

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

Name of Faculty Member: **VIVIAN P. LINA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
e. Head/Dean (50%)	50%	4.87 x 50%	2.435
f. Students (50%)	50%	4.67 x 50%	2.335
Total for Instruction	100%	4.77	4.77
12. Research			
e. Client/Dir. for Research (50%)			
f. Dept. Head/Center Director (50%)			
Total for Research			
13. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept. Head/Center Director (50%)			
Total for Extension			
14. Administration			
15. Production			
TOTAL			4.77

EQUIVALENT NUMERICAL RATING: 4.77

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: Outstanding

Prepared by:

**VIVIAN P. LINA**  
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

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VIVIAN P. LINA, 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 2023.

*(Signature)*  
**VIVIAN P. LINA**  
 Instructor I  
 Date: 12/29/2023

Approved: *(Signature)*  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 1/5/24

*(Signature)*  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: JAN 10 2024

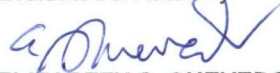
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION 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	Handled and taught courses assigned	18	31.5	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepared and submitted gradesheet on or before deadline	6	8	5	5	5	5.00	Chem 131 (3) Chem 130 (1) Chem 130.1 (1) PhSc 107 (1) PhSc 107.2 (1) Chem 200a2 (1)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	3	18	5	5	5	5.00	Chem 131 (5) Chem 130 (6) Chem 130.1 (2) PhSc 107 (3) PhSc 107.2 (2)



	<b>A14</b> . Number of quizzes/learning tasks/assessments/assignments administered and checked (including laboratory reports)	Prepared and checked quizzes/learning tasks/assessments/assignments for subjects taught; checked laboratory reports	9	190	5	5	4	4.67	Chem 131 (8) Chem 130 (8) Chem 130.1 (75) PhSc 107 (17) PhSc 107.2 (82)
<b>PI 8</b> : Number of students advised: *	<b>A16</b> . Number of students advised:								
	<b>A17</b> . Number of students advised on thesis/ field practice/special problem:	Advised and corrected <u>research outline</u> and thesis/SP manuscript	1	3	5	5	4	4.67	Curay Sobere Roslinda
	As SRC Chairman	Advised and corrected <u>research outline</u> and thesis/SP manuscript	1	6	5	5	4	4.67	Cuesta, Diango, Gaudicos, Ferrer, Labiste, Bercero
	As SRC Member	Advised and corrected <u>research outline</u> and thesis/SP manuscript							
	<b>A18</b> . Number of students entertained for consultation purposes	Entertained students consulting on subject taught and grades	25	145	5	5	4	4.67	
<b>PI 10</b> : Number of instructional materials developed *	Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	16	5	5	5	5.00	
	Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	8	88	5	5	5	5.00	
<b>PI 11</b> . Additional outputs	<b>A 25</b> : Number of Additional outputs accomplished:	Prepared proposals for training.	0	3	5	5	5	5.00	Chemical Safety, Making Dishwashing Liquid, and Soap Making
<b>UMFO 3 . RESEARCH SERVICES</b>									
<b>UMFO 4. EXTENSION SERVICES</b>									

UMFO 5. SUPPORT TO OPERATIONS								
OVPI MFO 4. Program and Institutional Accreditation Services								
UMFO 6. General Admin. & Support Services (GASS)								
Total Over-all Rating								49
Average Rating		4.87		Comments & Recommendations for Development Purposes  Pursue graduate study related to the field of expertise.				
Additional Points:								
Approved Additional points (with copy of approval)								
FINAL RATING		4.87						
ADJECTIVAL RATING		Outstanding						

Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**

Department Head, Department of Pure and Applied Chemistry

Date: 1/5/24

Recommending Approval

  
**MA. THERESA P. LORETO**

Dean, College of Arts and Sciences

Date: JAN 16 2024

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 1/17/24

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: VIVIAN P. LINA


Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure commitments on research, extension, and publications are attained				September, 2023
	Followed up status of her MS Chemistry graduate study				November, 2023
Coaching	Encouraged the faculty to: a) submit research paper for possible publication in a peer-reviewed journal;  b) submit research and extension proposal for possible funding (local/external/international)  c) attend relevant training & scientific fora  d) finish writing thesis proposal for her MS Chemistry program				

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

Conducted by:

  
ELIZABETH S. QUEVEDO  
Immediate Supervisor

Noted:

  
MA. THERESA P. LORETO  
Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VIVIAN P. LINA

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for all chemistry subjects to be taught in the 2<sup>nd</sup> Semester AY 2023-2024, follow up student performance constantly and finish MS in Chemistry the soonest time 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:



VIVIAN P. LINA

Name of Ratee Faculty/Staff