

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MA. SHERLITA S. ROSAL

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
m. Head/Dean (50%)		4.86x100% =	
n. Students (50%)			
Total for Instruction	100%	4.86	4.482
2. Research			
m. Client/Dir. for Research (50%)			
n. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
o. Client/Dir. For Extension (50%)			
p. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.86




EQUIVALENT NUMERICAL RATING: 4.86
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: OUTSTANDING



MA. SHERLITA S. ROSAL
 Name of Faculty


ANALYN M. MAZO
 Department Head

Recommending Approval:

  
CANDELARIO L. CALIBO
 Dean/Director


Approved:



BEATRIZ S. BELONIAS
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ma. Sherlita S. Rosal, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2020.


MA. SHERLITA S. ROSAL
 Instructor I
 Date: December 17, 2020

Approved:

ANALYN M. MAZO
 Department Head
 Date: 12/21/2020


CANDELARIO L. CALIBO
 College Dean
 Date: 12/21/2020

oic
 12/21/2020

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 *	A 9. Actual Faculty's FTE	Handles and teaches BSci 101 Lab, BSci 104 Lab, Micro 23n Lab, ScTS 11 and Zool 11 Lec	5	20.425	5	5	5	5.00	Handled BSci 101 Lab , BSci 104 Lab, Micro 23n Lab, ScTS 11and Zool 11 Lec
		A 10. Number of grade sheets submitted within prescribed period	Prepares and submit gradesheet on or before deadline	5	on going					Grade sheets for BSci 101 Lab , BSci 104 Lab, Micro 23n Lab, ScTS 11and Zool 11 Lec to be completed
		A 11. Number of INC forms with grade submitted within prescribed period								
		A 12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Attended the Webinar on Introduction to Copyright and Fair Use for Educators and Training
		A 13. Number of long examinations administered and checked	Administers and checks long examination for BSci 101 Lab , BSci 104 Lab, Micro 23n Lab, ScTS 11and Zool 11 Lec	2	3	5	5	4.5	4.83	Checked long examinations in BSci 101 Lab , BSci 104 Lab, Micro 23n Lab, ScTS 11 and Zool 11 Lec
		A 14. Number of quizzes administered and checked	Prepares and checks quizzes for BSci 101 Lab, BSci 104 Lab, Micro 23n Lab, ScTS 11and Zool 11 Lec	1 (if per lesson)	29	5	5	4.5	4.83	Checked quizzes for BSci 101 Lab, BSci 104 Lab, Micro 23n Lab, ScTS 11 and Zool 11 Lec
		A 15. Number of lab reports and term papers checked and graded	Checks lab reports for BSci 101 Lab , BSci 104 Lab, Micro 23n Lab, ScTS 11 and Zool 11 Lec	2 (if per laboratory)	6	5	5	4.5	4.83	Checked lab reports BSci 101 Lab, BSci 104 Lab, Micro 23n Lab, ScTS 11 and Zool 11 Lec
		A 18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught	5	20	5	5	5	5.00	Entertain students for consultation
	PI 10: Number of instructional materials developed*	A 21: Number of on-line courseware 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	1	2	5	5	4.5	4.83	Prepared Moodle: ScTS 11 and Zool 11

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	5	5	4.5	4.83	Prepared PPT for BSci 101 Lab, BSci 104 Lab, Micro 23n Lab, ScTS 11 and Zool 11 Lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4	5	5	4	4.70	Prepared assessment tools per lesson in each module
		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	1	2	5	5	4.5	4.83	Submitted course ware in ScTS 11 and Zool 11 duly reviewed by TRP for editing by MMDC editor
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	4.5	4.83	Created virtual classroom in Moodle for ScTS 11 and Zool 11
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 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					
		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					
		On program accreditations								
		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					
	Total Overall Rating								53.51	
	Average Rating								4.86	
	Adjectival Rating								OUTSTANDING	

Evaluated & Rated by:

ANALYN M. MAZO

Department Head

Date: 12/21/2024

Recommending Approval

CANDELARIO L. CALBO

Dean, CAS

Date: Dec. 21, 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Comments for Development Purpose:
She could consider pursuing her masteral degree.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ma. Sherlita S. Rosal

Performance Rating: Outstanding

Aim: Be familiar with the teaching strategies and online platform used

Proposed Interventions to Improve Performance: Peer Learning and training

Date: November Target Date: December 2020

First Step:

Briefing with the teaching load for first semester

Result:

Potential teaching load identified

Date: December 2020 Target Date: December 2020

Next Step:

Coordinate and the discuss with other faculty members teaching similar courses as well as with the subject coordinator regarding the teaching strategies employed. Attend the scheduled training regarding moodle.

Outcome:

Was able to carry out assigned courses upon coordination with co-teachers and subject coordinator. Was able to learn and use moodle after attending the training.

Final Step/Recommendation:

Continue to coordinate with co-teachers and subject coordinator.

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


MA. SHERLITA S. ROSAL
Instructor I