

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ELIZABETH S. QUEVEDO

Program Involvement (1)	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	50%	5.0	2.50
b. Students (50%)	50%	5.0	2.50
			5.00
TOTAL for Instruction	80%	5.0	4.00
2. Research	10%	5.0	0.50
3. Extension	5%	5.0	0.25
4. Support to Students	5%	5.0	0.25
5. Production	0%	0	0.00
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any: _____

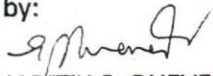
TOTAL NUMERICAL RATING:

5.00

ADJECTIVAL RATING:

Outstanding

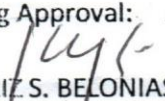
Prepared by:


ELIABETH S. QUEVEDO
Name of Faculty

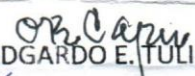
Reviewed by:


CANDELARIO L. CALIBO
CAS Dean & DoPAC Head

Recommending Approval:


BEATRIZ S. BELONIAS
VP for Instruction

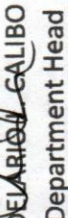
Approved:


EDGARDO E. TULIN
VSU President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELIZABETH S. QUEVEDO, of the Department of Pure & Applied Chemistry commits the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2017.


ELIZABETH S. QUEVEDO
Ratee

Approved: 
CANDEBARD GALIBO
Department Head

MFO No	MFO & PAPs	Success/ Performance Indicators (PI)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
MFO: 1	Advanced Education Services	PI 1. Full Teaching Equivalent (FTE)	Instruction								as graduate faculty
MFO:2	Higher Education Services	PI.1 FTE Full time (FTE)	Instruction	Teaches Chem 112 lab (2), Chem 112 lec, Chem 121 lec/lab	8	29.75	5	5	5	5	Vacation-Sick leave
		PI. 12. Number of Instructional materials developed/ revised	Instruction								
		No. of Course Outline updated		Updated Course Outline	1	1	5	5	5	5	Chem 112
		Lab Manual- Revised		Revised lab manual	1	1	5	5	5	5	Chem 112, Chem 21 lab
		PI 3. Number of Syllabus developed/ revised									
		Course Syllabi - New	Instruction	Developed Course Syllabi							
		Lab Manual - Revised	Instruction	Revised lab manual							
MFO 3:	Research Services	PI.1 Number of outputs presented in local conferences	Research	Poster paper presented	1	1	5	5	5	5	"Physicochemical Analysis of the Water in Salog River, Hilongos, Leyte"
		PI.2. Number of seminars/trainings attended									
				national	1	2	5	5	5	5	1. Updates on Phil Chemical Regulations 2016: An Inter Regulatory Agency Overview 2. 32nd Philippine Chemistry Congress
											1. Operation of HPLC with Photo Diode Array Detector (Prominence with SPD-M20A) 2. High Performance Liquid Chromatography Lecture
				institutional/local	1	2	5	5	5	5	Component 2 Leader of the research entitled " Physico-Chemical Analysis of Major River Systems in Leyte"
		PI. 3. Number of research conducted	Research	research conducted	1	1	5	5	5	5	

		PI. 4. Number of research output prepared for publication		Journal article submitted	1	1	5	5	5	5	5	"Organic Acid Profile of Batuan [Garcinia binucao (Blco.) Choisy]Fruit"
MFO.4.	Extension Services	PI.1 Number of extension proposal submitted		extension proposal submitted for funding	1	1	5	5	5	5	5	CAS Extension
		PI.2 Number of extension proposal approved for funding		approved for funding	1	1	5	5	5	5	5	CAS Extension
MFO 5:	Support to Students	PI.1 Student advising and consultation services:	Support to students									
		Academic Adviser		As Academic Adviser	24	36	5	5	5	5	5	3rd year BSAC/BSChem
		Organization adviser		Advised BSAGChem/BSChem students	1	2	5	5	5	5	5	VSUChemSoc, CAS SSC
		SRC Chairman		Advised Chem students	3	3	5	5	5	5	5	
		SRC Member		Advised Chem students	5	5	5	5	5	5	5	
		Thesis Adviser		Advised Chem thesis students	4	4	5	5	5	5	5	
		PI 2. Number of hours spent for student consultation & thesis advising		as student thesis adviser	20	40	5	5	5	5	5	
		PI 3. Number of hours spend as DBGF		Facilitated student problems arisen within the department	20	20	5	5	5	5	5	
				hours spent as academic adviser re: subject matter problem	20	30	5	5	5	5	5	
Gen	Administration & Support	PI. 1. Efficient & Customer Friendly	General Administration	Zero percent complaint from client served	zero complaint	0 complaint	5	5	5	5	5	
MFO 6:		PI. 2. No of times serve as OIC of DoPAC		serves as OIC of DoPAC	1	1	5	5	5	5	5	
		Total Over-all Rating										105
		Average Rating										5
		Adjectival Rating										0

