

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			
g. Head/Dean (50%)		$4.89 \times 50\% = 2.44$	
h. Students (50%)		$5 \times 50\% = 2.50$	
Total for Instruction	50%	4.851	2.425
2. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			
Total for Research	30%	5	1.500
3. Extension			
i. Client/Dir. For Extension (50%)			
j. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	5	1.000
5. Production			
TOTAL	100%		4.925

EQUIVALENT NUMERICAL RATING: 4.925
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.925

ADJECTIVAL RATING: OUTSTANDING
ANALYN M. MAZO

Name of Faculty

Recommending Approval:


MA. THERESA P. LORETO

Dean/Director

Approved:


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 targets in accordance with the indicated measures for the period **JAN-JUNE, 2021**.

Approved:

ANALYN M. MAZO
Associate Prof. V
Date: *9/29/21*

mtpheto
MA.THERESA P. LORETO
College Dean
Date: *9/29/2021*

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	2	5	5	5	5	
		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							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	3	5	5	5	5	
	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	6	8.1	5	5	5	5	Handled MarB 115 (lec & lab) & Zool 117 (lec & lab)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2	5	5	4	4.67	Submitted the gradesheet for MarB 115 students and Biol 200 students
		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	1	1	5	5	4	4.67	Submitted INC forms of Biol 198 students
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	5	5	1) Mandatory Orientation and Re-Oriented of Academic Advisers, 2) Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference; 3) DBS Syllabus-Making Writeshop; 4) Turnitin Instructor's Workflow Training

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2		2	5	5	4	4.67	Administered final exam in MarB 115 and Midterm exams in Zool 117
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5		10	5	5	4	4.67	Administered 10 online quizzes in Zool 117
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10		18	5	5	4	4.67	Checked lab reports in MarB 115 and Zool 117
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5		5	5	5	5	5	Reviews subjects taken by my 5 undergrad student academic advisees
	A17. Number of students advised on thesis/field practice/special problem:					8				
	As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	1	2		5	5	4	4.67	Adviser of Mr. Perfectua and Ms. Padilla
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1		5	5	4	4.67	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1		5	5	4	4.67	
	As Head	Advises and corrects research outline and thesis/SP manuscript	10	14		5	5	4	4.67	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	50		5	5	5	5	Entertained queries of students from DBS and other departments on various concerns including enrollment, shifting, application for admission, LOA, etc.
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO								
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities								
PI 10: Number of instructional materials developed *	A 21: Number of on-line course ware 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	10 ppt presentations	19 ppt; 4 vids	5	5	5	5	Made 19 PowerPoint presentations in MarB 115 & Zool 117
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	5	5	Assessment tools utilized: long exam, quizzes, assignment, laboratory write up, videos, critique, assignment, oral presentation
		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							
		A 24: Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5	MarB 115 and Zool 117
	PI 11. Additional outputs	A 25. 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							
		Number of syllabi reviewed as head	Review the submitted syllabi by faculty members	10	30	5	5	5	5	Reviewed all syllabi submitted by faculty members
		Number of TOS reviewed as head	Review the submitted TOS by the faculty members	10	36	5	5	5	5	Reviewed all TOS submitted by faculty members
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to							
UMFO 3 . RESEARCH SERVICES										

	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	2	5	5	5	5	Conducts research on Biological Characterization of River System (1 study) and Biodiversity of Cuatro Islas and Camotes Island (1 as study leader, 1 as project leader and 1 as co-SI)
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>	Prepare and submit my part of the paper on the benthic macroinvertebrate (BMI)	1	2	5	5	5	5	VSU Waters Project was presented during the ViCARP-RRDEN Symposium and ACES conference (co-author)
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. 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 article submitted for publication	1	1	5	5	5	5	One of the authors of the paper submitted by a graduate student of VUB, Brussels, Belgium of which I was the local counterpart.
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Research Mentor								
		Peer reviewers/Panelists								
		Resource Persons								
		Convenor/Organizer								
		Consultant								
		Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. 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		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	Served as internal evaluator for BS Stat Program	0	1	5	5	5	5	Assigned as one of the internal accreditor for BS
	On identifying supporting documents	Assigned to conduct webinar on identifying supporting documents for Area 1 for programs scheduled for accreditation this year.	0	1	5	5	5	5	Led the participants in identifying supporting documents for Area 1 (VMGO)
	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					
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 updated files uploaded in the shared drive	Makes sure that updated files are uploaded in the DBS shared drive so that faculty and staff can easily access the important files remotely	10	32	5	5	5	5	Various necessary files are regularly updated and uploaded in the shared drive such as: ISO Forms, log book and other relevant documents for easy access of the faculty members especially during WFH. It also lessens the time utilized by the clerks in sharing the file/s everytime a

		Number of meetings conducted in the department	Continue to conduct monthly meeting with the faculty and staff	6	8	5	5	5	5	Monthly meetings are conducted regularly to address concerns in the department. Special meetings are also conducted when necessary.
		Number of CAS Execom meeting attended	Attend regular CAS Execom meeting and act as secretary	6	6	5	5	5	5	Attended the CAS Execom meetings called by Dean to be informed of important updates in the College. Also tasked to take down minutes of the meeting as appointed secretary of the college.
Total Over-all Rating									137.03	
Average Rating									4.893	
Adjectival Rating									Outstanding	

Evaluated & Rated by:

Recommending Approval

Approved by:

MA. THERESA P. LORETO

Dean, CAS

Date:

mtplreto

9/29/2021

MA. THERESA P. LORETO

Dean, CAS

Date:

mtplreto

9/29/2021

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Comments & Recommendations

Dr. Analyn Mazo's work ethics is exemplary and commendable.

K41

Oct-18, 2021

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To make more publications

Proposed Interventions to Improve Performance:

Date: Jan 2021 Target Date: June 2021

First Step:

Write an article for publication

Result:

Co-author of an article submitted to an ISI indexed journal


Date: July 2021 Target Date: December 2021

Next Step:


Outcome:

Final Step/Recommendation:

Prepared by:


MA. THERESA P. LORETO
Immediate Supervisor

Conforme:


ANALYN M. MAZO
Associate Professor V