

# Exhibit K

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

Name of Faculty Member: ANALYN M. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92x50% = 2.46	
b. Students (50%)		5x50%= 2.50	
Total for Instruction	50%	4.96	2.48
2. Research			
a. Client/Dir. for Rscarch (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	25%	4.91	1.227
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	5%	4.91	0.245
4. Administration	20%	5	1.0
5. Production			
TOTAL	100%		4.938

EQUIVALENT NUMERICAL RATING: 4.952

Add: Additional Points, if any: none

TOTAL NUMERICAL RATING: 4.952

ADJECTIVAL RATING: OUTSTANDING

ANALYN M. MAZO

Name of Faculty

Recommending Approval:

*mtplntr*

MA. THERESA P. LORETO

Dean/Director

Approved:

*/Lp*

BEATRIZ S. BELONIAS

Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANALYN M. MAZO**, a faculty member of the **DEPARTMENT OF BIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July-December 2022**.

**ANALYN M. MAZO**  
Associate Prof. V  
Date: 1/9/2023

Approved: mtplncto  
**MA.THERESA P. LORETO**  
College Dean  
Date: JAN 25 2023

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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	4	5	5	5	5.00	
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	1	5	5	4	4.67	GAC Member of Ms. Francia Jose
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	7	5	5	5	5.00	
	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/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.							
		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 Moodle or Google Classroom							
	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	3	6.8	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1					
		A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	7	5	5	4	4.67	

		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	5	5	5	5	4	4.67	
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>	<i>Acts as academic advisor to students</i>	2	15	5	5	5	5.00	
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		<i>As Head</i>	Advises and corrects research outline and thesis/SP manuscript	5	10	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							



		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5.00	term exams, quizzes, assignments, oral presentations, laboratory reports, reaction paper
		Syllabi	Develop/revise syllabi	1	1	5	5	4		Revised syllabi in MarB 115 to cater the face-to-face mode of delivery of classes
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	MarB 115
	<b>PI 11.</b> Additional outputs	<u>A 25.</u> 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								
		Number of syllabi reviewed as head	Review the submitted syllabi by faculty members	2		5	5	5	5.00	
		Number of TOS reviewed as head	Review the submitted TOS by the faculty members	5		5	5	5	5.00	Reviewed and approved all TOS of faculty members
		<u>A 26.</u> 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>										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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							
	<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	4	4.67	CHED-funded project

	<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>	Prepare and submit my part of the CHED DARE TO Paper	1	1	5	5	5	5.00	
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	100	5	5	5	5.00	Submitted the following proposals (2/2): 1)Internationalization program of VSU which was approved last July 2022; 2) RDLead Program of NRCP
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		0	3	5	5	5	5.00	Co-author of paper awarded as 1) Best RDE Paper (Research Category) during the 34th joint VICARP and RRDEN Regional Research, Deveoment and Extension Symposium; 2) First Place under completed research categoryduring the 2022 Level II Cluster Review; 3) CSC PAGASA Regional winner (aroun category)
		<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							
		Number of journal article submitted for publication	Made revisions of the artifice submitted for publication							



		Number of Research Activity presented to the LGU	Present the Approved research of DBS to LGU							Presented the new project of DBS to the Sangguniang Panglungsod of Baybay City during its session
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	3	5	5	5	5.00	LGU Baybay, NRCP, BFAR (FMA 10)
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	4	4.67	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of technical/expert services as/in:	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		<i>Research Mentor</i>								
		<i>Peer reviewers/Panelists</i>		0	1	5	5	5	5.00	Peer reviewer/Evaluator of the scientific paper of JG Tuang-tuang of Palompon Institute of Technology
		<i>Resource Persons</i>								
		<i>Convenor/Organizer</i>								
		<i>Consultant</i>	Conducted Biodiversity Assessment of lake Mahaganao, Burauen, Leyte							Presented the final output of Lake Mahaganao Assessment to PAMB
		<i>Evaluator</i>	Act as evaluator of Research papers	0	1	5	5	5	5.00	Act as evaluator of researches under Fisheries and Marine Resources during the Level I In-house review of VSU
		<i>Scientific Advisory Group</i>	Act as member of the Scientific Advisory Group							Member of the Scientific Advisory Group (organized by BFAR) of the Fisheries Management Area 10 covering Regions 7&8
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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	1	1	5	5	5	5.00	Act as ISO QA Coordinator under the OVPA
		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	1		5	5	5	5.00	Planned the compliance of all recommendations of AACUP accreditors during the Level III accreditation of the BS Bio curriculum
		On program accreditations	Assigned as Internal Evaluator for AACUP accreditation of Programs	1	2	5	5	5	5.00	Act as Internal Evaluator of MS in Language Teaching Program for Level I AACUP accreditation of VSU-Main and Internal Technical Evaluator for Level III Phase 2 Self-Survey Evaluation of Bachelor of Science in Fisheries in VSU-Tolosa
		On identifying supporting documents	Helped in identifying supporting documents	1	2	5	5	5	5.00	Assisted the local counterparts for MS Language Teaching Program of VSU-Main and BS Fisheries of VSU-Tolosa in identifying possible supporting documents of the benchmark statements
		On institutional accreditations	Act as the Chairperson in SDG 14 for the THE Impact Ranking	0	1	5	5	5	5.00	Identified, solicited, compiled and organized the supporting documents for the various indicators
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					



	PI 3: Additional Outputs	A 47. 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							
		Number of meetings conducted in the department	Continue to conduct monthly meeting with the faculty and staff	5	7	5	5	5	5.00	
		Number of CAS Execom meeting attended	Attend regular CAS Execom meeting and act as secretary	2	6	5	5	5	5.00	
	<b>Total Over-all Rating</b>								168.00	
	<b>Average Rating</b>								4.94	
	<b>Adjectival Rating</b>								Outstanding	

#### Comments and Recommendations for Development

Purpose: Dr. Mazo should continue crafting proposals and aim for more awards.

Evaluated & Rated by:

*mtplncto*  
MA. THERESA P. LORETO  
Dean, CAS  
Date: JAN 25 2023

Recommending Approval

*mtplncto*  
MA. THERESA P. LORETO  
Dean, CAS  
Date: JAN 25 2023

Approved by:

*Kyi*  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs  
Date: 1/26/2023



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analyn M. Mazo  
Performance Rating: Outstanding

Aim: Obtain ISBN for Learning Guides

Proposed Interventions to Improve Performance:

Date: January Target Date: February 2023

First Step:

Finalize the learning guide 1

Result:

Submit the learning guide 1 to the College and University Committee

Date: March Target Date: March 27, 2023

Next Step:

Finalize learning guide 2

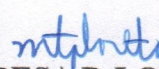
Outcome:

Submit learning guide 2

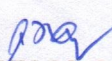
Final Step/Recommendation:

Obtain ISBN for the learning guides

Prepared by:

  
**MA. THERESA P. LORETO**  
Immediate Supervisor

Conforme:

  
**ANALYN M. MAZO**  
Professor III