Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: <u>ANALYN M. MAZO</u>

-	Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%)	Equivalent Numerical Rating (2x3)
1.	Instruction			
	a. Head/Dean (50%)		5x100%= 5	
	b. Students (50%)			
	Total for Instruction	50%		2.5
2.	Research			
	a. Client/Dir. for Research (50%)			
	b. Dept. Head/Center Director (50%)			
	Total for Research	25%	5x50%	1.25
3.	Extension			
	a. Client/Dir. for Extension (50%)	4		
	b. Dept Head/Center Director (50%)			
	Total for Extension	5%	5x5%	0.25
4.	Administration	20%	5x20%	1
5.	Production			
	TOTAL	100%		5

EQUIVALENT NUMERICAL RATING:

5

Add: Additional Points, if any:

none

TOTAL NUMERICAL RATING:

5

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean/Director

Approved:

Vice President



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANALYN M. MAZO, a faculty member of the <u>DEPARTMENT OF BIOLOGICAL SCIENCES</u> 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 JANUARY-JUNE, 2020.

Approved:

ANALYN M. MAZO Assoc. Prof. V CANDELARIO L. CALIBO

College Dean Date:

MFO No.	Description of MFO's/PAPs Success/ Performance Inc	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment			Rating	g	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timelines	Average	
UMFO	1. ADVANCED EDUCATION	ON SERVICES								
OVPI N	IFO 2. Graduate Student	Management Services								
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		As GAC Chairman	Facilitate the conduct of comprehensive exams and act as examiner as well	2	2	5	5	5	5	Mr. Lopez and Ms. Noynay passed their comprehensive exams done F2F at DTE
		As GAC Member	Acts as examiner							
UMFO	2. HIGHER EDUCATION S	ERVICES								
OVPI U	IMFO 3. Higher Education	Management Services							***************************************	
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	0.6	0.6	5	5	5	5.	Handled Biol 198 and Biol 185
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	5	5	5	5,	Submitted gradesheets in Biol 198, Biol 185 and Biol 200
		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	2	5	5	5	5.	facilitated completion of inc by students
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	3	5	5	5	5	5.	Attended webinars conducted by Eastern Visayas HEI consortium

	A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	administered and checked	examination for subjects taught							
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3		6 5	5	5	5.	Reviewed and checked requirements submitted by students
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	3		7 5	5	5	5.	Advised students on the subjects they need to take
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman								
	As thesis adviser	Advises students and reviewes thesis outline and manuscript	3	6	5	5	5	5.	Thesis adviser of: Ms. Mandras, Ms. Laroa, Ms. Cabradilla, Mr. Ybanez, Mr. Quindao, Mr. Perfectua
	As Department head	Reviews thesis outline and manuscripts	5	12	5	5	5	5,	Reviewed all thesis outline and manuscipts
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.	Corrected thesis outline and manuscript
	A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10		5	5	5.	Advise students doing thesis proposal and manuscripts
PI 10: Number of instructional materials	A 21: Number of on-line course ware developed and submitted:	Prepares and submits for review by the Technical Review							
-	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.	Finished Lesson 1 of Module 1 in MarB 115 Lecture guide
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	J .	Powerpoint presentations and video clips will be added to the classroom
	A 24: Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5	created one classroom for MarB 115

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UMFO 3	. RESEARCH SERVICES									
	PI 2. Number of research outputs completed within the year *		Conducts and completes research project within the year	1	1	5	5	5	5.	In the process of ending the CHED funded project although extension is being proposed
	4. EXTENSION SERVICE									
UMFO	5. SUPPORT TO C	PERATIONS								
	OVPI MFO 4. Program ar	nd Institutional Accreditation Servi	ces		Minimización accominatos político cital en entre como como como como como como como com	\dagger				
ii r ii t	requirements thru the	A 44. Compliance to all requirements of theQMS 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	85%	100%	5	5	5	5.	All OFI were complied
		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%	100% compliant	5	5	5	5	Complied all the requirements for COPC in BS Bio and BS Marine Bio
		On program accreditations	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	2	5	5	5	5	Prepared documents needed for the issuance of COPC for BS Bio and BS Marine Bio
		On institutional accreditations	Member of the committee that complied the requirements for QS Stars Evaluation	100%	100%	5	2	5	4	Help gather data needed as member of the committee incharged with the Core Criteria on TEACHING. All
UMFO	6. General Admin.	& Support Services								
C	nonemake .	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
F		depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
		are new normal due to covid 10	Designs administration/management related activities and other outputs to implement new normal							

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		Reviewed planned accomplishments and actual accomplishments during WFH of faculty and staff.	5	10	5	5	5	ち	
		Conduct virtual meetings and communicate through GC	1	2	5	5	5	3	Conducted virtual meeting for DBS faculty and staff
	Total Over-all Rating							1.BD	
	Average Rating							5	
	Adjectival Rating							Outron	n C

Evaluated & Rated by

CONDELORIO L. COLIBO ANALYN M. MAZO DOD, COL. 44 Department Head, DBS

Date:

Recommending Approval

CANDELARIO L. CALIBO

Dean, CAS Date:

Approved by:

BEATRIZ S. BELONIAS Vice President for Instruction Date: Comments & Recommendations for Development

Purpose:

EMPLOYEE DEVELOPMENT PLAN

Performance Rating: Outstanding
Aim: To make more publications
Proposed Interventions to Improve Performance:
Date: June 2019 Target Date: 2020
First Step:
Identify topics in research and student theses for possible publication
Result: Identified three articles for possible publication Date:
Outcome:
Search of journals in progress
Final Step/Recommendation: Should publish the articles in 2020

Prepared by:

Immediate Supervisor

Conforme:

ANALYN M. MAZO Associate Professor V