

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARIA ROBELYN A. INSIK

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	45%	$4.84 \times 45\% = 2.178$	2.178
b. Students (50%)	45%	$2.50 \times 45\% = 1.125$	1.125
Total for Instruction	90%	3.303	3.303
✓ 2. Research <i>pr</i>	<i>gn</i>	<i>gn</i> 0.484	<i>gn</i>
a. Client/Dir. for Research (50%)	2% 10%	$4.84 \times 0.02 = 0.096$	0.096 0.484
b. Dept. Head/Center Director (50%)			
Total for Research	2%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
✓ 4. Administration <i>cu</i>	8% 9%	5.00×0.08	0.040
5. Production			
TOTAL	100%		3.439 3.787

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

~~3.439~~ 3.787

Satisfactory

Prepared by:

MARIA ROBELYN A. INSIK

Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director


Approved:


BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA ROBELYN AUREO-INSIK, 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 targets in accordance with the indicated measures for the period JANUARY TO JUNE 2021.


MARIA ROBELYN AUREO-INSIK
 Instructor I
 Date: July 26, 2021

Approved: 
ELIZABETH S. QUEVEDO
 Department Head
 Date: July 27, 2021


MA. THERESA P. LORETO
 College Dean
 Date: 10/22/2021

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	Handled and taught courses assigned	20	23.7	5	5	5	5.00	Chem21 (1) Chem141 (3) PhSc105 (2) PhSc108 (2) Chem200-1
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	8	12	5	5	4	4.67	Chem21 (1) Chem141 (3) PhSc105 (2) PhSc108 (2) Chem200-1 Chem115 (1) Chem127.2 (2)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	10	12	5	5	4	4.67	Chem21 (1) Chem141 (3) PhSc105 (2) PhSc108 (2)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec	25	25	5	5	5	5.00	Chem21 (1) Chem141 (3) PhSc105 (2) PhSc108 (2)

		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acted as academic adviser to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:			5					Cazenaz, Juian Charles Dianna Marrie Nayre Glydel Bengalan Hannah Florette Sabejon Jobelle Caintic
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript		3					Ninez Garcia Sosmena
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript		6					Naval Pobadora Gloria Misoles Timkang Beluan
		A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	40	50	5	5	5	5.00	BSEd BSMet BSFT
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advised student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assisted student organizations in implementing student related activities</i>							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel	4	4	5	5	4	4.67	Chem21 PhSc105 PhSc108 Chem141
		<i>On-line ready courseware</i>	<i>Prepared Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	4	4.67	PhSc105
		Supplemental learning resources	<i>Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	6	5	5	5	5.00	Chem21 (1) Chem141 (3) (2) PhSc105 (2) PhSc108

		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	20	23	5	5	5	5.00	Chem21 (1) (3) PhSc105 (2) PhSc108 (2)
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	4	4	5	5	4	4.67	Chem21 (1) (3) PhSc105 (2) PhSc108 (2)
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
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 College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensured 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						
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint						
Total Over-all Rating						50	50	45	48.35	
Average Rating						5	5	4.5	4.84	
Adjectival Rating										

Evaluated & Rated by:

E. S. Quevedo

ELIZABETH S. QUEVEDO

Department Head

Date: *July 27, 2021*

Recommending Approval

mtloredo

MA. THERESA P. LORETO

Dean, CAS

Date: *10/22/2021*

Approved by:

10/22/21

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Average Rating (Total Over-all rating divided by		4.84
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.84
ADJECTIVAL RATING		O

Comments and Recommendations for Development Purpose:

Pursue PhD in Chemistry

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Head, DoPAC

Date: *July 27, 2021*

Recommending Approval:



MA. THERESA P. LORETO

Dean, CAS

Date: *10/22/2021*

Approved by:



BEATRIZ S. BELONIAS

VP for Academic Affairs

Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: MARIA ROBELYN A. INSIK

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to pursue graduate study (PhD); Meeting with the CAS Dean to discuss how to improve teaching performance				March 26, 2021 April 6, 2021
Coaching	Regular virtual meeting with students; No giving of failing grades to students in this new normal in the FINAL TERM but only INC or DROPPED				

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

Conducted by:

Noted:


ELIZABETH S. QUEVEDO
Immediate Supervisor


MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARIA ROBELYN A. INSIK

Performance Rating: _____

Aim: Aspire for outstanding student ratings

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Regular virtual classes and follow up of students in subjects taught

Results:

Date: _____


Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Prepared by:


ELIZABETH S. QUEVEDO
Unit Head

Conforme:


MARIA ROBELYN A. INSIK
Name of the Ratee Faculty