

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ELIZABETH S. QUEVEDO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction		40%	
a. Head/Dean (50%)	40%	5.0 x 50%	2.5
b. Students (50%)	50%	4.50 x 50%	2.25
Total for Instruction	90%		4.75
2. Research			
a. Client/Dir. for Research (50%)	50%	5.0	0.25
b. Dept. Head/Center Director (50%)	50%	5.0	0.25
Total for Research	10%		0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.75

EQUIVALENT NUMERICAL RATING:

4.75

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.75

ADJECTIVAL RATING:

Outstanding

Prepared by:

*g. Quevedo*

**ELIZABETH S. QUEVEDO**

Name of Faculty

Reviewed and Recommended for Approval:

*mtplato*

**MA. THERESA P. LORETO**

Dean/Director

Approved:


*g. Belonias*

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH S. QUEVEDO, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2023.

  
**ELIZABETH S. QUEVEDO**  
 Assoc Professor V  
 Date: 07/01/2023

Approved:   
**MA. THERESA P. LORETO**  
 College Dean  
 Date JUL 07 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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		0.3	0.67	5	5	5	5.00	CHEM206
	PI 8: Number of graduate students advised *	A2. Number of students advised	acted as GAC to MEd major in Chemistry	1	4	5	5	5	5.00	TUPAZ MGKA, DACLITAN CRB, ELIZALDE NP, ABELARDO MO
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman								
		AS GAC Member								
		A4 . Number of students entertained for consultation purposes	entertained students seeking consultation with Faculty	1	7	5	5	5	5.00	TUPAZ MGKA, DACLITAN CRB, ELIZALDE NP, ABELARDO MO, PERICANO BC, SENILLO G, DE LEON MJ



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> Number of on-line ready coursewares developed and submitted for review								
	On-line ready courseware	prepared powerpoint presentation, video clips	2	5	5	5	5	5.00	CHEM206	
	Supplemental learning resources	prepared supplemental learning resources	2	5	5	5	5	5.00	CHEM206	
	Assessment tools	prepared quizzes, learning activities, assessment, long/term examinations	2	15	5	5	5	5.00	CHEM206	
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor									
	A 7 : Number of virtual classroom created and operational	updated virtual classroom	1	1	5	5	5	5.00	CHEM206	
	<b>PI 10 .</b> Additional outputs:	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	As GAC Member MEd major in Chemistry	3	5	5	5	5.00	PERICANO BC, SENILLO G, DE LEON MJ	
<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	taught Chemistry subjects assigned	4	7.80	5	5	5	5.00	Chem 138 Lec
		<b>A10.</b> Number of grade sheets submitted within prescribed period	prepared and submitted grade sheets for chemistry subjects assigned	1	10	5	5	5	5.00	Chem 138 Lec, Chem 200a1, Chem200a3, CHEM206
		<b>A 11 .</b> Number of INC forms with grade submitted within prescribed period								
		<b>A12.</b> Number of trainings attended related to instruction	attended trainings related to instruction		4	5	5	5	5.00	VSU Faculty On-boarding, What is lab in the future? Engaging Students in a Post-pandemic Hyflex Learning Model

	<b>A13.</b> Number of long examinations administered and checked	gave long examinations and checked test papers in Chemistry subjects assigned	2	10	5	5	5	5.00	Chem 138
	<b>A14.</b> Number of quizzes administered and checked	gave quizzes and checked answers of students	10	20	5	5	5	5.00	Chem 138
	<b>A15.</b> Number of lab reports and term papers checked and graded								
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	served as academic adviser	1	3	5	5	5	5.00	Getes L, Sagliba M, DANIGOY, RT
	<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
	As thesis adviser	served as thesis adviser to BS Chemistry major students and checked thesis outline/manuscript	1	4	5	5	5	5.00	Getes L, Sagliba M, Bation MJ, Danigoy RT
	As SRC Chairman	advised and checked thesis outline/manuscript of BS Chemistry students	1	4	5	5	5	5.00	PAGUIA I, OMANDAM NK, ROCHE FLB, TAN, KV
	As SRC Member	advised and checked thesis outline/manuscript of BS Chemistry students	1	2	5	5	5	5.00	RAMADA D , CUTANDA KJ
	<b>A18.</b> Number of students entertained for consultation purposes	accommodated students seeking on-line consultation related to subjects enrolled, thesis, and grades	10	100	5	5	5	5.00	BS Chemistry major and nonmajor students
<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised								
	<b>A20.</b> Number of Student organizations assisted on student related activities			1	5	5	5	5.00	ViChemSoc



