

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

Name of Faculty Member: **JO JANE D. ATOK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% = 2.50	
b. Students (50%)			
Total for Instruction	95%	5.00	4.75
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension			
4. Administration/Support Services	5%	5.00	0.25
5. Production			
<b>TOTAL</b>	<b>100%</b>		<b>5.00</b>

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:

**JO JANE D. ATOK**  
Name of Faculty

Reviewed by:

**MA. THERESA P. LORETO**  
Director, Advance Research  
and Innovation Center

Recommending Approval

**ALAN B. LORETO**  
Director, Innovation

Approved:


**OTHELLO B. CAPUNO**  
VP for Research, Extension  
and Innovation


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JO JANE D. ATOK**, a faculty member of the **ADVANCE RESEARCH AND INNOVATION CENTER** commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July - December 2020**

  
**JO JANE D. ATOK**  
Instructor I  
Date:

Approved:   
**MA THERESA P. LORETO**  
Director, ARI Center  
Date:

  
**OTHELLO B. CAPUNO**  
VP for Research, Extension and Innovation  
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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	14.85	14.85	5	5	5	5.00	ScTS 11c- Science Technology and Society (2 sections)
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	1	5	5	5	5.00	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	21	5	5	5	5.00	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	15	5	5	5	5.00	

	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5.00	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	1	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5.00	
		<b>A 23 :</b> 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	1	1	5	5	5	5.00	
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	2	5	5	5	5.00	
<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, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> 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	zero non-conformity	5	5	5	5.00	
		<b>A 45.</b> 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	100% compliant	5	5	5	5.00	



		On program accreditations								
		On institutional accreditations								
<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	Provides customer friendly frontline services to clients	Zero % compliant	Zero % compliant	5	5	5	5.00	
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	1	1	5	5	5	5.00	
	<b>Total Over-all Rating</b>								80.00	
	<b>Average Rating</b>								5.00	
	<b>Adjectival Rating</b>									


Evaluated & Rated by:

  
**MA. THERESA P. LORETO**  
 Director, ARI Center  
 Date:

Recommending Approval

  
**ALAN B. LORETO**  
 Director, Innovation  
 Date:

Approved by:

  
**OTHELLO B. CAPUNO**  
 VP for Research, Extension and Innovation  
 Date:

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	0

**Comments & Recommendations for Development Purpose:**

Ms. Atok is advised to make a research proposal for possible funding.

Evaluated & Rated by:

*mtloredo*

**MA. THERESA P. LORETO**

Director, ARI Center

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

Approved by:

*Othello B. Capuno*

**OTHELLO B. CAPUNO**

VP for Research, Extension and Innovation

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

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

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Advance Research & Innovation Center


Head of Office: Dr. Ma. Theresa P. Loreto

Number of Personnel: 4


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Jo Jane Atok to contact her students frequently so that her presence will be felt by the students.				Ms. Atok is constantly in touch with her students and meets her class regularly.
Coaching	I reminded Ms. Atok to keep updated with the recent trends in Biotechnology for her professional development.				Ms. Atok reads journals/scientific articles to keep abreast of the latest development in Biotechnology.
	I encouraged Ms. Atok to write research proposals for possible funding.				Ms. Atok is crafting research proposals.

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

Conducted by:

  
MA. THERESA P. LORETO  
 Director, ARI Center

Noted by:

  
OTHELLO B. CAPUNO  
 VP for REI

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JO JANE DAISOG ATOK**

Performance Rating: \_\_\_\_\_

Aim: To pursue advanced studies in the field of health research.

Proposed Interventions to Improve Performance:

Date: July 25, 2020 Target Date: September 2021

First Step: Pursue advanced studies (Master's Degree) with expertise aligned with the mission and goals of the Advance Research and Innovation Center

Result: Sent application to universities.

Date: July 25, 2020 Target Date: February 2022 - September 2022

Next Step: Wait for feedback from the universities applied.

Outcome: If accepted, faculty will pursue advanced studies within the target date specified.

Final Step/Recommendation:

If not admitted, faculty will apply and look for other universities with degree programs that will align with the mission and goals of the center and the university.

Prepared by:

*mtplreto*

**MA. THERESA P. LORETO**

Director, ARI Center

Conforme:

**JO JANE D. ATOK**  
Name of Ratee Faculty