

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: HELEN GRACE F. ORACION

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.97x50%=	
b. Students (50%)		x50% =	
Total for Instruction	100%		4.97
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			4.97

EQUIVALENT NUMERICAL RATING: —

Add: Additional Points, if any: —

TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

HELEN GRACE F. ORACION

Name of Faculty

JACOB GLENN F. JANSALIN

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President for Acad. Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HELEN GRACE F. ORACION, 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 2020.

Approved:

HELEN GRACE F. ORACION

Instructor I

Date:

JACOB GLENN F. JANSALIN

Department Head

Date:

CANDELARIO L. CALIBO

College Dean

Date:

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	Handles and teaches courses assigned	18	36.7	5	5	5	5.00	ESci115a (4) Chem 120 (1) ScTS 11 (1) Chem 115.2 (1)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	7	8	5	5	5	5.00	ESci115a (3) Chem 120 (2) ScTS 11 (2) Chem 115.2 (1)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	40	5	5	5	5.00	ESci115a (15) Chem 120 (5) ScTS 11 (5) Chem 115.2 (15)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	50	5	5	4	4.67 4.67 ↑	Chem 115.2 Lab
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							

		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	100	5	5	5	5.00	BSChem, BSABE, BSCE, BSME, BSHM, BSCS, BSA and BAS students
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student related activities	Assists 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 :	Prepares and submits for review by the Technical Review Panel	2	2	5	5	5	5.00	Chem 115.2 ESci115a
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	Chem 115.2 ESci115a
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	12	15	5	5	5	5.00	ESci115a (3), Chem 120 (2), ScTS 11 (5) and Chem 115.2 (5)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	20	30	5	5	5	5.00	ESci115a (15) Chem 120 (2) ScTS 11 (3) Chem 115.2 (10)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	Chem 115.2 ESci115a

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

Comments & Recommendations for Development Purpose:

*apply for study relationship for 2021.
attend webinars / conferences for CDI.*

Evaluated & Rated by:

Jansalin
JACOB GLENN F. JANSALIN

Head, DoPAC

Date:

Jan 2021

Recommending Approval: Approved by:

Calibo
CANDELARIO L. CALIBO

Dean, CAS

Date: _____

Belonias
BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: _____

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

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*	Ensures 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:	Prepares 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	Provides customer friendly frontline services to clients	Zero % complaint						
Total Over-all Rating				50	50	49	49.70		
Average Rating				5	5	4.9	4.97		
Adjectival Rating							o		

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Department Head
 Date:

Recommending Approval


CANDELARIO L. CALIBO
 Dean, CAS
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: HELEN GRACE F. ORACION

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Create on line class room in VSAEE for all subjects taught				Created online class room in VSAEE
Coaching					

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: HELEN GRACE F. ORACION

Performance Rating: Outstanding

Aim: Get an MS degree

Proposed Interventions to Improve Performance:

Date: August 2020 Target Date: August 2021

First Step:

Recommend for regular faculty position

Result:

Attain regular faculty position in DOST

Date: August 2021 Target Date: August 2023

Next Step:

Apply for MS scholarship

Outcome: Obtain local or international scholarship

Final Step/Recommendation:

Recommend for study leave with pay

Prepared by:

Jacob Glenn F. Jansalin
JACOB GLENN F. JANSALIN

Unit Head

Conforme:

Helen Grace F. Oracion
HELEN GRACE F. ORACION

Name of Ratee Faculty/Staff