

# Exhibit K

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

Name of Faculty Member: **ALLAN A. RAMAL**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	5.0 x 50%	2.500
b. Students (50%)	50%	3.57 x 50%	1.785
Total for Instruction	100%		4.28
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			4.28

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

**ALLAN A. RAMAL**

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)

"Exhibit B"

I, Allan A. Ramal, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY-DECEMBER, 2022.

*[Signature]*  
**ALLAN A. RAMAL**  
 Associate Professor V  
 Date: 12/10/22

Approved:  
*[Signature]*  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 01/03/23

*[Signature]*  
**MA. THERESA R. LORETO**  
 College Dean  
 Date: JAN 04 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handled subjects/courses assigned	1	0.5	5	5	5	5.00	Chem 209 only 2 enrolled
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes		Entertained students seeking consultation with faculty	4	4	5	5	5	5.00	Casas, Dogillo, etc



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware		Prepares 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	1	7	5	5	5	5.00	Chem 209
		Assessment tools		Prepared assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5.00	Chem 209
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor		Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational		Created virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	live via google meet
	<b>PI 10 .</b> Additional outputs:	<b>A 8. Other outputs implementing the new normal due to covid 19</b>		Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		Handled and taught courses assigned	16	38.55	5	5	5	5.00	Esci115lec (4), Chem 172 lec, Chem 149 (2), Chem 149.1(2)

	<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepared gradesheet and submitted on or before deadline	5	9	5	5	5	5.00	Chem 148n(2), Chem 148.2(2), Chem 194(2)Esci115(1), Chem 200a1, Chem 200a3
	<b>A11.</b> Number of INC forms with grade submitted within prescribed period		Facilitated students in their completion of the subject and submitted completion forms with grade within prescribed	1	2	5	5	5	5.00	Chem 200a2
	<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attended mandated trainings		1	5	5	5	5.00	Webinar on lab safety
	<b>A13.</b> Number of long examinations administered and checked	exam prep	Administered and checked long examination for subjects taught	20	26	5	5	5	5.00	Esci115lec (4), Chem 172 lec, Chem 149 (2), Chem 149.1(2)
	<b>A14.</b> Number of quizzes administered and checked		Prepared and checked quizzes for lec and lab	20	30	5	5	5	5.00	Esci115lec (4), Chem 172 lec, Chem 149 (2) Chem 149.1(2)
	<b>A15.</b> Number of lab reports and term papers checked and graded		Checked lab reports and term papers submitted as required	20	40	5	5	5	5.00	Chem 148.2, Chem 149.1 and Chem 172
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acted as academic adviser to students</i>	4	6	5	5	5	5.00	Enad, Gloria, Matuguina, Salgo, Sanchez. Sosmena
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	acted as thesis adviser	4	4	5	5	5	5.00	Salgo, Gloria, Matuguina, Sanchez
	<i>As SRC Chairman</i>	Advising/correction	Advised, and corrected research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
	<i>As SRC Member</i>	Advising/correction	Advised and corrected research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
	<b>A18.</b> Number of students entertained for consultation purposes		Entertained students consulting on subject taught, thesis and grades	40	50	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
	<b>A20.</b> Number of Student organizations assisted on student related activities		<i>Assisted student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	VSU ChemSoc





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 theQMS core processes of the university under ISO 9001:2015*			Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member														
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation		Prepares required documents and complies all requirements as prescribed in the accreditation tools														
		On program accreditations	Pilot Plant Manager																
		On institutional accreditations	SSF Rootcrop facility incharge																
UMFO 6. General Admin. & Support Services (GASS)																			
	Total Over-all Rating																	110.00	
	Average Rating																	5.00	
	Adjectival Rating																	O	

Evaluated & Rated by:

*Elizabeth S. Quevedo*

**ELIZABETH S. QUEVEDO**

Department Head

Date: *01/03/23*

Recommending Approval

*Ma. Theresa P. Loreto*

**MA. THERESA P. LORETO**

Dean, College of Arts & Sciences

Date: *JAN 04 2023*

Approved by:

*Beatriz S. Belonias*

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:

Average Rating (Total Over-all rating divided by	5.0	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	5.0	
ADJECTIVAL RATING	0	

Comments and Recommendation for Development Purpose:
Finish the PhD in Chemistry program;
commitments on trainings/webinars/workshops and laboratory safety manual should be met

Evaluated & Rated by:

*E. Quevedo*

ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 01/03/23

Recommending Approval:

*M. Loreto*

MA. THERESA P. LORETO

Dean, CAS

Date: JAN 04 2023

Approved by:

*B. Bzlonias*

BEATRIZ S. BZLONIAS

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: ALLAN A. RAMAL

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 give basic laboratory skills intensively in analytical chemistry  Ensure to finish PhD program the soonest time possible and the making of laboratory safety manual	Ensure that face-to-face classes are held regularly.  Commitments on extension activities, and submission of research proposals are meet			September, 2022
Coaching	Advised to give more real time activities to encourage student participation during face to face lecture and laboratory classes;	Advised to submit research proposal for possible funding to external/international agencies			September, 2022  November 17, 2022

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: ALLAN A. RAMAL

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 syllabus, learning materials and create virtual classrooms for assigned chemistry subjects 2nd Semester AY 2022-2023; conduct classes regularly; more engagement to students with course-related concerns

Implement planned activities on time;

Finish PhD program as soon as possible

Results:

Meets the QS for tertiary instruction

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:


\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_


Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
ELIZABETH S. QUEVEDO  
Unit Head

Conforme:

  
ALLAN A. RAMAL  
Name of Ratee Faculty/Staff