Received by:

Calibrated by:

Recommending Approval:

Received by:

TERESITA L. QUINANOLA
PRPEO

REMBERTO A. PATINDOL
Chair, PMT

BEATRIZ S. BELONIAS
VP for Instruction

EDGANDO E. TOLIN
VSU President

Date:

Date:

Date:

Date:

Average Rating (Total Over-all rating divided by		5.00
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

Received by: TERESITA L. QUIÑANOLA
 Head, Planning Office
 Date: _____

Calibrated by: REMBERTO A. PATINDOL
 Chair, PMT
 Date: _____

Recommending Approval: BEATRIZ S/BELONIAS
 VP for Instruction
 Date: _____

Received by: EDGARDO E. TULIN
 VSU President
 Date: _____

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

PERFORMANCE COACHING, COUNSELLING & MONITORING JOURNAL

Name of Faculty: Dr. Elizabeth S. Quevedo

Strategies	Brief Description of Strategy/Strategies Used	Frequency	Date(s) Conducted	Outcome(s) (Briefly describe any improvement, if any)
A. Coaching				
☐ a. Issuance of Memo				
☐ b. One-on-one/ Face-to-Face coaching	Self-review of low points in Student Evaluation to sustain VS – Outstanding performance			
☐ c. Group Coaching				
☐ d. Others				
B. Monitoring				
☐ a. Actual Class observation				
☐ b. Others (specify)				

(Note: Please use extra sheet if necessary)

Conducted By:

CANDELARIO L. CALIBO
Immediate Supervisor

Verified By:

BEATRIZ S. BELONIAS
Next Higher Supervisor

CC: OVPI
ODAHRD
PRPEO

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Quevedo, Elizabeth S.

Second Semester 2016 - 2017

No. of Raters: 38

Subject: 3 - Chem 112 - Inorganic Chemistry

Class Type: Lecture

4-5 MW

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester				1	7	30	5.0
2 Always prepared and organized in class					9	29	5.0
3 Uses appropriate and updated instructional materials				1	7	30	5.0
4 Gives clear instructions/guidelines in accomplishing tasks			2	5	11	20	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable		2		8	13	15	4.0
6 Makes classroom activities interesting and lively		1	2	4	15	16	4.0
7 Encourages students to ask questions and welcomes comments and suggestions			3	5	12	18	4.0
8 Has mastery of the subject matter					7	31	5.0
9 Available for student consultation even outside class time				3	6	29	5.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully				1	11	26	5.0
11 Gives relevant assignments, course requirements				1	9	28	5.0
12 Returns quizzes, exams, homework, assignments and exercises					8	30	5.0
13 Fair in giving grades				5	9	24	5.0
14 Wears clean and appropriate clothes/attire in class					5	33	5.0
15 Firm in implementing policies yet approachable and understanding				6	10	22	5.0
16 Commands respect of students				3	6	29	5.0
17 Exercises decency in speech and actions				2	8	28	5.0
Median Rating		5.0					Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

Suggestions of students for the improvement of their teachers' teaching performance

1: Discuss the lesson in a more understandable way	34.21%
2: Improve English proficiency especially grammar and pronunciation	2.63%
3: Add more class activities	5.26%
4: Allow students to know their class standing	2.63%
5: Avoid insulting the students	5.26%
6: Be energetic/enthusiastic when discussing	2.63%
7: Be more approachable	7.89%
8: Be sensitive to slow learners	44.74%
9: Be sensitive to student needs & feelings	21.05%
10: Be well-organized in discussing the topic	5.26%
11: Dismiss the class 10 minutes before the time	7.89%
12: Do not get angry easily	34.21%
13: Don't be too bookish	5.26%
14: Don't be too serious. Crack jokes sometimes.	10.53%
15: Don't discourage the students	7.89%
16: Don't interfere with students' personal life	2.63%
17: Don't just read the handouts or the powerpoint slides. Discuss them.	7.89%
18: Don't keep changing your decisions/instructions	5.26%
19: Don't talk too fast	34.21%
20: Emphasize the important points of the lesson	2.63%
21: Explain further lessons that are difficult to understand	36.84%
22: Give more examples and activities	15.79%
23: Give reasonable time allotment during exams	2.63%
24: Give time for students to copy notes in class	39.47%
25: Improve teaching & communication skills	5.26%
26: Improve teaching strategies/techniques	21.05%
27: Improve your knowledge about the subject	2.63%
28: Lessen talking about your personal life	2.63%
29: Smile often	7.89%

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VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Quevedo, Elizabeth S.

