

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

Name of Faculty Member: ERN OLIVER BALONDO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.73 100%= 4.73	
b. Students (50%)			
Total for Instruction	90%	4.73	4.257
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	5%	4.67	0.233
c. Administration	5%	4.83	0.241
d. Production			
TOTAL	100%		4.731

EQUIVALENT NUMERICAL RATING:

4.731

Add: Additional Points, if any:

none

TOTAL NUMERICAL RATING:

4.731

ADJECTIVAL RATING:

**OUTSTANDING**

Prepared by:

Reviewed by:

  
**ERN OLIVER BALONDO**

Name of Faculty

  
**CHERYL C. BATISTEL**

Department Head

Recommending Approval:

  
**GLENN G. PAJARES**

Dean/Director

Approved:


  
**ROTACIO S. GRAVOSO**


Vice President

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ERN OLIVER C. BALONDO, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the the following accomplishment in accordance with the indicated measures for the period January - June 2024.

  
**ERN OLIVER C. BALONDO**  
 Instructor I  
 Date: July 2, 2024

Approved:   
**CHERYL C. BATISTEL**  
 Head, DBS  
 Date: July 22, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. Dec)	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 MFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	25	16.65	5	5	4	4.67	Handled 2 lecture classes: Biol 127n and Biol 141 and 1 laboratory class: Botn 141n
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	50%	50%	5	5	5	5.00	Biol 127n, Biol 141n and Botn 141n with approved syllabus
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	25%						
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	50%	33%	5	5	4	4.67	Submitted two gradesheets out from 3 subjects taught
	PI 19: Additional Outputs	A 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	7	5	4	4	4.33	7 Long Examinations: 2 for Biol 127n, 1 for Botn 141n and 4 for Biol 141n
		A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	10	5	4	4	4.33	10 Quizzes: 2 for Biol 127n, 4 for Botn 141n, and 4 for Biol 141n

		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	16	5	4	4	4.33	16 Laboratory Reports: 10 for Botn 141n, and 6 for Biol 127n
<b>UMFO 3 . RESEARCH SERVICES</b>										
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 5:</b> Number of technical/expert services rendered	<b>A 36.</b> Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries		6	5	5	4	4.67	Plant Identification Services
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)		1	5	5	5	5.00	Attended the 58th BIOTA National Convention and Scientific Sessions
		<i>International</i>								
		<i>National</i>			1					
		<i>Regional/Institutional</i>								
	<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:			2	5	5	4	4.67	One thesis advisee: Evan Gelie Omega; SRC Member of Merdjel Casulla
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript		1					
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		1					
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		73	5	5	4	4.67	71 students from subject taughts (7 for Botn 141n, 27 for Biol 127n, 37 for Biol 141n); 2 students from Thesis
		<b>A 63.</b> Number of on-line course ware developed and submitted :	Prepares on-line course ware							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>		17	5	5	5	5.00	15 PPT Presentations: 6 for Biol 141n, 6 for Botn 141, and 5 for Biol 127n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		3	5	5	5	5.00	Long Exam, Quiz and Public Presentation

		<b>A 64.</b> Number of virtual classroom created/operational			3	5	5	5	5.00	Virtual Classroom for Botn 141n, Biol 141n and Biol 200a Practicum
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month		25%	5	5	4	4.67	DTR's of April, May and June
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
	<b>PI 12:</b> Percentage of monthly accomplishment report submitted	<b>A 76.</b> Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report							
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	12	6	5	5	5	5.00	6 Monthly Meetings: Jan-June, 2024
		<b>A 81.</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							
	<b>Total Over-all Rating</b>								71.00	
	<b>Average Rating</b>								4.73	
	<b>Adjectival Rating</b>								<b>Oustanding</b>	

Evaluated & Rated by:

**CHERYL C. BATISTEL**

Head, DBS

Date: July 22, 2024

Recommending Approval:

**GLENN G. PAJARES**

Dean, CAS

Date: July 23, 2024

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: July 25, 2024

Comments & Recommendations for Development Purpose:

Finish MSc degree.

## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: DBS

Head of Office: CHERYL C. BATISTEL

Number of Personnel: 17

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
Monitoring					
Coaching		/		Everyone is reminded to submit TOS, grades and DTR on time	

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

Conducted by:



CHERYL C. BATISTEL

Immediate Supervisor

Noted by:



GLENN G. PAJARES

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS


Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
PI 3:	Total FTE monitored			/	/			
MFO 2 HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	All faculty		/				
PI 5:	Percentage increase in enrolment	All faculty		/	/			
PI 6:	Number of programs accredited	All faculty		/	/			
PI 10:	Total FTE monitored *	All DBS and affiliate faculty		/	/			
PI 11:	Number of new revised curricular proposals submitted	All faculty		/	/			
PI 12:	Number of new revised proposal approved by UCC	All faculty		/				
PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	All faculty			/			
PI 18:	Percentage of faculty rated at least VS by Supervisor	All faculty			/			
PI 2:	Number of research outputs completed	EKLS		/				
PI 4:	Number of research proposals submitted	RJPD, CCB, EKLS, FOP, HVO, RMM, DNM, EOB		/				
PI 1:	Number of active partnerships with	DMGV, RJPD,		/	/			

	LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)	SAC						
PI 2:	Number of trainees weighted by the length of training *	SAC			/			
PI 3:	Number of extension programs and projects	DMGV, SAC		/	/			
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*	DMGV, SAC,			/			
PI 5: Number of expert services rendered:	1. Peer reviewers of journal/book	CCB, RMM		/	/			
	2. Review of research and extension proposal	SAC			/			
	3. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	SAC, RJPD			/			
PI 6:	Number of extension proposals submitted	DMGV			/			
PI 8:	Number of Extension projects implemented	DMGV, AMM		/	/			
PI 10:	Number of extension activities conducted	DMGV, RJPD, SAC		/	/			
PI 11:	Number of trainings, seminars and fora conducted	DMGV, SAC		/	/			

PI 18:	Additional outputs							
	Number of specimens identified	AMM, HVO, EOB		/	/			
<b>OVPI MFO 1. Faculty Development Services</b>								
PI 1:	Number of faculty pursuing advanced research degrees	JGB, JCE, ARRF, BLAR, SAC, EOB		/	/			
PI 7:	Number of faculty sent to trainings, seminars and conferences	AMM, DNM, SAC, HVO, RMM, EKLS, EOB		/	/			
<b>OVPI MFO 3. Registration Services</b>								
PI 9:	Percentage of students enrolled and validated within the registration period	All faculty		/				
PI 10:	Number of students advised during the registration period	All faculty		/				
<b>OVPI MFO 4. Curricular Program Management Services</b>								
PI 11:	Number of curricular reviews conducted	All faculty		/	/			
PI 13:	Number of course syllabi and TOs reviewed and approved	All faculty		/	/			
PI 14:	Number of OJT MOAs prepared	RMM, DMGV			/			
PI 16:	Number of thesis students advised	CCB, SAC, AMM, DMG, EKLS, FOP, DNM, BLAR, RMM, HVO, EOB, RJD, BSB		/	/			
<b>MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)</b>								
PI 1.	Number of departments/institutes/offices supervised	AMM, CCB		/	/			
PI 2.	Number of management	DBS Faculty &		/	/			

	meetings conducted	Staff						
PI 3.	Number of committee meetings conducted	AMM, CCB		/	/			
PI 4.	Number of routinary documents acted	AMM, CCB		/	/			
PI 5.	Number of requests acted	AMM, CCB		/	/			
PI 6.	Number of memoranda prepared	AMM, CCB			/			
PI 9:	Percentage of faculty and staff who submitted a DTR every month	All faculty		/	/			
PI 12:	Monthly accomplishment report submitted on time			/	/			
PI 13:	Number of classrooms and Lab rooms constructed and renovated				/			
PI 14:	Percentage budget utilization (GAA)			/	/			
	Percentage budget utilization (STF)			/	/			

Prepared by:

  
CHERYL C. BATISTEL  
 Head, DBS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ern Oliver Balondo

Performance Rating: Outstanding

Aim: Pursue Finish graduate studies

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: December 2024

First Step:

Finish data gathering

Result:

Has finished data gathering (first batch of samples)

Date: Jan. 2024 Target Date: December 2024

Next Step:

Start consolidation of data and write up

Outcome:

Final Step/Recommendation:

Fast Track Application

Prepared by:

  
**CHERYL C. BATISTEL**  
Unit Head

Conforme:

  
**ERN OLIVER BALONDO**  
Instructor I



## TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Biological Science

Semester and Academic Year: First Semester 2023-2024

College: College of Arts and Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANALYN MENDOZA MAZO	4	4.50	90.00 %	Outstanding
BEATRIZ SATENTES BELONIAS	2	5.00	100.00 %	Outstanding
BERNA LOU ABA REGIS	7	4.43	88.57 %	Very Satisfactory
CHERYL COSTILLAS BATISTEL	4	4.50	90.00 %	Outstanding
CLARISSA MAE LAROA SAS	9	4.89	97.78 %	Outstanding
DARIUS NOEL MINOZA	8	4.88	97.50 %	Outstanding
DONNA GUARTE	8	4.62	92.50 %	Outstanding
EUNICE KENEE LABONITE SERIÑO	5	4.80	96.00 %	Outstanding
FRETZELJANE OLOR POGADO	6	4.50	90.00 %	Outstanding
GIDEON RELENTE YEPES	7	4.86	97.14 %	Outstanding
HONEYLENE VALENZONA ONGY	5	5.00	100.00 %	Outstanding
JUDY MAE GILSANO ASIS	8	4.50	90.00 %	Outstanding
LEONARDO DULOJAN CADAVOS	9	5.00	100.00 %	Outstanding
NICOLE CHELSEA . MANGUIAT	7	4.86	97.14 %	Outstanding
RIS MENOEL ROMEN MODINA	5	4.80	96.00 %	Outstanding
ROSALINA DIALIMAS POLIQUIT	6	4.67	93.33 %	Outstanding
SENONA ARAZO CESAR	8	4.50	90.00 %	Outstanding
TED DOMINIQUE S. BELONIAS	8	4.44	88.75 %	Very Satisfactory
YASSER LIM MECATE	9	4.89	97.78 %	Outstanding
Department Mean		4.72	94.34%	Outstanding

Prepared by:

VANESSA W. NAZAL  
 TPES in-Charge  
 Date: April 24, 2024

Attested by:

MA. RACHEL KIM L. AURE  
 Director, Instruction and Evaluation  
 Date: April 24, 2024

Received by:

**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.

Received by:

*nm*  
**ANALYN MENDOZA MAZO**

Name and Signature of Department head  
Date: *[Signature]*

*mtl*  
**MA. THERESA POSAS LORETO**

Name and Signature of College Dean  
Date: *May 21, 2024*

Distribution of copies: ODIE, College, Department

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**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.

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