

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%)		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%)			
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:



ANALYN M. MAZO
Name of Faculty


ANALYN M. MAZO
Department Head

Recommending Approval:



CANDELARIO L. CALIBO
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 JANUARY-JUNE, 2020.


ANALYN M. MAZO
Assoc. Prof. V
Date:

Approved:


CANDELARIO L. CALIBO
College Dean
Date:

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	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 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 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	0.6	0.6	5	5	5	5	Handled Biol 198 and Biol 185
		A10. 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
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	5	5	5	5	5	Attended webinars conducted by Eastern Visayas HEI consortium

[illegible]

UMFO 3. RESEARCH SERVICES									
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	1	5	5	5	5	In the process of ending the CHED funded project although extension is being proposed
UMFO 4. EXTENSION SERVICES									
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	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	5	5	5	Help gather data needed as member of the committee incharged with the Core Criteria on TEACHING. All
UMFO 6. General Admin. & Support Services									
PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
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							

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analyn M. Mazo

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: Aug 2020 Target Date: September-December 2020

Next Step:

Look for journals to publish the articles


Outcome:

Search of journals in progress

Final Step/Recommendation:

Should publish the articles in 2020

Prepared by:


CANDELARIO L. CALIBO
Immediate Supervisor

Conforme:


ANALYN M. MAZO
Associate Professor V