

Exhibit K

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

Name of Faculty Member: MARCIANA B. GALAMBAO

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%	4.67	2.335
Total for Instruction	50%	4.815	2.41
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			4.91

EQUIVALENT NUMERICAL RATING: 4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: **Outstanding**


Prepared by:


MARCIANA B. GALAMBAO
Name of Faculty


Reviewed by:


KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS *OIC 8/1/22*

Approved:



BEATRIZ S. BELONIAS
VP for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Marciana B. Galambao, Assistant Professor III of the DEPARTMENT OF BIOTECHNOLOGY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2022.


MARCIANA B. GALAMBAO
 Assistant Professor III
 Date: 7/25/2022

Approved:

KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology
 Date: 07/25/2022


MA. THERESA P. LORETO
 Dean, CAS
 Date: 7/25/2022

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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	6.5	20.25	5	5	5	5.00	Btec 21, Btec 134 lec, Btec 134 lab, Soil 22, Soil 24
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2						To be accomplished on July-Dec. 2022
		A11. 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							

	A12. Number of trainings attended related to	Attend mandated trainings	1	1	5	5	5	5.00	Webinar-workshop on VSUEE
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	Btec 21, Btec 134 lec, Btec 134 lab, Soil 22, Soil 24
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec	20	50	5	5	5	5.00	Btec 21, Btec 134 lec, Btec 134 lab, Soil 22, Soil 24
	A15. Number of term papers checked and graded	Checks term papers submitted as required	1	3	5	5	5	5.00	Btec 21, Btec 154, Btec 134
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	40	43	5	5	5	5.00	1st year BSBiotech students; 3rd year Intern students
	A17. Number of students advised on thesis/ field practice/special problem:								
	As Adviser	Advises, and corrects research outline and thesis/SP manuscript		2	5	5	5	5.00	Baula, Gayas
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1						To be accomplished on July-Dec. 2022
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	4	4.67	Abelitado, Rojas
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	43	5	5	5	5.00	1st year BSBiotech students; 3rd year Intern students
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							

		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	ISO 9001:2015 Surveillance Audit
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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-refereed 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>		1						To be accomplished on July-Dec. 2022
		<i>In refereed nat'l/regional journals</i>		1						To be accomplished on July-Dec. 2022
	PI 4. Number of research outputs presented in regional/national/ int'l	A 30. Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in scientific fora/conferences	1						To be accomplished on July-Dec. 2022

	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	1								To be accomplished on July-Dec. 2022
UMFO 4. EXTENSION SERVICES												
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	Identifies and links with probable partners for extension activities and maintains this active	1								To be accomplished on July-Dec. 2022
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer									
	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	1								To be accomplished on July-Dec. 2022
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	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			ISO 9001:2015 Surveillance Audit

		On program accreditations		1	1	5	5	5	5.00	ISO 9001:2015
		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% complaint	5	5	5	5.00	No complaint received
	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							
	Total Over-all Rating								84.34	
	Average Rating								4.96	
	Adjectival Rating								Outstanding	

Average Rating (Total over-all rating divided by 17)		4.96
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purposes:

Dr. Calambao is recommended to engage in research and extension activities.

Evaluated & Rated by:

[Signature]
KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology
 Date: *07/25/2022*

Recommending Approval:

[Signature]
MA. THERESA P. LORETO
 Dean, CAS
 Date: *7/25/2022*

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *7/25/2022*

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: Department of Biotechnology

Head of Office: Ms. Kyza Mae M. Ramoneda

Number of Personnel: 5


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I informed Ms. Galambao to monitor the performance of her students and academic advisees.				Ms. Galambao is constantly in contact with her students and academic advisees.
Coaching	I encouraged Ms. Galambao to write research and extension proposals for possible funding.				Ms. Galambao writes and presents possible research and extension activities for the department.

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

Conducted by:

Noted by:


KMMR 22-07
KYZA MAE M. RAMONEDA
 OIC-Head, Biotechnology


MA. THERESA P. LORETO
 Dean, College of Arts and Sciences

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Marciana B. Galambao**

Performance Rating: **Outstanding**

Aim: To assess the plans of Ms Galambao after the completion of her PhD degree

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: June 2022

First Step: I asked Ms Galambao re: plans after completion of her graduate studies

Result: Ms Galambao was overwhelmed and felt challenged to the teaching modality of the university. She is still adjusting to the different management systems, protocols, and guidelines of the department/university. Aside from teaching, she plans to continue working on her paper for publication and prepare project proposal for submission.

Date: June 2022

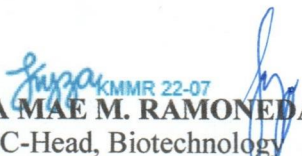
Target Date: December 2022

Next Step: Follow up the plans of Ms Galambao after completion of her graduate studies

Outcome:

Final Step/Recommendation: Will follow-up Ms Galambao of her plans after the completion of her studies.

Prepared by:


KMMR 22-07
KYZA MAE M. RAMONEDA
OIC-Head, Biotechnology

Conforme:


MARCIANA B. GALAMBAO
Name of Ratee Faculty