

Exhibit K

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)
1. Instruction			
a. Head/Dean (50%)	50%	4.87 x 50%	2.43
b. Students (50%)	50%	4.75 x 50%	2.4
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			4.83

EQUIVALENT NUMERICAL RATING:


Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


ADJECTIVAL RATING:

— 4.83
0

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 2022.

Cyplina
VIVIAN P. LINA
Instructor I
Date: 12/22/22

Approved: *Elizabeth S. Quevedo*
ELIZABETH S. QUEVEDO
Department Head
Date: 01/03/23

mtplnato
MA. THERESA P. LORETO
College Dean
Date: JAN 04 2023

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	25.25	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepared and submitted gradesheet on or before deadline	6	2	5	5	5	5.00	Chem 193 (2) - 2nd Sem To be completed on January 2023 due to adjustments in academic activities/schedules
		A13 . Number of long examinations administered and checked	Administered and checked long examination for subjects taught	2	5	5	5	5	5.00	Chem 193 (1) - 2nd Sem Chem 131 (1) - 1st Sem Chem 130 (1) - 1st Sem Chem 130f (1) - 1st Sem Chem 120 (1) - 1st Sem

	A14 . Number of quizzes administered and checked	Prepared and checked quizzes/learning tasks/assessments for lec	5	39	5	5	4	4.67	Chem 131 (12) Chem 130 (8) Chem 130f (8) Chem 120 (11)
PI 8: Number of students advised: *	A16. Number of students advised:								
	A17 . Number of students advised on thesis/ field practice/special problem:	Advised and corrected <u>research outline</u> and thesis/SP manuscript	1	2	5	5	4	4.67	Arcillas Garcia
	As SRC Chairman	Advised and corrected <u>research outline</u> and thesis/SP manuscript	1	2	5	5	4	4.67	Galvez Dedace
	As SRC Member	Advised and corrected <u>research outline</u> and thesis/SP manuscript	1	4	5	5	4	4.67	Danigoy Managbanag Medallo Tecson
	A18 . Number of students entertained for consultation purposes	Entertained students consulting on subject taught and grades	20	70	5	5	4	4.67	
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advised student organizations recognized by USSO							
	A20 . Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities							
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							
	On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							

		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	18	5	5	5	5.00	
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	7	44	5	5	5	5.00	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Created/Updated virtual classroom using Moodle/VSUEE	2	4	5	5	5	5.00	Chem 130 Chem 131 Chem 130f Chem 120
	PI 11 . Additional outputs	A 25 : Number of Additional outputs accomplished:	Prepared/Updated OBE Syllabus	1	3	5	5	5	5.00	Chem 130 Chem 131 Chem 130f
			Prepared proposal for training/guidelines/policies	0	1	5	5	5	5.00	
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
UMFO 6. General Admin. & Support Services (GASS)										
	Total Over-all Rating								63	
	Average Rating								4.87	
	Adjectival Rating								O	


Evaluated & Rated by:


ELIZABETH S. QUEVEDO

Department Head, Department of Pure and Applied Chemistry

Date: 01/13/23

Recommending Approval


MA. THERESA P. LORETO
 Dean, College of Arts and Sciences
 Date: JAN 04 2023

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date:

Average Rating (Total Over-all rating divided by		4.87
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.87
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Continue attending conferences and scientific fora for CPD points; Finish the MS in Chemistry as soon as possible Submit research proposal for internal/external/ international funding

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 01/03/23

Recommending Approval:



MA. THERESA P. LORETO

Dean, CAS

Date: JAN 04 2023

Approved by:



BEATRIZ S. BELONIAS

VP for Instruction

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: 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	Advised to finish MS program	Ensure that face-to-face classes are held regularly;			September, 2022
Coaching	Advised to give more real time activities to encourage students' participation during face-to-face classes	Advised to submit research proposal for possible funding to external/international funding agencies			November, 2022

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

Conducted by:

Noted:



ELIZABETH S. QUEVEDO
Immediate Supervisor



MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VIVIAN P. LINA

Performance Rating: _____

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

Proposed Interventions to Improve Performance:

Date: January, 2023

Target Date: June, 2023

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2022-2023, more attendance to chemistry-related trainings/workshop/conferences for professional development 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