

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

Name of Faculty Member: Sarah Jean C. Sugano

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50% =2.50	
b. Students (50%)		4.60 x 50%=2.30	
Total for Instruction	75%	4.80	3.60
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5.00 x 100%	
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.00 x 100%	
Total for Extension	10%	5.00	0.50
4. Administration	5%	5.00	0.25
5. Production			
TOTAL	100%		4.85

EQUIVALENT NUMERICAL RATING: 4.85

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

**SARAH JEAN C. SUGANO**  
Name of Faculty

Reviewed by:

**JAMES A. PATINDOL**  
Director, ARI Center

Recommending Approval:

**IVY C. EMNACE**  
Director for Research

Approved:


**SANTIAGO T. PEÑA Jr.**  
VP for Research, Extension  
and Innovation

VISAYAS STATE UNIVERSITY  
OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION and INNOVATION


Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **SARAH JEAN C. SUGANO**, a faculty member of the **Advanced Research and Innovation Center** (ARI Center) commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January-June 2024**.

  
**SARAH JEAN C. SUGANO**  
Instructor I  
Date: July 10, 2024

Approved

  
**JAMES A. PATINDOL**  
Director, Advanced Research and Innovation Center  
Date: July 10, 2024

MFO/PAPs	Success Indicators	Tasks Assigned	Target (Jan-Dec 2024)	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UFMO 2: Higher Education Services									
UMFO3: Higher Education Management Services									
PI 5: Total FTE, coordinated, implemented and monitored	Actual Faculty's FTE	Handles and teaches courses assigned	3	18.75	5	5	5	5.00	InBt 122 Lab & ScTS11c Lec (2)
	A10. Number of grade sheets submitted within	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	InBt 122 Lab & ScTS11c Lec (2)
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	

	<b>A14.</b> Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	4	5	5	5	5	5.00	
	<b>A15.</b> Number of lab reports and term papers	Checked lab reports and term papers submitted as required	2	10	5	5	5	5.00	InBt 122 Lab & ScTS11c Lec (2)
PI 5: Number of students advised:	A16. Number of students advised:								
	students advised on thesis/ field practice/special								
	As Adviser	Advising/correction	0	5	5	5	5	5.00	MBPasayloon, MRBComota, LECGomez, JPLipon & AMAlamil
	As SRC Chairman	Advising/correction	0	3	5	5	5	5.00	JMBEnopia, LAGonzales & SVJAndrade
	As SRC Member	Advising/correction	0	4	5	5	5	5.00	MGLopez, ALLisondra, YLBCantoneros & EPSarabia
	A18. Number of students entertained for consultation purposes		0	10	5	5	5	5.00	
<b>UMFO 3: Research and Innovation Services</b>									
<b>Research Services</b>									
PI 4: Number of outputs published in CHED accredited journals/ internationally indexed journal/ books or book chapter		<i>Writes publishable materials out of research outputs and submits for publication</i>	1						for July to December 2024 submission



PI 5: Number of outputs presented in scientific fora ( regional/ national/ international/ conferences/ conventions)	<i>Prepared, submitted and presents research paper in scienfic fora/conferences</i>	1						for July to December 2024 submission
PI 6: Number of research projects conducted and completed on schedule	<i>Conducted and completed research project within schedule</i>	1	1	5	5	5	5.00	Bio-typing of Coconut Rhinoceros Bettie (Oryctes) and its microbial agents from Philippines and Indonesia
PI 7: Number of research proposals submitted/endorsed for external funding	Prepared research proposals, submitted and follows up its approval	1	1	5	5	5	5.00	Developmen for functional food and probiotic drink for lactating mothers of children from 0-59 months in Eastern Visayas
<b>Innovation Services:</b>								
Number of research proposals aligned to innovative/emerging technologies	Faculty researchers	1	1	5	5	5	5.00	Developmen of functional food and probiotic drink for lactating mothers of children from 0-59 months in Eastern Visayas
<b>UMFO 4. Extension Services</b>								
PI 3. Number of extension programs organized and supported consistent with SUC's mandated and priority programs	Implements duly approved extension projects	1						for July to December 2024 submission
PI 6. Number of clients assisted in Agri-Fair, walk in clients, training request.		3						for July to December 2024 submission
<b>UMFO 5: Support to Operations</b>								
<b>A. Research Faculty Development Services</b>								
PI 2: Number of webinars/seminars/trainings attended		2	1	5	5	5	5.00	
<b>B. Evaluation Services</b>								
PI 1: Number of In house reviews/ seminars/ training/ convention/ workshops coordinated/ conducted/ attended/	writeshop	2	1	5	5	5	5.00	Bio-typing of Coconut Rhinoceros Bettie (Oryctes) and its microbial agents from Philippines and Indonesia
PI 2: Number of research projects monitored/ facilitated for review (during the Annual In-House Review)		1						for July to December 2024 submission

