

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: VIVIAN P. LINA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.88 x 50%	2.44
b. Students (50%)	50%	x50%	4.88
Total for Instruction			
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.88

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

Vivian P. Lina
VIVIAN P. LINA
Name of Faculty

Reviewed by:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:

Ma. Theresa P. Loreto
MA. THERESA P. LORETO
Dean/Director

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VIVIAN P. LINA, 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 accomplishments in accordance with the indicated measures for the period AUGUST TO DECEMBER 2021.

V. Lina
VIVIAN P. LINA
Instructor I
Date:

Approved:
E. S. Quevedo
ELIZABETH S. QUEVEDO
Department Head
Date: *11/10/2022*

M. Theresa P. Loreto
MA. THERESA P. LORETO
College Dean
Date: *Jan. 17, 2022*

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	18	30.85	5	5	5	5.00	Chem 120 Lec (6.4) Chem 131 Lec (22.65) Chem 130 Lec (1.8)
		A10. Number of grade sheets submitted within prescribed period	Prepared and submitted gradesheet on or before deadline	8						To be accomplished in January 2022 due to adjustments in academic activities/schedules
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	6	5	5	5	5.00	Chem 120 Lec (2) Chem 131 Lec (2) Chem 130 Lec (2)

		A14 . Number of quizzes administered and checked	Prepared and checked quizzes/learning tasks/assessments for lec	26	46	5	5	4	4.67	Chem 120 Lec (13) Chem 131 Lec (21) Chem 130 Lec (12)
	PI 8: Number of students advised: *	A16. Number of students advised:								
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman								
		As SRC Member								
		A18 . Number of students entertained for consultation purposes	Entertained students consulting on subject taught and grades	30	140	5	5	4	4.67	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised								
		A20 . Number of Student organizations assisted on student related activities								
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :								
		On-line ready courseware								
		Supplemental learning resource	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	22	5	5	5	5.00	Chem 120 Lec (8) Chem 131 / Chem 130 Lec (14)

		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	30	52	5	5	5	5.00	Chem 120 Lec (15) Chem 131 Lec (23) Chem 130 Lec (14)
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor								
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	3	3	4	5	5	4.67	Chem 120 Lec (1) Chem 131 Lec (1) Chem 130 Lec (1)
	PI 11. Additional outputs	A 25 : Number of Additional outouts accomplished:	Prepared OBE Syllabus	1	2	5	5	5	5.00	Chem 131 ; Chem 130
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
UMFO 6. General Admin. & Support Services										
	Total Over-all Rating								39	
	Average Rating								4.88	
	Adjectival Rating								O	
			Comments/Recommendations:							

Evaluated & Rated by:

E. S. Quevedo

ELIZABETH S. QUEVEDO

Department Head, Department of Pure and Applied Chemistry

Date: 1/10/2022

Recommending Approval :

M. Theresa P. Loreto

MA. THERESA P. LORETO

Dean, College of Arts and Sciences

Date: Jan. 27, 2022

Approved by:

B. S. Belonias

BEATRIZ S. BELONIAS


Vice President for Academic Affairs

Date: 1/11/22

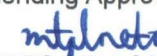
Average Rating (Total Over-all rating divided by		4.88
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.88
ADJECTIVAL RATING		O

Comments and Recommendation for Development Purpose:
Continue attending conferences and scientific for a for CPD points; Finish the MS in Chemistry


Evaluated & Rated by:

8 
ELIZABETH S. QUEVEDO
 Head, DoPAC
 Date: _____

Recommending Approval:


MA. THERESA P. LORETO
 Dean, CAS
 Date: Jan. 27, 2022

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date: 1/31/22

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: VIVIAN P. LINA

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that online synchronous classes are held regularly; Advised to finish MS program				August 25, 2021
Coaching	Advised to give more real time activities to encourage students' participation				

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: VIVIAN P. LINA
Performance Rating: _____

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2022

Target Date: June 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2021-2022 and finish MS in Chemistry the soonest time possible

Results:

Date: _____

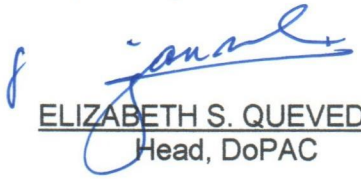
Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ELIZABETH S. QUEVEDO
Head, DoPAC

Conforme:


VIVIAN P. LINA
Name of Ratee Faculty/Staff