

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

Name of Faculty Member: JACOB GLENN F. JANSALIN

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|--|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.92x 50% | |
| b. Students (50%) | | x50% | |
| Total for Instruction | 60% | 4.92 | 2.95 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | 5% | 5.00 | 0.25 |
| Total for Research | | | |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 4. Administration | 35% | 5.00 | 1.75 |
| 5. Production | | | |
| TOTAL | | | 4.95 |

EQUIVALENT NUMERICAL RATING: 4.95Add: Additional Points, if any: —

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: Outstanding

Prepared by:


JACOB GLENN F. JANSALIN

Name of Faculty

Reviewed by:


JACOB GLENN F. JANSALIN

Department Head

Recommending Approval:


CANDELARIO L. CALIBO

Dean/Director

Approved:.


BEATRIZ S. BELONIAS

Vice President for Acad. Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JACOB GLENN F. JANSALIN**, a 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 to December 2020**.

JACOB GLENN F. JANSALIN
Assoc Prof. V
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 (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 | | | | | | | | | | |
| | PI 4: Total FTE coordinated, implemented & monitored* | A1. Actual Faculty's FTE | Handles subjects/courses assigned | | | | | | | |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | | | | | | | |
| | | A3 . Number of students advised on thesis/special problem/dissertation | | | | | | | | |
| | | As GAC Chairman | Advises and corrects research outline and thesis/SP/dissertation manuscript | | | | | | | |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | | A4 . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 1 | 3 | 5 | 5 | 5 | 5.00 | |

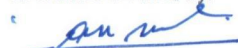
| | | | | | | | | | | |
|--|--|--|--|----------|-------|---|---|---|------|--|
| | PI 9: Number of instructional materials developed * | A5 . Number of on-line ready coursewares developed and submitted for review | Converts the existing instructional materials into flexible learning systems | | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | | | | | | | |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | | | | | | | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | | | | | | | |
| | | A 6 : 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 | | | | | | | |
| | | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | | | | | | | |
| | PI 10 . Additional outputs: | A 8. Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | | | | | | | |
| 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 | Handles and teaches courses assigned | 8 | 10.95 | 5 | 5 | 5 | 5.00 | |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A 11 . Number of INC forms with grade submitted within prescribed period | Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period | 1 | 0 | 4 | 4 | 4 | 4.00 | |

| | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|------|------------|
| | | <u>A12</u> . Number of trainings attended related to instruction | Attend mandated trainings | 2 | 2 | 5 | 5 | 5 | 5.00 | VSUEE, TOS |
| | | <u>A13</u> . Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| | | <u>A14</u> . Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | | | | | | | |
| | | <u>A15</u> . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | | | | | | | |
| | <u>PI 8</u> : Number of students advised: * | <u>A16</u> . Number of students advised: | Acts as academic advisor to students | | | | | | | |
| | | <u>A17</u> . Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | | | | | | | |
| | | 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 | 1 | 0 | 4 | 4 | 4 | 4.00 | |
| | <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 | | | | | | | |
| | <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 | | | | | | | |

| | | | | | | | | | | |
|---|--|---|---|---|---|---|---|------|-----------------|--|
| 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-referred or CHED recognized journal within the year | Writes publishable materials out of research outputs and submits for publication | | | | | | | | |
| | <i>In refereed int'l journals</i> | | | | | | | | | |
| | <i>In refereed nat'l/regional journals</i> | | | | | | | | | |
| PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences | A 30. Number of research outputs presented in regional/national/ int'l fora/conferences * | Prepares, submits and presents research paper in scientific for a/conferences | | | | | | | | |
| | <i>In int'l fora/conferences</i> | | | | | | | | | |
| | <i>In nat'l/regional fora/conferences</i> | | 1 | 1 | 5 | 5 | 5 | 5.00 | RHRS (Lugsanay) | |
| 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 | | | | | | | | |
| PI 6. Additional outputs* | A 32. No. of research-related awards (research conducted by faculty or student w/ faculty) | | 1 | 1 | 5 | 5 | 5 | 5.00 | RHRS (Lugsanay) | |
| | A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer | Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper | | | | | | | | |
| | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | | | | | | | | |
| | A 35. Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | | | | | | | | |
| 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 | | | | | | |
| | | | 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 | 5 | 5 | 5 | 5.00 | | |
| | 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 | | | | | | | | | |
| | Average Rating | | | | | | | 4.92 | | |
| | Adjectival Rating | | | | | | | O | | |

Evaluated & Rated by:


JACOB GLENN F. JANSALIN
 Department Head
 Date:

Recommending Approval


CANDELARIO L. CALIBO
 Dean,
 Date:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

| | | |
|--|--|------|
| Average Rating (Total Over-all rating divided by | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 4.92 |
| ADJECTIVAL RATING | | O |

Comments & Recommendations for Development Purpose:

Propose more RDE activities to involve more faculty

Evaluated & Rated by:


JACOB GLENN F. JANSALIN

Head, DoPAC

Date: _____

Recommending Approval:  Approved by:

CANDELARIO L. GALIBO

Dean, CAS

Date: _____


BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: JACOB GLENN F. JANSALIN

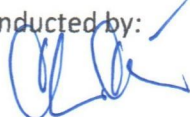
Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: _____

| Activity Monitoring | MECHANISM | | | | Remarks |
|---------------------|---|-------|------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring | Many chem courses have similar contents & may be planned in next sem. | | | | To gather & integrate similar chem courses esp those w/ low enrollment |
| Coaching | | | | | |

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

Conducted by:



CANDELARIO L. CALIBO
Immediate Supervisor

Noted:



BEATRIZ S. BELONIAS
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JACOB GLENN F. JANSALIN

Performance Rating: _____

Aim: Complete PhD Program

Proposed Interventions to Improve Performance:

Date: February 2020 Target Date: June 2020

First Step:

Establish timeline of activities to be conducted

Result:

Experienced difficulty in scheduling activities due pandemic

Date: Aug 2020 Target Date: November 2020

Next Step:

Consult Advisory Committee

Outcome: May apply for a leave

Final Step/Recommendation:

May use Sabbatical leave to attain completion of study.

Prepared by:

CANDELARIO L. CALIBO

Unit Head

Conforme:

JACOB GLENN F. JANSALIN

Name of Ratee Faculty/Staff