Second Semester 2016 - 2017

No. of Raters: 7

Subject: 3 - Chem 121 - Organic Chemistry

Class Type: Lecture

10-11 TTh

<i>Work Performance</i>	<i>NA</i>	<i>1 Poor</i>	<i>2 Below Satis- factory</i>	<i>3 Satis- factory</i>	<i>4 Very Satis- factory</i>	<i>5 Out- standing</i>	<i>Median</i>
1 Explains course objectives, requirement and grading system at the beginning of the semester					2	5	5.0
2 Always prepared and organized in class						7	5.0
3 Uses appropriate and updated instructional materials						7	5.0
4 Gives clear instructions/guidelines in accomplishing tasks					3	4	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					2	5	5.0
6 Makes classroom activities interesting and lively					2	5	5.0
7 Encourages students to ask questions and welcomes comments and suggestions					1	6	5.0
8 Has mastery of the subject matter					1	6	5.0
9 Available for student consultation even outside class time				1	1	5	5.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully					1	6	5.0
11 Gives relevant assignments, course requirements					1	6	5.0
12 Returns quizzes, exams, homework, assignments and exercises					2	5	5.0
13 Fair in giving grades					1	6	5.0
14 Wears clean and appropriate clothes/attire in class						7	5.0
15 Firm in implementing policies yet approachable and understanding					1	6	5.0
16 Commands respect of students					1	6	5.0
17 Exercises decency in speech and actions						7	5.0
Median Rating		5.0					Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

Suggestions of students for the improvement of their teachers' teaching performance

1: Discuss the lesson in a more understandable way	14.29%
2: Allow students to know their class standing	14.29%
3: Avoid favoritism	14.29%
4: Be sensitive to student needs & feelings	14.29%
5: Dismiss the class 10 minutes before the time	28.57%
6: Don't talk too fast	28.57%

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, 6521-A
Teaching Performance Evaluation

Teacher: Quevedo, Elizabeth S. Second Semester 2016 - 2017 No. of Raters: 6

Subject: 3 - Chem 121 - Organic Chemistry Class Type: Lecture 10-1 F

	NA	1 Poor	2 Below Satis- factory	3 Satis- factory	4 Very Satis- factory	5 Out- standing	Median
Work Performance							
1 Explains course objectives, requirement and grading system at the beginning of the semester					1	5	5.0
2 Always prepared and organized in class					1	5	5.0
3 Uses appropriate and updated instructional materials						6	5.0
4 Gives clear instructions/guidelines in accomplishing tasks					1	5	5.0
5 Discusses lessons clearly and with confidence, giving relevant examples to make the lesson more understandable					1	5	5.0
6 Makes classroom activities interesting and lively						6	5.0
7 Encourages students to ask questions and welcomes comments and suggestions						6	5.0
8 Has mastery of the subject matter						6	5.0
9 Available for student consultation even outside class time				1		5	5.0
10 Holds class regularly, starts and dismisses class on time and utilizes class period fully						6	5.0
11 Gives relevant assignments, course requirements						6	5.0
12 Returns quizzes, exams, homework, assignments and exercises					1	5	5.0
13 Fair in giving grades						6	5.0
14 Wears clean and appropriate clothes/attire in class						6	5.0
15 Firm in implementing policies yet approachable and understanding						6	5.0
16 Commands respect of students						6	5.0
17 Exercises decency in speech and actions						6	5.0
Median Rating				5.0			Outstanding
Median Rating (nearest whole number)		Rating Description					
1		Poor					
2		Fair					
3		Satisfactory					
4		Very Satisfactory					
5		Outstanding					

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Suggestions of students for the improvement of their teachers' teaching performance

1: Avoid favoritism	16.67%
2: Be sensitive to student needs & feelings	16.67%
3: Dismiss the class 10 minutes before the time	33.33%
4: Don't discourage the students	16.67%
5: Don't talk too fast	33.33%

Teaching Performance Evaluation

Second Semester 2016 - 2017

No. of Rates

16.67%

33.33%

16.67%

33.33%

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