	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :								
		On-line ready courseware	developed and submitted on-line ready course ware such as Learning Module							
		Supplemental learning resources	developed and submitted supplemental learning resources such as lecture powerpoints	1	20	5	5	5	5.00	Chem 138
		Assessment tools	developed and submitted assessment tools such as long examination, quizzes, problem sets	1	35	5	5	5	5.00	Chem 138
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	developed and submitted on-line course ware for review by TRP and MMDC editor	1	2	5	5	5	5.00	Chem 138
		<b>A 24 :</b> Number of virtual classroom created and operational	updated operational virtual classrooms (Moodle or Google Classroom)	1	2	5	5	5	5.00	Chem 138
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation			1	5	5	5	5.00	BS Chemistry
		Agency/firm/Industry linkages								
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	advised and checked thesis outline/manuscript of BS Chemistry students		40	5	5	5	5.00	BS Chemistry 3 and 4
		<b>A.27.</b> Awards received								
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *								

	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	conducted and completed research study within the year		1	5	5	5	5.00	Physicochemical Characterization of the Water in Daguitan-Marabong River, Dulag, Leyte
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year								
		<i>In refereed int'l journals</i>	submitted paper for possible publication		1	5	5	5	5.00	Physicochemical Analyses of the Water in Bao River, Ormoc City, Leyte, Philippines
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *								
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	submitted research proposal for possible funding		2	5	5	5	5.00	NEDA Funding; Internationalization Program
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU								
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19								
<b>UMFO 4. EXTENSION SERVICES</b>										



	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained								
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training								
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented								
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance								
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:								
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>	served as evaluator (TWG)	1	2	5	5	5	5.00	Chemical Laboratory Reagents/Glasswares/Equipment; Coconut & Other Palms Research

	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *								
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation,	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	facilitated in the compliances of QMS core processes of the university under ISO 9001:2015		1	5	5	5	5.00	ISO Internal Audit
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	facilitated in the preparation of all required documents for compliance requirements of the program and institutional accreditations		1	5	5	5	5.00	PRB Chemistry evaluation and monitoring
		On program accreditations	facilitated in the preparation of all required documents for compliance requirements of the BS Chemistry program		1	5	5	5	5.00	CHED R08 Site Visit
		On institutional accreditations	Led in the preparation of compliances documents of QMS core processes of the university under ISO 9001:2015							ISO recertification for VSU
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	ensured a customer friendly frontline services		100% customer's satisfaction	5	5	5	5.00	



	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	designed new initiatives as best practices							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	organized administration/management related activities and other outputs implementing the new normal due to COVID-19							
	<b>Total Over-all Rating</b>								165.00	

Average Rating		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>		<b>5.00</b>
<b>ADJECTIVAL RATING</b>		Outstanding

<b>Comments &amp; Recommendations for Development Purposes</b>
- Conduct more research and publish research outputs
- Submit research and extension proposals for local/national/international funding

Evaluated & Rated by:

*mtlreto*  
**MA. THERESA P. LORETO**  
 Dean, College of Arts & Sciences  
 Date:

Recommending Approval

*mtlreto*  
**MA. THERESA P. LORETO**  
 Dean, College of Arts & Sciences  
 Date: **JUL 07 2023**

Approved by:

*BS*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: **7/10/23**

## PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Employee: ELIZABETH S. QUEVEDO

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that commitments on research, extension, and publications are attained				March 27, 2023
Coaching	Encouraging the Faculty to submit research and extension proposal for possible funding (local/external/international)				

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

Conducted by:

Noted:

  
**MA. THERESA P. LORETO**  
 Immediate Supervisor

  
**BEATRIZ S. BELONIAS**  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELIZABETH S. QUEVEDO

Performance Rating: Outstanding

Aim: Aspire to maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: July, 2023

Target Date: December, 2023

First Step:

Prepare and update learning materials for all chemistry subjects to be taught in the 1st Semester AY 2023-2024, follow up student performance constantly, submit research and extension proposals for funding and research paper for possible publication in peer-reviewed

Results:

Meets the QS for tertiary instruction

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

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

Next Step:

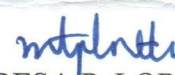
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Outcome: \_\_\_\_\_


Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

  
MA. THERESA P. LORETO  
Dean, CAS

Conforme:

  
ELIZABETH S. QUEVEDO  
Name of Ratee Faculty/Staff