

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **SARAH JEAN C. SUGANO**

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%)		4.50 x 50% = 2.25	
Total for Instruction	80%	4.75	3.80
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Research	15%	5.00	0.75
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
TOTAL	100%		4.80

EQUIVALENT NUMERICAL RATING: 4.80

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

SARAH JEAN C. SUGANO

Name of Faculty

MA. THERESA P. LORETO

Director, Advanced Research
and Innovation Center

Recommending Approval

Approved:

ALAN B. LORETO

Director, Innovation

MARIA JULIET C. CENIZA

VP for Research, Extension
and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SARAH JEAN C. SUGANO, An affiliate faculty member of the ADVANCED RESEARCH AND INNOVATION CENTER commit to the deliver and agree to be rated on the attainment of the following accomplishment accordance with the indicated measures for the period January to June 2021.


SARAH JEAN C. SUGANO

Instructor I

Date:

Approved:


MA. THERESA P. LORETO

Director, ARI Center

Date: Aug. 19, 2021


MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

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	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	Handles and teaches courses assigned	2	7.8	5	5	5	5.00	Btec134,Lec & Lab, InBt 122 Lec & Lab
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	8	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	20	5	5	5	5.00	
	Additional Outputs									
	PI 6: OBE-Syllabi			2	2	5	5	5	5.00	InBt 152 & InBt 121

	PI 8: Number of students advised: *	A16: Number of students advised:	<i>Acts as academic adviser to students</i>							
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript		2	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	6	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	1	2	5	5	5	5.00	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	5	5.00	
		Supplemental learning resource	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	8	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	5	5.00	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	1	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	0	1	5	5	5	5.00	Phase III: Validation of Process for Microbial Starters for fermented beverages from rootcrops and process optimization and verification of cocoyam food products (RSPR 04.115)

UMFO 4. EXTENSION SERVICES										
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	0	1	5	5	5	5.00	Biotechnology: Breaking Scientific Limitation as Project staff
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	A 44. 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	
		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	
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	
	Administrative and Facilitative Services									
	PI 1. Number of centers, colleges, departments, and units served			2	2	5	5	5	5.00	5
	PI 7. Number of documents/reports prepared, reviewed/processed			2	1	5	5	5	5.00	5
	Total Over-all Rating								110.00	
	Average Rating								5.00	
	Adjectival Rating								O	

Evaluated & Rated by:

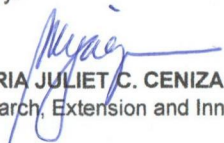

MA. THERESA P. LORETO
 Director, ARI Center

Date: **Aug. 19.2021**

Recommending Approval


ALAN B. LORETO
 Director, Innovation
 Date:

Approved by:


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

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. Sugano should write Research Proposals for possible funding.

Evaluated & Rated by:

mtloredo
MA. THERESA P. LORETO

Director, ARI Center

Date: Aug. 19, 2021

Approved by:

M. Ceniza
MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Advance Research & Innovation Center

Head of Office: Dr. Ma. Theresa P. Loreto


Number of Personnel: 4

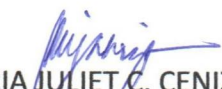
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I advised Ms. Sarah Jean C. Sugano to make her presence felt by her students.				Ms. Sugano holds classes regularly.
Coaching	I told Ms. Sugano to keep updated of the latest trends in Biotechnology. I reminded Ms. Sugano to draft research proposals for possible funding.				Ms. Sugano reads scientific journals to keep updated on the latest developments in Biotechnology. Ms. Sugano has written research proposals and has coordinated with other VSU researchers.

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

Conducted by:

Noted by:


MA. THERESA P. LORETO
 Director, ARI Center


MARIA JULIET C. CENIZA
 VP for REI

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SARAH JEAN C. SUGANO**

Performance Rating: _____

Aim: To apply for Ph. D. degree program in the field of bioprocess and biotechnology.

Proposed Interventions to Improve Performance:

Date: July 14, 2021

Target Date: September 2021

First Step: Look for a university that has graduate degree programs aligned with the specialization.

Result: Process and submit application for admission if there is a university that offers the Ph. D. degree program sought for.

Date: September 2021

Target Date: October 2021

Next Step: Look for scholarship for the Ph.D. Program.

Outcome: If admitted in the university, apply for a scholarship.

Final Step/Recommendation:

If not admitted in the university, apply to other universities with the degree program sought for and will apply for another scholarship.

Prepared by:


MA. THERESA P. LORETO
Director, ARI Center

Conforme:


SARAH JEAN C. SUGANO
Name of Ratee Faculty