

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Yhena P. Lazona**

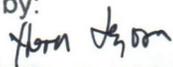
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.93 x 50 %	2.46
b. Students (50%)		5.00 x 50 %	4.75
Total for Instruction	100%		4.84
2. Research			
a. Client/Dir for Research	0%		
b. Dept. Head/Center			
Total for Research	0%		
3. Extension			
a. Client/Dir for Research			
Total for Extension	0%		
4. Administration	0%		
5. Production	0%		
TOTAL	100%		4.84

EQUIVALENT NUMERICAL RATIN 4.84

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: VSC

Prepared by:

YHENA P. LAZONA
Name of Faculty

Reviewed by:

JACOB GLENN F. JANSALIN
Head, DoPAC

Recommending Approval:

CANDELARIO L. CALIBO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
VP for Instructor

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, YHENA P. LAZONA, of the Department of Pure & Applied Chemistry commits the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1. to June 30, 2019

Yhena P. Lazona
YHENA P. LAZONA

Ratee

Approved:

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

MFO No.	MFO & PAPs	Success/ Performance Indicators (PI)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO:1	Advanced Education	PI. 1 Full time Equivalent (FTE)	Instruction								
		PI. 2 Number of graduate student advised									
MFO:2	Higher Education Services	PI.1 FTE	Instruction	Chem 21 lec, Chem 190 lec, Chem 131.1 lab & Chem 31 lec	16	20.70	5	5	5	5	Teachers Leave
		PI. 1 Number of Instructional materials developed/revised									
MFO 3:	Research Services	PI.1 Number of outputs presented in local conferences	Research								
		research output presentation									
		PI. 2. Number of seminars/trainings attended		national							
				regional	1	2	5	4	5	4.67	2nd Regional Symposium of the PSBMB-Visayas Chapter 1st General Assembly and Symposium ICP-Leyte
				institutional/local							
		PI 3. Number of research conducted									
		PI. 4. Number of research output published		submits research paper for publication(International)							
		PI 5. Number of research student advised		number of students mentored conducting research							

Average Rating (Total Over-all rating divided by		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		4.93

Comments & Recommendations for Development Purpose:

- Must finish MS by next year
- Attend conferences for CPO points

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 Instruction

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 Employee: YHENA P. LAZONA

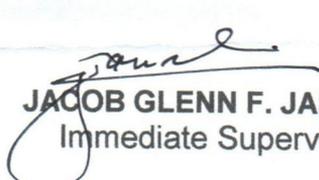
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 14 Faculty & 5 Admin Staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	Review negative comments of students and improve on them				

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

Conducted by:


JACOB GLENN F. JANSALIN
 Immediate Supervisor

Noted


CANDELARIO L. CALIBO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **YHENA P. LAZONA**
Performance Rating: **Outstanding & Very Satisfactory**

Aim: Attain an all outstanding student rating

Proposed Interventions to Improve Performance:

Date: November 15, 2019

Target Date: 1st sem 2019-2020

First Step:

1. Review on the negative comments of students
2. Focus improvement on these negative comments

Date:

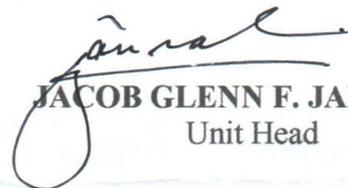
Target Date:

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


JACOB GLENN F. JANSALIN
Unit Head

Conforme:


YHENA P. LAZONA
Name of Ratee Faculty