

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Gasatan, Mervin June B.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		<del>4.94</del> x 50% =	2.47
b. Students (50%)		<del>4.75</del> x 50% =	2.375
Total for Instruction	100%		4.845
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%		4.845

EQUIVALENT NUMERICAL RATING: 4.845

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.845

ADJECTIVAL RATING: 0

Prepared by:

MERVIN JUNE B. GASATAN  
Name of Faculty

Reviewed by:

Jacob Glenn F. Jansalin  
JACOB GLENN F. JANSALIN  
Department Head

Recommending Approval:

Can delario L. Calibo  
CANDELARIO L. CALIBO  
Dean/Director


Approved:

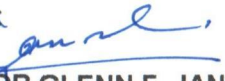
Beatriz S. Belonias  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

**"Exhibit B"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MERVIN JUNE B. GASATAN, 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 JANUARY TO JUNE 2020.

  
**MERVIN JUNE B. GASATAN**  
 Instructor I  
 Date:

Approved:   
**JACOB GLENN F. JANSALIN**  
 Department Head  
 Date:

  
**CANDELARIO L. CALIBO**  
 College Dean  
 Date:

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	Timelines	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	Handles and teaches courses assigned	18	26.4	5	5	5	5.00	Chem 152 (1), Chem 140.1 (1), Chem 3.2 (1), ScTS 11 (3)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	3	4.33	Chem 152 (1), Chem 140.1 (1), Chem 3.2 (1), ScTS 11 (3)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6	5	5	5	5.00	Chem 152 (1), Chem 140.1 (1), Chem 3.2 (1), ScTS 11 (3)


		<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	30	34	5	5	5	5.00	Chem 152 (6), Chem 140.1 (5), Chem 3.2 (8), ScTS 11 (15)
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	10	13	5	5	5	5.00	Chem 140.1 (5), Chem 3.2 (8),
	<b>PI 8:</b> Number of students advised: *	<b>A16. Number of students advised:</b>	<i>Acts as academic adviser to students</i>							
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	0	0	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	0	2	5	5	5	5.00	J Lidot, DJ Aligway
		<b>A18. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	80	100	5	5	5	5.00	BSES, BSBiotech, BSChem, BSFT, DVM, BSBio, BSA, BSAB
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19. Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20. Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	ESci115 and ESci115b
<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*	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	
		<b>A 45.</b> 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	

		On program accreditations								
		On institutional accreditations								
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	
	Total Over-all Rating								59.33	
	Average Rating								4.94	
	Adjectival Rating								Outstanding	


Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Department Head  
 Date:

Recommending Approval

  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date:

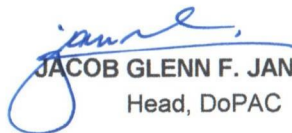
Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date:

Average Rating (Total Over-all rating divided by		4.94
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.94
ADJECTIVAL RATING		0


Comments & Recommendations for Development Purpose:  
 Pursue MS degree in Chemistry  
 and attend conferences/seminars  
 for CDD.

Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC

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

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 Dean, CAS

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs

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

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: MERVIN JUNE B. GASATAN

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	Pursue MS degree				

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

Conducted by:

JACOB GLENN F. JANSALIN

Immediate Supervisor

Noted by:

CANDELARIO L. CALIBO

Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERVIN JUNE B. GASATAN

Performance Rating: 0

Aim: Maintain outstanding student rating

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: Dec 2020

First Step:

Prepare 1st for subjects to be taught  
next sem

Result:

Learning guides ready for use

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

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

Next Step:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

Jansalin  
JACOB GLENN F. JANSALIN  
Unit Head

Conforme:

Mervin June B. Gasatan  
MERVIN JUNE B. GASATAN  
Name of Ratee Faculty