


# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSALINA D. POLIQUIT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
21. Instruction			
u. Head/Dean (50%)		4.82x100% = 2.49	
v. Students (50%)			
Total for Instruction	100%	4.82	4.82
22. Research			
u. Client/Dir. for Research (50%)			
v. Dept. Head/Center Director (50%)			
Total for Research			
23. Extension			
w. Client/Dir. For Extension (50%)			
x. Dept Head/Center Director (50%)			
Total for Extension			
24. Administration			
25. Production			
TOTAL	100%		4.82

EQUIVALENT NUMERICAL RATING: 4.82  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: OUTSTANDING


  
ROSALINA D. POLIQUIT  
 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, ROSALINA D. POLIQUIT, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES, 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 to June 2020.

*Rosalina D. Poliquit*  
**ROSALINA D. POLIQUIT**  
 Assoc. Prof. III  
 Date: *12/21/20*

Approved:  
*Analyn M. Mazo*  
**ANALYN M. MAZO**  
 Department Head  
 Date: *12/21/20*

*Ricardelario L. Calibo*  
**RICARDELARIO L. CALIBO**  
 College Dean  
 Date: *Dec. 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										
	<u>PI 4:</u> Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	<u>PI 8:</u> Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to undergraduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SF/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SF/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	<b>PI 9:</b> Number of instructional materials developed *	<b>A5:</b> 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/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A 6:</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRF for editing by MMDC editor							
		<b>A 7:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI 10:</b> Additional outputs:	<b>A 8:</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9:</b> Actual Faculty's FTE	Handles Biol 113 lec, Biol 24 lec, Biol 25 lec, Botn 115 lec and Botn 2015 lec	5	5.05	5	5	4.7	4.90	
		<b>A10:</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	4	4.67	
		<b>A12:</b> Number of trainings attended related to instruction	Attend mandated trainings	1	5	5	5	5	5.00	
		<b>A13:</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	34	5	5	4	4.67	



		<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	20	123	5	5	4.5	4.33	
		<b>A15. Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	10	22	5	5	4	4.37	
	<b>PI 8:</b> Number of students advised: *	<b>A16. Number of students advised:</b>	Acts as academic adviser to students							
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	5	13	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19. Number of Student organizations advised</b>	Advises student organizations recognized by USC	1	1					
		<b>A20. Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A 23 :</b> Number of on-line courseware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							

	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A 27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							



		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
<b>UMFO 4. EXTENSION SERVICES</b>											
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											
	<b>PI 8.</b> 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*	<b>A 44.</b> 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						
		<b>A 45.</b> 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									
<b>UMFO 6. General Admin. &amp; Support Services</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint						
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice								

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	Total Over-all Rating									33.73	
	Average Rating									4.82	
	Adjectival Rating								OUTSTANDING		

Evaluated & Rated by:

Recommending Approval

Approved by:

**Comments & Recommendations for Development**

**Purpose:**

Needs to finish her doctoral degree.

ANALYN M. MAZO

Head, DBS

Date:

CANDELARIO L. CALIBO

Dean, CAS

Date:

BEATRIZ S. BILONIAS

Vice President for Instruction

Date:

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rosalina D. Poliquit

Performance Rating: Outstanding

Aim: Finish graduate studies ( PhD)

Proposed Interventions to Improve Performance: Come up with a timeline of activities related to dissertation

Date: June 2020      Target Date: December 2020

First Step:

Deload from research engagements

Result:

Come up with draft proposal for approval

Date: January 2021      Target Date: 2021

Next Step:

Conduct dissertation research

Outcome: Final step/recommendation:

Approval <sup>of</sup> dissertation

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**ROSALINA D. POLIQUIT**