

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%	2.10 f
Total for Instruction		f	
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			4.585 f

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

HELEN GRACE F. ORACION
Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO
Head.DoPAC

Recommending Approval:

MA. THERESA P. LORETO
Dean

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 JULY TO DECEMBER 2021.

HELEN GRACE F. ORACION

Instructor I

Date:

Approved:

ELIZABETH S. QUEVEDO

Department Head

Date: 1/19/2022

MA. THERESA P. LORETO

College Dean


Date: Feb. 8, 2022

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	36.15	5	5	5	5.00	Chem 115.2 (3) & ESci115 (4)
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	4	10	5	5	5	5.00	Chem 127.2 (8) and Chem 128.2 (2)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	5	5	5	5	5.00	Chem 115.2 (2) & ESci115 (3)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	30	35	5	5	5	5.00	Chem 115.2 (20) & ESci115a (15)
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	50	150	5	5	4	4.67	Chem 115.2 (100) and ESci115a (50)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acted as academic adviser to students	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	5	5	5	5.00	Alegre, Castil, Kreuzer, Moceno and Tan
		As SRC Chairman	Advised, and corrected research outline and thesis/SP manuscript	5	5	5	5	5	5.00	
		As SRC Member	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	BSChem, BS ABE, BSCE and BSME
	PI 9 : Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advised student organizations recognized by USOO		1	5	5	5	5.00	VSU Chemical Society
		A20 . Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities		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							
		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	15	20	5	5	5	5.00	Chem 115.2 (15) & ESci115a (5)
		Assessment tools	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	2	2	5	5	5	5.00	Chem 115.2 (1) and ESci115a (1)

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*	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									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
	Total Over-all Rating							74.67	
	Average Rating							4.97	
	Adjectival Rating							O	


Evaluated & Rated by:


ELIZABETH S. QUEVEDO
 Department Head
 Date: 1/19/2022

Recommending Approval


MA. THERESA P. LORETO
 Dean, CAS
 Date: Feb. 8, 2022

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 2/17/22

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		O

Comments and Recommendation for Development Purpose:
Pursue MS in Chemistry

Evaluated & Rated by:


ELIZABETH S. QUEVEDO

Head, DoPAC

Date: _____

Recommending Approval:


MA. THERESA P. LORETO

Dean, CAS

Date: Feb. 8, 2022

Approved by:


BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 2/17/22

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 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				August 24, 2021
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:


ELIZABETH S. QUEVEDO
 Immediate Supervisor

Noted:


MA. THERESA P. LORETO
 Next Higher Supervisor

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: January, 2022

Target Date: June 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2021-2022, conduct synchronous classes regularly, constant follow up of student's performance and pursue graduate study

Results:

Date: _____


Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ELIZABETH S. QUEVEDO
Head, DoPAC

Conforme:


HELEN GRACE F. ORACION
Name of Ratee Faculty/Staff