SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JO JANE D. ATOK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% = 2.50	
b. Students (50%)		4.67 x 50% = 2.34 2.16 _(4.33)_	
Total for Instruction	90%	4.84 4.66	4.36 4.19
2. Research			
a. Client/Dir for Research (50%)		4.83 4.83	
b. Dept. Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Research	5%	5.00 4.83	0.25 0.24
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extenstion			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		4.86 4.69

EQUIVALENT NUMERICAL RATING: 4.86 4.69

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86 4.69
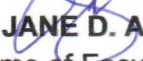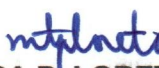
ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

JO JANE D. ATOK
Name of Faculty

MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval   Approved:

ALAN B. LORETO
Director for Innovation

MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JO JANE D. ATOK**, a faculty member of the **ADVANCED RESEARCH AND INNOVATION CENTER** 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 2022**

JO JANE D. ATOK	Approved:	
Instructor I	**MA. THERESA P. LORETO**	**MARIA JULIET C. CENIZA**
Date: July 6, 2022	Director, ARI Center	VP Research, Extension and Innovation
	Date: July 6, 2022	Date: July 14, 2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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*	6	4.8	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.00	
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period		1	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6	5	5	5	5.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	200	5	5	4.7	4.90	
	PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	5	5	5	5	5.00	
	PI 10: Number of instructional materials developed *	**A 21 :** 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	2	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	
			OBE-Syllabi							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation		2	5	5	5	5.00	
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1	5	5	4.5	4.83	
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 1. Number of research proposals submitted									
	PI 6. Number of papers submitted for publication in institutional and internationally indexed journal									
UMFO 5. SUPPORT TO OPERATIONS										
	MFO 1. Faculty Development Services									
	PI 2: Number of webinars attended			1	5	5	5	5	5.00	
	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 theQMS 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	
	A 45. 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	
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

Administrative and Facilitative Services

PI 1. Number of centers, colleges, departments, and units served			1	2	5	5	5	5.00	
PI 3. Number of university committees/boards/council facilitated/ assisted									
PI 7. Number of documents/reports prepared, reviewed/processed			1	3	5	5	5	5.00	
Total Over-all Rating								94.73	
Average Rating								4.99	
Adjectival Rating								O	

Evaluated & Rated by:

MA. THERESA P. LORETO
Director, ARI Center

Date: July 6, 2022

Recommending Approval

ALAN B. LORETO
Director for Innovation

Date: July 12, 2022

Approved by:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Date: July 14, 2022

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	O

Comments & Recommendations for Development Purpose:

Ms. Atok must pursue graduate studies.

Evaluated & Rated by:

mtploreto

MA. THERESA P. LORETO
Director, ARI Center
Date: _July 6, 2022_

Approved by:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation
Date: _July 14, 2022_

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

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A
	3rd	R T
√	4th	E R

Name of Office: ADVANCED RESEARCH AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 4 Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Atok to schedule weekly consultations with students and research staff and/or personnel.				Ms. Atok conducts a weekly meeting with her research team and created a group page for her students to have an easy and friendly communication platform
Coaching	I advised Ms. Atok to visit the laboratory from time to time for her to still be acquainted with hands-on experiments and assist her research assistants in the conduct of their research experiments.				Ms. Atok is very hands-on with her research project and conducts experiments from time to time.
	I encouraged Ms. Atok to always read and be updated on the latest events in				Ms. Atok attends webinars, workshops, and reads scientific

science and technology which will help her in conceptualizing relevant research proposals.				papers. Ms. Atok conceptualizes and writes research proposals.
I advised Ms. Atok to find an institution with degree programs aligned with the center's RDEI agenda				Ms. Atok sent applications for admission to reputable institutions with degree programs aligned with the center's vision and mission.
I encouraged Ms. Atok to apply to DOST-SEI for scholarship grants.				Ms. Atok sent an application to DOST-SEI Foreign Scholarship Program.

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

Conducted by: Noted

MA. THERESA P. LORETO   **MARIA JULIET C. CENIZA**
Immediate Supervisor   Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JO JANE DAISOG ATOK**

Performance Rating: _____

Aim: To pursue advanced studies in fields related to health research.

Proposed Interventions to Improve Performance:

Date: January 3, 2022   Target Date: August 1, 2022

First Step: Pursue advanced studies (MSc. Degree) with a curriculum structure aligned
with the mission and goals of the Advanced Research and Innovation Center

Result: Sent application to universities for admission. The faculty also applied for a scholarship
grant to DOST-SEI Foreign Graduate Scholarship

Date: February 1, 2022   Target Date: March 2022 – July 2022

Next Step: Wait for feedback from the universities and DOST-SEI Foreign Graduate
Scholarship

Outcome: The faculty has been accepted at Mahidol University to pursue M.Sc. in Medical
Biochemistry and Molecular Biology with a 2-year full graduate scholarship
awarded by the DOST-SEI Foreign graduate Scholarship.

Final Step/Recommendation:

Process important and required documents for study leave.

Prepared by:

MA. THERESA P. LORETO
Director, ARI Center

Conforme:

e-signed: July 6, 2022

JO JANE DAISOG ATOK
Instructor I, ARI Center