

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HONEYLENE V. ONGY

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.97 x50% = 2.485	
b. Students (50%)		5.00x50%= 2.50	
Total for Instruction	80%	4.985	3.988
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	5.00	0.50
4. Administration			
5. Production			
TOTAL	100%		4.988

EQUIVALENT NUMERICAL RATING: 4.988
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.988

ADJECTIVAL RATING: OUTSTANDING



HONEYLENE V. ONGY
 Name of Faculty


ANALYN M. MAZO
 Department Head

Recommending Approval:



MA. THERESA P. LORETO
 Dean/Director


Approved:



BEATRIZ S. BELONIAS
 Vice President

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HONEYLENE V. ONGY, 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 July-Dec. 2023


HONEYLENE V. ONGY
Instructor I, DBS
Date: 1/12/24

Approved:

ANALYN M. MAZO
Department Head
Date: 1/23/24


MA. THERESA P. LORETO
College Dean
Date: JAN 23 2024

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	BIOL205	0.5	2.50 1ST SEM 2023-2024 FTE	5	5	5	5.00	BIOL205/TREC205
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	10	12	5	5	5	5.00	Med-Biol students
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and							
		AS GAC Member	Advises and corrects research outline and							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	20	5	5	5	5.00	Current TREC/BIOL205 students consulting on their project (poster) and lab scientific report, and previous students on their INC grades and the output they need to submit

	PI 9: Number of instructional materials	A5: Number of on-line ready coursewares developed and	Converts the existing instructional materials into	1	1	5	5	4	4.67	BIOL205/TREC205
		On-line ready courseware	Prepares Instructional module/laboratory	1	1	5	5	4	4.67	BIOL205/TREC205
		Supplemental learning resources	Prepares Power Point presentation, video clips,	1	1	5	5	5	5.00	BIOL205/TREC205
		Assessment tools	Prepares assessment tools such as long exam, quizzes.	2	2	5	5	5	5.00	BIOL205/TREC205
		A 6: Number of on-line course ware reviewed by TDP & edited by	Submits the course ware							
		A 7: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom (TREC205)	1	1	5	5	5	5.00	BIOL205/TREC205
	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	1	3	5	5	4	4.67	Lab activity on vegetation assessment (forest and grassland), poster project on Philippine endangered species
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	Biol 183n lec and lab, Zool 11 lec, MarB 11 lab, MarB 200.3, MarB 200.1n, Biol 200.1n	13	21.65 1ST SEM 2023-2024 FTE	5	5	5	5.00	Biol 183n lec and lab, Zool 11 lec, MarB 11 lab, MarB 200.3, MarB 200.1n, Biol 200.1n classes
		A10: Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	8	5	5	5	5.00	Biol 183n lec and lab, Zool 11 lec, MarB 11 lab, MarB 200.3, MarB 200.1n, Biol 200.1n classes
		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 prescribed period	2	4	5	5	5	5.00	MarB 18, MarB 110
		A12: Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Mandatory re-orientation of Academic Advisers

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	7	5	5	5	5.00	4 majors exams for Biol 183n lec and Zool 11 lec, 1 major exam for TREC205, and 2 major exams for Biol 183n lab MarB 11 lab
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	18	5	5	5	5.00	Quizzes/ Learning Tasks for Biol 183n lec and lab and Zool 11 lec
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	17	5	5	5	5.00	Lab reports for MarB 11 lab and Biol 183n lab
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	72	5	5	5	5.00	BSBio 1st year (10 students) BSBio 2nd year (21 students), BSBio 3rd yr (1 student) BSBio 4th year (4 students), and 36 BSMB students from Mr. Rafael Junnar
	A17. Number of students advised on thesis/ field practice/special problem:	As Thesis Adviser	2	7	5	5	5	5.00	Mica Rose Monatajes, Baby Jane Posas, Rose Ann Ramirez, Deriza Pino, Kaye Dagasdass, Carmela Segovia, Jezrel Gloria
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	Lelette Corona, Evan Gelie Omega, Abegail Aguero, Justine Bagui, Roshane KC Luzon
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	Junley Gallardo, Cindy Jabillo, Ma. Stephanie Garcia
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	6	35	5	5	5	5.00	Entertain inquiries of students under my subjects (Biol 183n lec and lab, Zool 11 lec, MarB 11 lab), Advises my thesis advisee and SRC students with their thesis outline/ manuscript; InquiHelp students in their enrollment as the enrollment focal person of DBS; Advises some students who asked for suggestions or advise about their problem/concern with their studies,
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	OBioS
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	OBioS Meetings, OBioS Acquintance Party
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	1	2	5	5	5	5.00	Lab manual for MarB 11 and Biol 183n

