SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Mary Annilyn L. Villar

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	\		
a. Head/Dean (50%)		4.80 x 50 % = 2.40	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction	95%	4.90	4.66
2. Research			
a. Client/Dir for Research			
b. Dept. Head/Center			
Total for Research	0%		
3. Extension			
a. Client/Dir for Research			
b. Dept. Head/Center			
Total for Extension	5%	5.00	0.25
4. Administration	0%		
5. Production	0%		
TOTAL			4.91

EQUIVALENT NUMERICAL RATING:

4.91

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.91

ADJECTIVAL RATING:

VS C

Prepared by:

Reviewed by:

MARY ANNILYN L. VILLAR

Name of Faculty

OB GLENN F. JANSALIN

Head, DoPAC

Recommending Approval:

Approved:

CANDELARIO L. CALIBO

Dean, CAS

BEATRIZ S. BELONIAS

VP for Instructor

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARY ANNILYN L. VILLAR, of the <u>Department of Pure & Applied Chemistry</u> commits the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January 1</u> to <u>June 30, 2019.</u>

MARY ANNILYN L. VILLAR

Ratee

Approved:

B GLENN F. JANSALIN

Department Head

MEO No MEO S DADO		Success/ Performance Indicators (PI)	Program/Activities/Proje	Tasks Assigned	Assigned Target	Details of Actual	Rating			Remarks	
MFO No.	IFO No. MFO & PAPs Success/ Performance Indicators (PI) Cts	rasks Assigned	Target	Accomplishment	Q ¹	E ²	T ³	A ⁴			
MFO:1	Advanced Education	Pl. 1 Full time Equivalent (FTE)	Instruction								
		PI. 2 Number of graduate student advised									
MFO:2	Higher Education Services	PI.1 FTE	Instruction	Teach Chem 125 lab, Chem 15 lec, Chem 21 lec, Chem 125 lab & Chem 122.2	8	22.50	5	5	5	Ç	Vacation-Sick Leave
		Pl. 1 Number of Instructional materials developed/revised									
		Lab Manual	Instruction	To Update lab manual	2	2	4	5	5	4.7	Chem 120 & Chem 122.2
	7	Newsyllabus			1	1	4	5	4	4.3	Chem 127.2 4.67
MFO 3:	Research Services	PI.1 Number of outputs presented in local conferences	Research				×				5,07
		research output presentation	To present research output	regional	1	1	5	5	5	b	2nd Regional Symposium of PSBMB- Visayas
		PI. 2. Number of seminars/trainings attended									
				national	1	1	5	5	5	5	34th Phil Chem Congress
				regional	1	2	5	5	5	5	Symposium in ICP- Leyte Chapter
				institutional/local	1	1	5	5	S	5	Symposium in PSBMB

Pl. 2. Number of research output Research published PI.1 Student advising and consultation Support to 4.54 Support to students MFO 5: Students services: Pl. 2 Number of student organization advised advised student 5 5 4.7 DOST 1 1 student advising organization 4 4 BS Chem 2 5 as thesis adviser 4 5 4-3 BS Chem 4 student thesis, member 4 4 SRC student consultation re: PI 2. Number of hours spent for student 5 5 BS Chem 5 15 15 subject matter consultation & thesis advising 4.7 BS Chem PI 3. Number of hours spent in checking checks thesis 5 5 20 20 outline/manuscript thesis outline/manuscript Gen Zero percent complaint Administration & % Complain 0% Complaint 5 5 P6. 1 Efficient & Customer Friendly 5 5 General services 5.00 MFO 6: from client served Support Serices (GASS) P6.2 Number of time serves as OIC of the dept. Total Over-all Rating Average Rating Adjectival Rating

Average Rating (Total Over-all rating divided by	4.803	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.003	
ADJECTIVAL RATING	0	

Comments & Recommendations for Development Purpose:

Must apply for Ph D study and attend

con fuences / seminars for CPD points.

			-		
EVO	LICTOR	1 0	Da	200	D11.
	luated	1 Ox	T(d	leu	DV.

JACOB GLENN F. JANSALIN

Head, DoPAC

Date:

Recommending Approval:

CANDELARIO L. CALIBO

Dean, CAS

Date:

Approved by:

BEATRIZ S. BELONIAS

VP for Instruction

Date:

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: MARY ANNILYN L. VILLAR

Head of Office: <u>JACOB GLENN F. JANSALIN</u>

Number of Personnel: 14 Faculty & 5 Admin Staff

M	ECHANISM			
Meeting			Others	Demode
One-on-One	Group	Memo	(Pls. specify)	Remarks
Review the negative comments of students and improve on them				
	Meeting One-on-One Review the negative comments of students	Meeting One-on-One Group Review the negative comments of students	One-on-One Group Memo Review the negative comments of students	Meeting One-on-One Group Memo (Pls. specify) Review the negative comments of students

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

Conducted by:

JACOB GLENN F. JANSALIN Immediate Supervisor Noted

CANDELARIO L. CALIBO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARY ANNII Performance Rating: Outstanding &	Very Satisfactory
Aim:	
Proposed Interventions to Improve	Performance:
Date: <u>November 15, 2019</u>	Target Date: 1 st sem 2019 -2020
First Step: 1. Review at the negative com 2. Find ways on how to impro	nments of students ove delivery of instruction
Date:	Target Date:
Next Step:	
Outcome:	
Final Step/Recommendation:	
	Prepared by:
	JACOB GLENN F. JANSALIN Unit Head
Conforme:	

MARY ANNILYN L. VILI Name of Ratee Faculty