

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: KYZA MAE M. RAMONEDA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.96	2.48
b. Students (50%)	50%	4.00	2.00
Total for Instruction	50%	4.48	2.24
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	50%	5.00	2.50
5. Production	-		
TOTAL			4.74

EQUIVALENT NUMERICAL RATING: 4.74


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.74ADJECTIVAL RATING: **Outstanding**

Prepared by:


KYZA MAE M. RAMONEDA
Name of Faculty


Reviewed by:


MA. THERESA P. LORETO
Dean, CAS

Recommending Approval:

N.A.

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Kyza Mae M. Ramoneda, OIC-Head of the DEPARTMENT OF BIOTECHNOLOGY 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 January - June 2021.

KYZA MAE M. RAMONEDA
Instructor I
Date: Aug. 23, 2021

Approved: mtplando
MA. THERESA P. LORETO
Dean, CAS
Date: Oct. 7, 2021

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										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	4.0	8.1	5	5	5	5.00	InBt 113 lab, Zool 122 lec, Zool 122 lab, Bsci 101 lec
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4	4.67	Zool 122, BSci 101
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	0					To be accomplished in July-December 2021
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	9	5	5	5	5.00	InBt 113 lab, Zool 122 lec, Zool 122 lab, Bsci 101 lec
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	5	4	4.67	InBt 113, Zool 122
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	27	5	5	5	5.00	BSBiology Students
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	27	5	5	5	5.00	BSBiology Students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	VSU Biotechnological Society
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU Biotechnological Society
	PI 10: Number of instructional materials developed *	A 21 : 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	2	4	5	5	5	5.00	InBt 113 lab, Zool 122 lec, Zool 122 lab, Bsci 101 lec

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	InBt 113 lab, Zool 122 lec, Zool 122 lab, Bsci 101 lec
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	InBt 113 lab, Zool 122 lec, Zool 122 lab, Bsci 101 lec
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	Zool 122, Bsci 101
UMFO 3. RESEARCH SERVICES										
	PI 2 . Number of research outputs completed within the year *	A 28 . Number of research outputs completed within the year *	Conducts and completes research project within the year							
	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 fora/conferences							
UMFO 4. EXTENSION SERVICES										
	PI 8 . Percent of extension proposals approved *	A 41 . Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11 . Additional outputs *	A 42 . No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43 . Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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	zero non-conformity	5	5	5	5.00	No NC
		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	First Surveillance Audit for ISO 9001:2015
		On program accreditations								
		On institutional accreditations								
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	0%	5	5	5	5.00	zero complaint
Total Over-all Rating					74.34				
Average Rating					4.96				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divide by 15)		4.96
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose:
 MS. Ramoneda must pursue her Ph.D.

Evaluated & Rated by:

mtpln
 MA. THERESA P. LORETO

Dean, CAS
 Date: Oct. 7, 2021

Recommending Approval:

N.A.

Approved by:

ky
 BEATRIZ S. BELONIAS
 Vice President for Academic Affairs

Date: Oct. 8, 2021

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Biotechnology

Head of Office: Ms. Kyza Mae M. Ramoneda

Number of Personnel: 3

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I told Ms. Ramoneda to constantly keep in contact with her students so that they will feel her presence.				Ms. Ramoneda constantly keeps in contact with her students.
Coaching	I advised Ms. Ramoneda to read the latest news in Biotechnology to be able to share these with her students. I encouraged Ms. Ramoneda to write research proposals for possible funding.				Ms. Ramoneda reads scientific journals to keep abreast with the latest trends in Biotechnology. Ms. Ramoneda is writing research proposals.

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

Conducted by:

mtplntr
MA. THERESA P. LORETO
Dean, CAS

Noted by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Kyza Mae M. Ramoneda

Performance Rating: Outstanding

Aim: Establish linkages/collaborations with national and international universities and organizations.

Proposed Interventions to Improve Performance:

Date: March 2021

Target Date: July 2021

First Step: Approved the activity (Webinar series) proposed by Ms. Ramoneda.

Result: The webinar was completed last July 2021 with about 1,380 registered participants coming from 23 different countries. Speakers and organizers successfully established linkage and talks of research and extension activities were done.

Date: July 2021

Target Date: December 2021

Next Step: Create research and extension proposals in collaboration with the National University, PSBMB, and UP IESM.

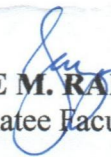
Outcome: The proposals writing is still in progress and will be submitted tentatively by next semester.

Final Step/Recommendation: Follow up and support Ms. Ramoneda's projects.

Prepared by:


MA. THERESA P. LORETO
Dean, CAS

Conforme:


KYZA MAE M. RAMONEDA
Name of Ratee Faculty/Staff