	LFMG, MTPL, MBG, DCQR	January - June 2024	✓	✓			
PI 3. Number of coaching sessions among faculty and staff	Conducts coaching sessions	LFMG, MTPL	January - June 2024	✓	✓			
PI 4. Number of planning sessions, tracking and monitoring of targets conducted to ensure attainment of department targets	Conducts meetings for monitoring of targets	LFMG	January - June 2024	✓	✓			
PI 5. Number of monthly/special faculty & staff meetings conducted	Conducts meetings frequently	LFMG, MTPL	January - June 2024	✓	✓			

Prepared by:

**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DONNA CHRISTENE Q. RAMOS**

Performance Rating: Outstanding

Aim: To attend training/seminars in Molecular Biology/Immunology and to conduct research projects

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step: Search for L&D activities related to Molecular Biology/Immunology and to forge new research collaborations

Result: Ms. Ramos has attended various training, webinars, and workshops related to Molecular Biology and Immunology. She has also forged new research collaborations as she was appointed as a focal person in a research project between UEP and VSU.

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Date: July 2024

Target Date: December 2024

Next step: (1) to forge new research collaborations and (2) to look for a doctoral degree program related to her field of specialization and aligned with the department's FDP.

Outcome: Implemented new research collaboration and admission to a PhD program

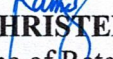
Final Step/Recommendation:

I encouraged Ms. Ramos to link with other researchers in the implementation of new research projects and to look for possible university and scholarship programs aligned with her field of specialization and the department's FDP for her PhD degree.

Prepared by:

**LOURD FRANZ M. GABUNADA**  
Head, Biotechnology

Conforme:

  
**DONNA CHRISTENE Q. RAMOS**  
Name of Ratee Faculty



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

**First Semester SY 2023-2024**

**Name of faculty:** RAMOS, DONNA CHRISTENE Q.

**Department:** Dept. of Biotechnology

**College:** College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
ScTS 11b	SCIENCE, TECHNOLOGY AND SOCIETY	LEC	5.00	Outstanding	100.0%
ScTS 11b	SCIENCE, TECHNOLOGY AND SOCIETY	LEC	5.00	Outstanding	100.0%
ScTS 11c	SCIENCE, TECHNOLOGY AND SOCIETY	LEC	5.00	Outstanding	100.0%
ScTS 11c	SCIENCE, TECHNOLOGY AND SOCIETY	LEC	5.00	Outstanding	100.0%
InBt 152	MOLECULAR TOXICOLOGY	LEC	5.00	Outstanding	100.0%
InBt 152	MOLECULAR TOXICOLOGY	LAB	5.00	Outstanding	100.0%
Btec 22	FUNDAMENTALS OF BIOPROCESSING	LAB	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: April 19, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 19, 2024

Received by:

RAMOS, DONNA CHRISTENE Q.

Name and Signature of Faculty

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

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.