

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%	4.97	2.485
b. Students (50%)	50%	4.75	2.375
Total for Instruction	40%	4.86	1.94
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	60%	5.00	3.00
5. Production	-		
TOTAL			4.94

EQUIVALENT NUMERICAL RATING: 4.94

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.94ADJECTIVAL 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

"Exhibit B"

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 July - December 2021.

Approved:

KYZA MAE M. RAMONEDA

Instructor I

Date: Jan. 24, 2022

MA. THERESA P. LORETO

Dean, CAS

Date: Jan. 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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned		1.00	5	5	5	5.00	Biol 238
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students		4	5	5	5	5.00	Abarcar, Añana, Mandia, Olinar
		A3. Number of students advised on thesis/special problem/dissertation								
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty		4	5	5	5	5.00	Abarcar, Añana, Mandia, Olinar

	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/workbook or a combination thereof		10	5	5	5	5.00	Biol 238
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		10	5	5	5	5.00	Biol 238
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		2	5	5	5	5.00	Biol 238
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		1	5	5	5	5.00	Biol 238
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	9.6	5	5	5	5.00	Biol 11 lab, Biol 25, Biol 138, Micr 23n
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2						Accomplished in January-June 2021

		A12 . Number of trainings attended related to instruction	Attend mandated trainings		2	5	5	5	5.00	(1)Workshop on Food Value Chain "Coping Strategies for seasonal threats in food security under the new normal"; (2)Syllabi-Making Workshop
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00	Biol 11 lab, Biol 25, Biol 138, Micr 23n
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	20	5	5	5	5.00	Biol 11 lab, Biol 25, Biol 138, Micr 23n
		A15 . Number of lab reports and term papers checked and graded	Checks term papers/lab reports submitted as required	2	5	5	5	5	5.00	Biol 11 lab
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	20	30	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; BSBiotech 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	4	4.67	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	4	4.67	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	2	5	5	5	5.00	Biol 138, Micr 23n

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	5	5	5	5.00	Biol 11 lab, Biol 25, Biol 138, Micr 23n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	Biol 11 lab, Biol 25, Biol 138, Micr 23n
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	Biol 25, Micr 23n
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		1	5	5	5	5.00	International webinar series "Biotechnology: Breaking Scientific Limitations"
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	ISO 9001:2015 Internal Audit (Oct. 5, 2021)
		On program accreditations			1	5	5	5	5.00	BSBiotech AACUP Level II (November 2021)
		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
	Total Over-all Rating					124.34				
	Average Rating					4.97				
	Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 24)		4.97
Additional Points		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.97
ADJECTIVAL RATING		Outstanding

Comments and Recommendations for Development Purpose: <i>Ms. Ramoneda should write research proposals for possible funding.</i>
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Evaluated & Rated by:

mtphreto
MA. THERESA P. LORETO
Dean, College of Arts and Sciences
Date: *Jan. 25, 2022*

Recommending Approval:

N.A.

Approved by:

MB
BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: *2/21/2022*

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
✓	4th	

Name of Office: 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 reminded Ms. Ramoneda to constantly monitor the performance and welfare of her faculty, staff, and students.				Ms. Ramoneda actively contacts her students, faculty, and staff through email.
Coaching	I encouraged Ms. Ramoneda to plan and implement more activities for the department to strengthen the research, extension, and internationalization component of the unit.				Ms. Ramoneda crafts research, extension, and internationalization proposal.

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

Conducted by:


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:

Aim: To establish linkage and research collaborations.

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Contact universities here in the Philippines and abroad for possible collaboration.

Result: Crafting and submission of research and internationalization proposals.

Date: January 2022 Target Date: June 2022

Next Step: Conduct of the proposed research project.


Outcome: Complete the research project within the time duration.

Final Step/Recommendation: Establish collaborations and publish the research output.

Prepared by:


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

Conforme:


KYZA MAE M. RAMONEDA
Name of Ratee Faculty