A3: Number of beneficiaries/served		2						
<b>UMFO 6: General Administration &amp; Support Services</b>								
PI 1. Percentage of documents acted upon, approved/signed		100%	100%	5	5	5	5.00	
P1 2. Number of university committess/staff meetings conducted		2						for July to December 2024 submission
<b>Total Over-all Rating</b>							75.00	
<b>Average Rating</b>							5.00	
<b>Adjective Rating</b>							O	

Average Rating (Total Over-all rating divided by 6)	5.00
Additional Points:	
Punctuality	
Approved Additional points (with	
FINAL RATING	5.00
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations for Development Purpose:**

*So far, so good. Ms. Saguno is right on target. She does not need to sacrifice her health & personal well-being though.*

Evaluated & Rated by:

  
**JAMES A. PATINDOL**

Director, ARI Center

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

Recommending Approval:

  
**IVY C. EMNACE**  
 Director for Research

Date: 7/12/24

Approved by:

  
**SANTIAGO T. PEÑA Jr.**

VP for Research, Extension and Innovation

Date: 7/16/24



# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: ADVANCED RESEARCH AND INNOVATION CENTER

Head of Office: Dr. James A. Patindol

Number of Personnel: 3 Core Faculty


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	I advised Ms. Sugano to keep updated with new trends of in biotechnology in her lecture sessions  I advised Ms. Sugano to apply for PhD admissions.				Ms. Sugano has incorporated newly published studies on the internet in the revised syllabus of InBt subjects.  Ms. Sugano has already applied for PhD admissions in Japan and Italy.
Coaching	I reminded Ms. Sugano to create research proposals for possible research funding.				Ms. Sugano has collaborated with other research faculty in the different departments has submitted proposal.

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

Conducted by:

  
JAMES A. PATINDOL  
Immediate Supervisor

Noted:

  
SANTIAGO T. PEÑA, Jr.  
VP for Research, Extension and Innovation

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SARAH JEAN C. SUGANO

Performance Rating: Outstanding

Aim: To apply for a PhD degree program in the field of bioprocess and biotechnology.

Proposed Interventions to Improve Performance:

Date: June 2024

Target Date: August 2024

First Step: Sent application documents for my application in Kyushu University through my host professor.

Result: My host professor submitted my application documents for Kyushu University Graduate School.

Date: August 2024

Target Date: December 2024

Next Step: Wait for the result of the admission.

Outcome: If admitted in the university, application for scholarship will be sought for.

Final Step/Recommendation: If not admitted in the university, apply to other universities with the degree program sought for.

Prepared by:

  
**JAMES A. PATINDOL**  
Director, ARI Center

Conforme:

  
**SARAH JEAN C. SUGANO**  
Name of Ratee Faculty





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: SUGANO, SARAH JEAN C.

Department: Dept. of Biotechnology

College: College of Arts and Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Btec 22	FUNDAMENTALS OF BIOPROCESSING	LEC	5.00	Outstanding	100.0%
ScTS 11c	SCIENCE, TECHNOLOGY AND SOCIETY	LEC	4.00	Very Satisfactory	80.0%
ScTS 11c	SCIENCE, TECHNOLOGY AND SOCIETY	LEC	4.00	Very Satisfactory	80.0%
InBt 121	BIOPROCESS I	LEC	5.00	Outstanding	100.0%
InBt 121	BIOPROCESS I	LAB	5.00	Outstanding	100.0%
Average Rating			4.60	Outstanding	92.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 19, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 19, 2024

Received by:

SUGANO, SARAH JEAN C.

Name and Signature of Faculty

Date: May 22, 2024

Distribution of copies: ODIE, College, Department, Faculty

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.