

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

Name of Faculty Member: **SARAH JEAN C. SUGANO**

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%)		5.00 x 50% = 2.50	
Total for Instruction	85%	5.00	4.25
2. Research			
a. Client/Dir for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x 100% = 5.00	
Total for Research	10%	5.00	0.50
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			
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

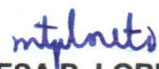
TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding


Prepared by:


SARAH JEAN C. SUGANO
Name of Faculty


Reviewed by:


MA. THERESA P. LORETO
Director, Advanced Research
and Innovation Center

Recommending Approval


ALAN B. LORETO
Director for Innovation

Approved:


MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SARAH JEAN C. SUGANO, An affiliate faculty member of the ADVANCED RESEARCH AND INNOVATION CENTER, commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June 2022.

SARAH JEAN C. SUGANO

Instructor I

Date: July 06, 2022

Approved:

MA. THERESA P. LORETO

Director, ARI Center

Date: July 6, 2022

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: July 14, 2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicator 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	6	5.1	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	4	5	5	5	5.00	
		A 11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	2	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	5	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	10	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	10	5	5	5	5.00	

	PI 8: Number of students advised: *	A16: Number of students advised: <i>As SRC Member</i>	<i>Acts as academic adviser to students</i>		2	5	5	5	5.00	
			Advises and corrects research outline and thesis/SP manuscript		2	5	5	5	5.00	
		A18: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	30	5	5	5	5.00	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	5	5.00	
		Supplemental learning resource	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	15	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	39	5	5	5	5.00	
		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	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	
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	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	zero non-conformity	5	5	5	5.00	

		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	100% compliant	5	5	5	5.00	
		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	Zero % complaint	5	5	5	5.00	
	Total Over-all Rating								90.00	
	Average Rating								5.00	
	Adjectival Rating								0	

Evaluated & Rated by:

mtplareto
MA. THERESA P. LORETO
 Director, ARI Center
 Date: *July 6, 2022*

Recommending Approval

Alan B. Loreto
ALAN B. LORETO
 Director for Innovation
 Date: *July 12, 2022*

Approved by:

Maria Juliet C. Geniza
MARIA JULIET C. GENIZA
 VP for Research, Extension and Innovation
 Date: *July 14, 2022*

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. Sugano must craft research proposals for possible funding.

Evaluated & Rated by:

mtphcto
MA. THERESA P. LORETO

Director, ARI Center

Date: July 6, 2022

Approved by:

Maria Juliet C. Ceniza
MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: July 14, 2022

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ADVANCE RESEARCH AND INNOVATION CENTER

Head of Office: MA. THERESA P. LORETO

Number of Personnel: 3 Faculty

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I advised Ms. Sugano to keep updated with the new trends in biotechnology in her lecture discussion				She has incorporated new trends in biotechnology in her lecture discussion.
	I advised Ms. Sugano to look for university for PhD scholarships.				She has started looking for universities and possible PhD scholarships.
Coaching	I reminded Ms. Sugano to create research proposals for possible research funding. I gave her the guidelines for a possible research grant program for research proposal submission.				She has written research proposals and connected with other VSU researchers. She is willing to draft a proposal for submission for the said research funding program.

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

Conducted by:


MA. THERESA P. LORETO
 Director, Advanced Research and Innovation Center

Noted:


MARIA JULIET C. CENIZA
 VP, Research, Extension and Innovation

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SARAH JEAN C. SUGANO

Performance Rating: _____

Aim: To apply for Ph. D. degree program in the field of bioprocess and biotechnology.

Proposed Interventions to Improve Performance:

Date: July 06, 2022

Target Date: September 2022

First Step: Look for university that has graduate degree program aligned with the specialization.

Result: Application for admission will be submitted if there is a university that offers the Ph. D. degree program sought for.

Date: September 2022

Target Date: November 2022

Next Step: Look for scholarship for the Ph.D. Program.

Outcome: If admitted in the university, submission for scholarship application will be done.

Final Step/Recommendation:

If not admitted in the university, apply to other universities with the degree program sought for and will apply for another scholarship.

Prepared by:


MA. THERESA P. LORETO
Director, ARI Center

Conforme:


SARAH JEAN C. SUGANO

Name of Ratee Faculty