

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ATOZ A. VASQUEZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.95 x 50%	2.475
b. Students (50%)	50%	3.60 x 50%	1.80
Total for Instruction		↑	↑
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			
5. Production			
TOTAL			4.27 _{pr}

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:


ADJECTIVAL RATING:

4.27_{pr}
VS

Prepared by:


ATOZ A. VASQUEZ
Name of Faculty

Reviewed by:


ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:


MA. THERESA P. LORETO
Dean, CAS


Approved:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ATOZ A. VASQUEZ, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY TO DECEMBER 2021.


ATOZ A. VASQUEZ
 Instructor I
 Date:

Approved: 
ELIZABETH S. QUEVEDO
 Department Head
 Date: 1/10/2022


MA. THERESA P. LORETO
 College Dean
 Date: Feb. 8, 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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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	Handled and taught courses assigned	25	45.2	5	5	5	5.00	Chem 120 (6 sections), Chem 147.2 (2 sections), Chem 200B (2 sections)
		A10 . Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	6	10	5	5	5	5.00	Chem 120 (6 sections), Chem 147.2 (2 sections), Chem 200B (2 sections)
		A 11 . Number of INC forms with grade submitted within prescribed period								
		A12 . Number of trainings attended related to instruction								

	A13 . Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	6	5	5	5	5.00	Chem 120 (6 sections), Chem 147.2 (2 sections)
	A14 . Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	30	50	5	5	5	5.00	Chem 120 (6 sections), Chem 147.2 (2 sections)
	A15 . Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	50	200	5	5	5	5.00	Chem 147.2 (2 sections)
PI 8: Number of students advised: *	A16 . Number of students advised:	Acted as academic adviser to students	45	51	5	5	5	5.00	BS Chemistry Batch 2020, Thesis Advisees
	A17 . Number of students advised on thesis/ field practice/special problem:	Acted as thesis adviser		5	5	5	5	5.00	FNS Espinosa, JP Israel, AY Labra, JM Mortel, SM Niñez
	As SRC Chairman	Advised and corrected research outline and thesis/SP manuscript		4	5	5	4	4.67	JT Gloria, JT Granada, YS Naval, DMM Nayre
	As SRC Member	Advised and corrected research outline and thesis/SP manuscript		6	5	5	4	4.67	AJB Beluan, RGQ Garcia, RS Salgo, JA Sosmeña, HA Matuguina, AHD Sanchez
	A18 . Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	50	100	5	5	5	5.00	BSChem, BSA, BSFT
PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	35	5	5	5	5.00	Chem 120 (6 sections), Chem 147.2 (2 sections), Chem 200B (2 sections)
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	2	6	5	5	5	5.00	Chem 120 (6 sections), Chem 147.2 (2 sections)
		A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	CHEM 147.2; CHEM 200B
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
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							
		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							
		On program accreditations								
		On institutional accreditations								

UMFO 6. General Admin. & Support Services									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
Total Over-all Rating								64.33	
Average Rating								4.95	
Adjectival Rating								O	

Evaluated & Rated by:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
 Department Head
 Date: 1/10/2022

Recommending Approval

MA. Theresa P. Loreto
MA. THERESA P. LORETO
 Dean, CAS
 Date: Feb .8, 2022

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: 2/17/22

Average Rating (Total Over-all rating divided by		4.95
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		O

Comments and Recommendation for Development Purpose:
Pursue MS in Chemistry

Evaluated & Rated by:

Elizabeth S. Quevedo

ELIZABETH S. QUEVEDO

Head, DoPAC

Date: 1/10/2022

Recommending Approval:

Ma. Theresa P. Loreto

MA. THERESA P. LORETO

Dean, CAS

Date: Feb. 8, 2022

Approved by:

Beatriz S. Belonias

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: _____

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

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: ATOZ A. VASQUEZ

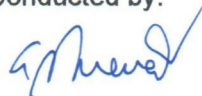
Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Advised to hold synchronous classes regularly; Advised to pursue MS program the soonest time possible and stay within the VSU campus for early and safe reporting to work				August 24, 2021
Coaching	Advised to give more real time activities to encourage student participation during online classes				

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

Conducted by:



ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted:



MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ATOZ A. VASQUEZ

Performance Rating: _____

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2022

Target Date: June 2022

First Step:

Prepare and update learning materials for assigned chemistry subjects 2nd Semester AY 2021-2022 and hold synchronous classes regularly.

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO
Head, DoPAC

Conforme:



ATOZ A. VASQUEZ
Name of Ratee Faculty/Staff