

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **HELEN GRACE F. ORACION**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.97 x 50%	2.485
b. Students (50%)	50%	4.20 x 50% 4.17	2.10 2.08
Total for Instruction			
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			4.58 4.56

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

~~4.58~~ **4.56**
0

Prepared by:

HELEN GRACE F. ORACION

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HELEN GRACE F. ORACION, 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 JANUARY TO JUNE 2022.

HELEN GRACE F. ORACION

Instructor I

Date: July 5, 2022

Approved:

ELIZABETH S. QUEVEDO

Department Head

Date: July 5, 2022

MA. THERESA P. LORETO

College Dean

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 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	20.6	5	5	5	5.00	Chem 122 (2), Chem 122.2 (2), Envi120n (1) and Chem 3 (1)
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submits on or before deadline	4	7	5	5	5	5.00	Chem 122 (2), Chem 122.2 (2), Envi120n (1), Chem 3 (1) and Chem 200a1 (1)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	16	5	5	5	5.00	Envi120n (4), Chem 3 (5), Chem 122 (5) and Chem 122.2 (2)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	30	60	5	5	5	5.00	Envi120n (22), Chem 122.2 (18), Chem 122 (15), Chem 3 (15)
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	30	260	5	5	4	4.67	Chem 122.2 (260)

PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acted as academic adviser to students</i>	5	5	5	5	5	5.00	Alegre, Castil, Kreuzer, Moceno and Tan
	A17. Number of students advised on thesis/ field practice/special problem:		5	8	5	5	5	5.00	Alegre, Castil, Kreuzer, Moceno, Tan, Mosende, Heraldo and Labrador
	<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
	<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	50	60	5	5	5	5.00	BS MB, BSES and BS Chem
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advised student organizations recognized by USOO</i>	1	1	5	5	5	5.00	VSU Chemical Society
	A20. Number of Student organizations assisted on student related activities	<i>Assisted student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	VSU Chemical Society
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel							
	<i>On-line ready courseware</i>	<i>Prepared Instructional module/laboratory guide/workbook or a combination thereof</i>		1					Envi120n Environmental Chemistry (Lec)
	Supplemental learning resources	<i>Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	20	5	5	5	5.00	Envi120n (20)
	<i>Assessment tools</i>	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	30	35	5	5	5	5.00	Chem 115.2 (20) & ESci115a (15)

		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom		1	5	5	5	5.00	Envi120n (22), Chem 122.2 (18), Chem 122 (15), Chem 3 (15)
UMFO 3 . RESEARCH SERVICES										
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 College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensured 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						
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint						
	Total Over-all Rating					75	75	74	74.67	
	Average Rating					5	5	4.9	4.97	
	Adjectival Rating								6	

Evaluated & Rated by:

E. Meneses
ELIZABETH S. QUEVEDO
 Department Head
 Date: *July 5, 2022*

Recommending Approval

for Beatriz
MA. THERESA P. LORETO
 Dean, CAS
 Date: *8/1/2022*

Approved by:

Beatriz
BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

Opcion

Average Rating (Total Over-all rating divided by		4.97
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Pursue MS in Chemistry

Evaluated & Rated by:

E. Quevedo
ELIZABETH S. QUEVEDO

Head, DoPAC

Date:

July 5, 2022

Recommending Approval:

M. Loreto
MA. THERESA P. LORETO

Dean, CAS

Date:

Approved by:

B. Belonias
BEATRIZ S. BELONIAS

VP for Academic Affairs

Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: HELEN GRACE F. ORACION

Head of Office: ELIZABETH S. QUEVEDO


Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to hold synchronous classes regularly; Advised to pursue MS program the soonest time possible				March 2022
Coaching	Advised to give more real time activities to encourage student participation during online classes				

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

Conducted by:

Noted:


ELIZABETH S. QUEVEDO
Head, DoPAC


MA. THERESA P. LORETO
Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HELEN GRACE F. ORACION

Performance Rating: _____

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: July, 2022

Target Date: December, 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 1st Semester AY 2022-2023, conduct synchronous classes regularly, constant follow up of student's performance and pursue MS in Chemistry

Results:

Meets the QS for tertiary instruction

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



HELEN GRACE F. ORACION