

Exhibit K

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

Name of Faculty Member: DONNA CHRISTENE Q. RAMOS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.83 x 50%	2.415
b. Students (50%)		4.67 x 50%	2.335
Total for Instruction	100%	2.415 + 2.335 = 4.75	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 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:


DONNA CHRISTENE Q. RAMOS
Name of Faculty

Reviewed by:


LOUR FRANZ M. GABUNADA
OIC-Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Donna Christene Q. Ramos, a faculty member of the DEPARTMENT OF BIOTECHNOLOGY, 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 July-December 2022.

Ramos
DONNA CHRISTENE Q. RAMOS
 Instructor I
 Date: *Dec 19, 2022*

Approved:
[Signature]
LOURD FRANZ M. GABUNADA
 OIC-Head, Biotechnology
 Date: *21 Dec 2022*

[Signature]
MA. THERESA P. LORETO
 Dean, CAS
 Date: *DEC 23 2022*

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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	14.10	25.95	5	5	5	5.00	Btec 22 lec, Btec 22 lab, InBt 152 lec, ScTS 11b, ScTS 11c, MarB 13 lab, Biol 138n lab
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	7	5	5	5	5.00	Btec 22 lec, Btec 22 lab, InBt 152 lec, ScTS 11b, ScTS 11c, MarB 13 lab, Biol 138n lab
		A11. Number of INC forms with grade submitted within prescribed period	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A12. Number of trainings/seminars attended related to instruction	Attend trainings/seminars	1	2	5	5	5	5.00	Workshop on Microbiome Analysis, 1st Animal Welfare Training
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	7	5	5	5	5.00	Btec 22 lec, Btec 22 lab, InBt 152 lec, ScTS 11b, ScTS 11c, MarB 13 lab, Biol 138n lab
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	Btec 22 lec, Btec 22 lab, InBt 152 lec, ScTS 11b, ScTS 11c, MarB 13 lab, Biol 138n lab
		A15. Number of lab reports and term papers checked and graded	Checks lab reports (exercises) submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students		1	5	5	5	5.00	1st year BSBiotech Students

	A17. Number of students advised on thesis/ field practice/special problem:									
	<i>As SRC Adviser</i>	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	Abarquez, Bandalan, Fernandez, Oledan	
	<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	Alamil, Gayas, Vesera	
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Andres, Moral	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	20	5	5	5	5.00	BSBiotech, BS Biology, BS Agriculture, BS Forestry	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1						Accomplished in January-June 2022	
	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								
	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	3	5	5	5	5.00	Btec 22 lab, MarB 13 lab, Biol 138n lab	
	<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	20	12	5	5	5	5.00	Btec 22 lec, Btec 22 lab, InBt 152 lec, ScTS 11b, ScTS 11c, MarB 13 lab, Biol 138n lab; (accomplished with Jan-June)	
	<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	Btec 22 lec, Btec 22 lab, InBt 152 lec, ScTS 11b, ScTS 11c, MarB 13 lab, Biol 138n lab	
	A 23 : 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 24 : Number of virtual classroom created and operational	Maintains virtual classroom using either VSUEE	1	6	5	5	5	5.00	Btec 22, InBt 152, Biol 138n, MarB 13, ScTS 11b, ScTS 11c	
PI 11. Additional outputs	A 25. 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	1	5	5	5	5.00	ISO 9001:2015 Surveillance Audit	
UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	0	3	3	3	3.00	None
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	2	4	4	4	4.00	2 NCs recorded
		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						Accomplished in January-June 2022
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint	0% complaint	5	5	5	5.00	No complaint received
	Total Over-all Rating								87.00	
	Average Rating								4.83	
	Adjectival Rating								Outstanding	

Average Rating (Total over-all rating divided by 19)	4.83
Additional Points	
Approved Additional points (with copy of approval)	
FINAL RATING	4.83
ADJECTIVAL RATING	Outstanding

Comments and Recommendations for Development Purpose:

Engage in Research & Extension.
Craft proposals and publish.

Evaluated & Rated by:


LOUR FRANZ M. GABUNADA
OIC-Head, Biotechnology
Date: *21 Dec 2022*

Recommending Approval


MA. THERESA P. LORETO
Dean, CAS
Date: **DEC 23 2022**

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: *21/12/2022*

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Donna Christene Q. Ramos

Head of Office: Lourd Franz M. Gabunada

Number of Personnel: 5

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Ms. Ramos to continue constantly monitoring the academic performance and welfare of her students. I also asked Ms. Ramos to facilitate with student concerns as she is the Department-based guidance facilitator.				Ms. Ramos is constantly in contact with her students regarding their lessons and outputs to be submitted. She also actively communicates with our students regarding their concerns.
Coaching	I encouraged Ms. Ramos to attend webinars/conferences and trainings related to Biochemistry and Molecular Biology collaborate with other faculty and craft research /extension proposals.				Ms. Ramos actively participates in various webinars hosted by different universities and professional organizations and conceptualized research/extension activities for the department.

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

Conducted by:


LOURD FRANZ M. GABUNADA
Head, Department of Biotechnology

Noted by:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DONNA CHRISTENE Q. RAMOS

Performance Rating: Outstanding

Aim: (1) To assess the status of Ms. Ramos' graduate program completion documents, and (2) to encourage engagement in research/ extension activities.

Proposed Interventions to Improve Performance:

Date: July 2022

Target Date: December 2022

First Step: (1) I followed up the status of Ms. Ramos MS credentials submission.

(2) Ms. Ramos was encouraged to craft research/ extension proposals.

Result: (1) Ms. Ramos has completed the requirements for the completion of her degree.

She graduated August 2022 but still has to receive and submit completion documents.

(2) Ms. Ramos with DBt faculty conceptualized research/ extension proposals.

Date: January 2023

Target Date: June 2023

Next Step: (1) Ms. Ramos was reminded follow up submission of her MS credentials

(2) Ms. Ramos was encouraged to furnish and submit research/ extension proposals for funding.

Outcome: (1) Ms. Ramos will submit the documents to ODAHRD as soon as possible.

(2) Ms. Ramos will furnish and submit research/ extension proposals for funding.

Final Step/Recommendation: (1) Follow up Ms. Ramos' MS credentials.

(2) Follow up submission of research/extension proposals.

Prepared by:


LOURD FRANZ M. GABUANDA
Head, Department of Biotechnology

Conforme:


DONNA CHRISTENE Q. RAMOS
Name of Ratee Faculty