

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

Name of Faculty Member: MERVIN JUNE B. GASATAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.97x50%=	
b. Students (50%)		x50% =	
Total for Instruction	100%		4.97
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			4.97

EQUIVALENT NUMERICAL RATING: —

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.97

ADJECTIVAL RATING:

OutstandingPrepared by: **MERVIN JUNE B. GASATAN**
Name of FacultyReviewed by: **JACOB GLENN F. JANSALIN**
Department HeadRecommending Approval: **CANDELARIO L. CALIBO**

Dean/Director

Approved: **BEATRIZ S. BELONIAS**

Vice President for Acad. Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, MERVIN JUNE B. GASATAN, An affiliate faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY 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 2020.


MERVIN JUNE B. GASATAN

Instructor I

Date:

Approved:


JACOB GLENN F. JANSALIN

Department Head

Date:


CANDELARIO L. CALIBO

College Dean

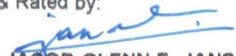
Date:

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										
	PI5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	18	35.5	5	5	5	5.00	ESci115a (2), Chem 115.2 (3), ScTS 11c (1)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	0						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	10	5	5	5	5.00	ESci115a, Chem 115.2, ScTS 11c
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	54	5	5	5	5.00	ESci115a, Chem 115.2, ScTS 11c
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	370	5	5	4	4.67	Chem 115.2 Lab
	PI8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							


		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	70	5	5	5	5.00	BSChem, BSABE, BSCE, BSME, BSA, BSChem, BSBiotech
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	3	5	5	5	5.00	Esci 115a, Esci 115b, Chem 115.2
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	5	5	5	5.00	Esci 115a, Esci 115b, Chem 115.2
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	30	64	5	5	5	5.00	ESci115a, Chem 115.2, ScTS 11c
		<u>A 23</u> : 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	2	3	5	5	5	5.00	Esci 115a, Esci 115b, Chem 115.2
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	Esci 115a, Esci 115b, Chem 115.2
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	<u>PI 8</u> . 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*	<u>A 44</u> . 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						

		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						
		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						
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating								49.67	
	Average Rating								4.97	
	Adjectival Rating								C	

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Head, Department of Pure and Applied Chemistry
 Date:

Recommending Approval:


CANDELARIO L. CALIBO
 Dean, College of Arts and Sciences
 Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

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

attend virtual seminars /
conferences for continuous quality
improvement.
Apply for MS Chem study.

Evaluated & Rated by:


JACOB GLENN F. JANSALIN

Head, DoPAC

Date: Jan 5, 2021

Recommending Approval:


CANDELARIO L. CALIBO

Dean, CAS

Date: _____

Approved by:


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	
X	3rd	
X	4th	

Name of Employee: MERVIN JUNE B. GASATAN

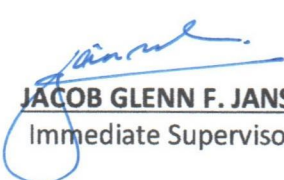
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: 1

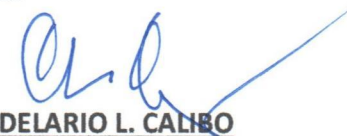
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Create virtual classroom				Virtual classroom were created
Coaching					

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

Conducted by:


JACOB GLENN F. JANSALIN
Immediate Supervisor

Noted:


CANDELARIO L. CALIBO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERVIN JUNE B. GASATAN

Performance Rating: Outstanding

Aim: Pursue MS Chem degree

Proposed Interventions to Improve Performance:

Date: August 2020 Target Date: Aug 2021

First Step:

Recommend for regular teaching position

Result: Becomes a regular faculty of DPH

Date: Aug 2021 Target Date: Aug 2023

Next Step:

Recommend for MS Chem study

Outcome: MS Chem student

Final Step/Recommendation:

Recommend for promotion once finished of MS study

Prepared by:

JACOB GLENN F. JANSALIN

Unit Head

Conforme:

MERVIN JUNE B. GASATAN

Name of Ratee Faculty/Staff