

# 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%		
<b>TOTAL</b>	<b>100%</b>		<b>4.84</b>


EQUIVALENT NUMERICAL RATIN                      4.84

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:                      4.84

ADJECTIVAL RATING:                      vsq

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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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							



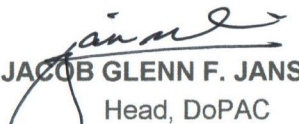


Average Rating (Total Over-all rating divided by		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		4.93

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 <sup>nd</sup>	
	3 <sup>rd</sup>	
	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: 1<sup>st</sup> 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