

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

Name of Faculty Member: **JO JANE D. ATOK**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.99 x 50% = 2.49	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction	85%	4.99	4.24
2. Research			
a. Client/Dir for Research (0%)			
b. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Research	10%		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%		4.99

EQUIVALENT NUMERICAL RATING: 4.99

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.99

ADJECTIVAL RATING: Outstanding

Prepared by:

JO JANE D. ATOK
Name of Faculty

Reviewed by:

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

Recommending Approval

ALAN B. LORETO
Director, Innovation

Approved:

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JO JANE D. ATOK, a faculty member of the ADVANCED RESEARCH AND INNOVATION CENTER commit to the 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 2021.

JO JANE D. ATOK
Instructor I

Date:

Approved:

MA. THERESA P. LORETO
Director, ARI Center

Date: Aug. 19, 2021

MARIA JULIET C. CENIZA


VP for Research, Extension and Innovation
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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9.</u> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	6.99	12.15	5	5	5	5.00	Btec 21 Lec & ScTs11c Lec
		<u>A10.</u> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	0	2	5	5	5	5.00	
		<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	3	5	5	5	5.00	
		<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	105	5	5	5	5.00	
	<u>PI 8:</u> Number of students advised: *	<u>A16.</u> Number of students advised:	<i>Acts as adviser to students</i>	0	6	5	5	5	5.00	VSU -DA Biotech Scholars (MABBaula, MRREdradan, JLMagparok, DSPMandin, LMLOBeda, JJASSarmiento)
		<u>A18.</u> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	5	5	5	5	5.00	
	<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							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	20	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
	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	
UMFO 3 . RESEARCH SERVICES										
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1	5	5	5	5.00	Bioactivity and Molecular Characterization of Lead Compounds from Candidate Antidiabetic Indigenous Plants
	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	
	PI 1. Number of research proposals submitted			1	2	5	5	5	5.00	
	PI 6. Number of papers submitted for publication in institutional and internationally indexed journal			1	1	5	5	5	5.00	
UMFO 5. SUPPORT TO OPERATIONS										
	MFO 1. Faculty Development Services									
	PI 2: Number of webinars attended			1	5	5	5	5	5.00	
	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	zero non-conformity	5	5	4.5	4.83	

		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	
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	
Administrative and Facilitative Services										
	PI 1. Number of centers, colleges, departments, and units served			1	2	5	5	5	5.00	
	PI 3. Number of university committees/boards/council facilitated/ assisted			1	2	5	5	5	5.00	
	PI 7. Number of documents/reports prepared, reviewed/processed			1	1	5	5	5	5.00	
	Total Over-all Rating								114.83	
	Average Rating								4.99	
	Adjectival Rating								O	

Evaluated & Rated by:


MA. THERESA P. LORETO
 Director, ARI Center
 Date: **Aug. 19, 2021**

Recommending Approval


ALAN B. LORETO
 Director, Innovation
 Date:

Approved by:


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

Average Rating (Total Over-all rating divided by 6)	4.99
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.99
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Ms. Atok should write Research proposals for possible funding.

Evaluated & Rated by:


MA. THERESA P. LORETO

Director, ARI Center

Date: Aug. 19, 2021

Approved by:


MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date: _____

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: Advanced Research & Innovation Center


Head of Office: Dr. Ma. Theresa P. Loreto

Number of Personnel: 4

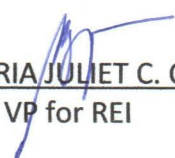
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Jo Jane Atok to keep in contact with her students so that they will feel the presence of their teacher.				Ms. Atok keeps in contact with her students.
Coaching	<p>I advised Ms. Atok to read and keep abreast of the latest news in Biotechnology to be able to share these with her students.</p> <p>I encouraged Ms. Atok to write research proposals for possible funding.</p>				<p>Ms. Atok reads scientific articles to keep updated of the latest trends in Biotechnology.</p> <p>Ms. Atok is writing research proposals.</p>

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

Conducted by:


MA. THERESA P. LORETO
Director, ARI Center

Noted by:


MARIA JULIET C. CENIZA
VP for REI

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JO JANE DAISOG ATOK**

Performance Rating: _____

Aim: To pursue advanced studies in the field of biomedical/health research.

Proposed Interventions to Improve Performance:

Date: July 15, 2021 Target Date: September 2022

First Step: Send application for master's degree to universities with programs aligned with the priority agenda of the Advanced Research and Innovation Center

Result: Sent application to universities.

Date: September 25, 2021 Target Date: February 2022 - September 2022

Next Step: Waiting for feedback from the universities applied.

Outcome: If accepted, faculty will pursue advanced studies within the target date specified.


Final Step/Recommendation:

If not admitted, faculty will apply and look for other universities with degree programs that will align with the mission and goals of the center and the university.

Prepared by:


MA. THERESA P. LORETO
Unit Head

Conforme:


JO JANE D. ATOK
Name of Ratee Faculty/Staff