

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JAILENN JANNARAIN S. PURAY**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.5 x 50%	4.97 x 50%	2.24
b. Students (50%)	50%	4.14 x 50%	2.07
Total for Instruction	100%		
2. Research			
a. Client/Dir. for Research (50%)	5%	4 x 5%	0.2
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			4.51

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


ADJECTIVAL RATING:

4.51
VS


Prepared by:

Reviewed by:



JAILENN JANNARAIN S. PURAY
Name of Faculty


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, JAILENN JANNARAIN S. PURAY, 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 JULY TO DECEMBER 2022.

JAILENN JANNARAIN S. PURAY

Instructor I

Date: 12/22/22

Approved:

ELIZABETH S. QUEVEDO

Department Head

Date: 01/03/23

MA. THERESA P. LORETO

College Dean


Date: JAN 04 2023

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	36.15	5	5	5	5.00	Chem 131,Chem 120, ESc 115a, Chem 137.1
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	4	4	5	5	5	5.00	Chem 131 (1) ,Chem 120 (1), ESci 115a (1), Chem 137.1 (1)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	5	16	5	5	5	5.00	Chem 131 (2), Chem 120 (1), Esci 115a (12), Chem 137.1 (1)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	30	80	5	5	5	5.00	Chem 131 (15), Chem 120 (10), Esci 115a (45), Chem 137.1 (10)
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	30	250	5	5	4	4.67	Chem 131 (82), Chem 120 (30), ESci 115a (108), Chem 137.1 (30)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acted as academic adviser to students							


		A17 . Number of students advised on thesis/ field practice/special problem:			2					Lao, Sacay
		As SRC Chairman	Advised, and corrected research outline and thesis/SP manuscript		1					Mosende
		As SRC Member	Advised and corrected research outline and thesis/SP manuscript		3					Pagua, Roche, Yare
		A18 . Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	30	60	5	5	5	5.00	BSChem, BSBiotech, BSA, BSCE, BSME, BSABE
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advised student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities							
	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							
		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	20	5	5	5	5.00	Chem 131 (5), Chem 120 (4), ESci 115a (10), Chem 137.1 (1)
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	20	35	5	5	5	5.00	Chem 131 (10), Chem 120 (5), ESci 115a (15), Chem 137.1 (5)
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	Chem 120, ESci 115a, Chem 137.1

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				45	45	44	44.67	
	Average Rating				5	5	4.9	4.97	
	Adjectival Rating								

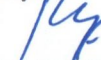
Evaluated & Rated by:


ELIZABETH S. QUEVEDO
 Department Head
 Date: 01/03/23

Recommending Approval



MA. THERESA P. LORETO
 Dean, CAS
 Date: JAN 04 2023

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:


Average Rating (Total Over-all rating divided by	4.97	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.97	
ADJECTIVAL RATING	0	

Comments and Recommendation for Development Purpose:
Pursue MS in Chemistry Attend more training/workshop/conferences related to chemistry for continuing professional development

Evaluated & Rated by:

ELIZABETH S. QUEVEDO
 Head, DoPAC
 Date: 01/03/23

Recommending Approval:

MA. THERESA P. LORETO
 Dean, CAS
 Date: JAN 04 2023

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
/	2nd	
/	3rd	
/	4th	

Name of Employee: JAILENN JANNARAIN S. PURAY

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 as soon as possible	Advised to give basic laboratory skills intensively in professional chemistry laboratory classes and more real time activities to encourage students' participation during classes			September, 2022
Coaching	Advised to publish research outputs and attend conferences /training/ Workshop for continuing professional development				

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

Conducted by:



ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted:



MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JAILENN JANNARAINÉ S. PURAY

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: January, 2023

Target Date: June, 2023

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2022-2023, conduct classes regularly, constant follow up of student's performance, submit research outputs for publication, submit research proposal for funding by external/internal/international agencies, participate in training/workshop/conference for continuing professional development and pursue MS in Chemistry

Results:

Meets the QS for tertiary instruction

Date: _____

Target

Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



JAILENN JANNARAINÉ S. PURAY

Name of Ratee Faculty/Staff