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	13	5	5	5	5.00	Created and updated powerpoint presentations, Provided links to video clips, and gave reading assignments for Biol 183n lec and lab, MarB 11 lab and Zool 11 lec
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	15	5	5	5	5.00	long exams, learning tasks, assessments, lab reports, reporting (group and individual), video presentation, IEC material, critique paper
		A 23: Number of on-line course were reviewed by TRP & edited by	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24: Number of virtual classroom created and operational	Creates virtual classroom using Google Classroom for MarB11, Zool 11, and Biol 183n classes	2	3	5	5	5	5.00	Creates virtual classroom using Google Classroom for MarB11, Zool 11, and Biol 183n classes (lec and lab combined)
	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	1	7	5	5	5	5.00	Prepared documents for CHED accreditation for BSBio and BSMB; PSV for BSMB, and Prepared minutes of meetings needed for ISO accreditation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	6	5	5	5	5.00	Some laboratory activities and learning tasks given for MarB 11 and Biol 183n were designed where students can perform it on their own and within their place/ house. Especially during the online classes during the SCUAA
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3)	A 27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by							
	PI 2. Number of research outputs completed within the	A 28. Number of research outputs completed within the year *		1	1	5	5	5	5.00	BIO-CAMMP
	PI 3. Percentage of research outputs published in	A 29. Percentage of research outputs published in internationally-refereed or	Writes publishable materials out of research outputs and							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in							
		In int'l fora/conferences			1	5	5	5	5.00	International Conference on Biodiversity and CEBREM 12th Anniversary
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	5	5	5	5.00	Research Adviser in the Science Investigatory Project of VisCA Foundation Elem. School (VFES) where my advisees won 1st Place

		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs.	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs.	Identifies and links with probable partners for	1	1	5	5	5	5.00	TrEcH
	PI 2. Number of trainees	A 37. Number of trainees weighted	Conducts trainings among beneficiaries of technologies							
	PI 3. Number of extension programs organized and	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated	A 39. Percentage of beneficiaries who rated the training course/s and	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							
	Research Mentoring	Research Mentor			1	5	5	5	5.00	Research Adviser in the Science Investigatory Project of VisCA Foundation Elem. School (VFES) where my advisees won 1st Place
	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant		1	4	5	5	5	5.00	Plant identification for Student's thesis especially for BSChem students
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and							
	PI 11. Additional outputs *	A 42. No. of extension-related								
		A 43. Other outputs implementing the new normal due to covid 19	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	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		zero non-conformity					
		A 45. Compliance to all requirements of the program and institutional On program accreditations	Prepares required documents and complies all		100% compliant					
		On institutional accreditations								

UMFO 6. General Admin. & Support Services										
	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 dents/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								174.00	
	Average Rating								4.97	
	Adjectival Rating								Outstanding	
									Comments & Recommendations for Development Purpose: Publish research outputs	

Evaluated & Rated by:

ANALYN M. MAZO

Head, DBS

Date: 1/24/24

Recommending Approval

MA. THERESA P. LORETO

Dean, CAS

Date: JAN 23 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/31/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Honeylene V. Ongy
Performance Rating: Outstanding

Aim: To publish research outputs

Proposed Interventions to Improve Performance: To conduct research

Date: July 2023 Target Date: December 2023

First Step:

Identify topic and possible Scopus-indexed journal

Result:

Topic and journal identified hence to start drafting article

Date: Jan 2024 Target Date: December 2024

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


HONEYLENE V. ONGY
Instructor I