

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

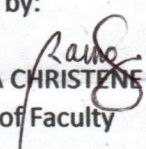
Name of Faculty Member: Donna Christene Q. Ramos

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%	4.78	2.25
b. Students (50%)	50%	4.5	2.25
TOTAL for Instruction	90%	4.5	4.05
2. Research	0%		
3. Extension	0%		
4. Support to students	10%	4.8	0.48
5. Production	0%		
TOTAL	100%		4.53

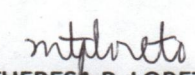
EQUIVALENT NUMERICAL RATING: 4.53  
Add: Additional Points, if any:  
TOTAL NUMERICAL RATING: VS

ADJECTIVAL RATING:

Prepared by:

  
DONNA CHRISTENE Q. RAMOS  
Name of Faculty

Reviewed by:

  
MA. THERESA P. LORETO  
Head, DBiotech

Approved by:

EDGARDO E. TULIN  
President



# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DONNA CHRISTENE Q. RAMOS**, of the Department of Biotechnology, College of Arts & Sciences commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period August to December, 2016.

*Donna*  
**DONNA CHRISTENE Q. RAMOS**

Ratee

Approved:

*mtloredo*  
**MA. THERESA P. LORETO**

Head, Biotechnology

MFO No	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO: 1	Advanced Education Services	P2.1. Number of graduate students advised	Instruction								
MFO: 2	Higher Education Services	P1.1. Full Teaching Equivalent (FTE)	Instruction	Teach Chem 11(3 lab), Chem 16 (1 lab), InBt 121 (1 lec), InBt 121 (1 lab) Btec 141 (1 lec),	16	22.65	5	5	5	5	Teachers leave
		P1.2.5. Revised Course Outlines	Instruction	Revised course outlines in Biotechnology	1	1	5	5	4	4.6667	InBt 121-Bioprocess I
MFO: 3	Research Services	P3.1. Number of Awards received by student advisee	Research								
MFO: 4	Extension Services	P4.1. Number of individual beneficiaries served	Giving assistance to clientele								
MFO: 5	Support to Students	P5.1. Number of special services such as resource speaker on programs and technical judge	Conducting special services to students								
		P5.2. Student organization advising and consultation services	Supporting student services	Adviser of student organization	1	1	5	4	5	4.6667	VSUBiotech Society
		P5.2.2. Number of hours spent on student consultations	Support to Students	Record the number of hours spent on student consultation regarding subject matter	20	40	5	5	4	4.6667	BS Biotech Students
MFO:6	General Administration and Support Services	P6.1. Number of efficient and customer friendly services rendered	General Services	entertain visitors with zero percent complaint from client	0 complaint	0 complaint	5	5	5	5	
		P6.2. Number of emergency assistance	General Services	Assist students in times of emergency	2	1	5	5	4	4.6667	



Total Over-all Rating									28.67	
Average Rating									4.78	
Adjectival Rating									VS	

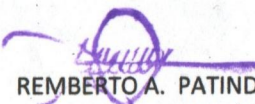
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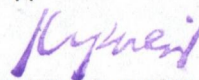
Calibrated by:

Recommending Approval:

Received by:

DANIEL M. TUDTUD  
Head, Planning Office

  
REMBERTO A. PATINDOL  
Chair, PMT

  
BEATRIZ S. BELONIAS  
VP for Instruction

EDGARDO E. TULIN  
VSU President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Donna Christene Q. Ramos

Performance Rating: Very Satisfactory

Aim: To assess the potential of Ms. Ramos for graduate studies

Proposed interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2016

Target Date: August 2016

First Step: I asked Ms. Ramos if she has any plan in pursuing graduate studies.

Result: Ms. Ramos replied that she is very interested in pursuing Master of Science in Molecular Biology and Biochemistry at UP Diliman. She has started scouting for possible scholarships.

Date: August 2016

Target Date: November 2016

Next Step: She sent her application for admission to the graduate school of UP Diliman.

Outcome: She is still waiting for the result of her application for admission.

Final Step/Recommendation: She can work harmoniously with her colleagues and performs her responsibilities very well. I strongly recommend her for graduate studies next year.

Prepared by:

*mtploreto*

MA. THERESA P. LORETO  
Unit Head