

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: SENONA A. CESAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.96 x50% = 2.48	
b. Students (50%)		4.67 x50% = 2.335	
Total for Instruction	80%	4.815	3.852
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.0	1.0
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.852

EQUIVALENT NUMERICAL RATING: 4.852  
Add: Additional Points, if any: none  
TOTAL NUMERICAL RATING: 4.852

ADJECTIVAL RATING: OUTSTANDING


  
SENONA A. CESAR  
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, SENONA A. CESAR, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit 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.

  
**SENONA A. CESAR**  
 Assoc Prof V  
 Date: Jan. 22, 2024

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	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	3	5	5	5	5.00	Mistola,C., Pericano, Borinaga, MR, Arellano, A
		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							

		<b>A4 . Number of students entertained for consultation purposes</b>	<i>Entertains students seeking consultation with faculty</i>	3	3	5	5	5	5.00	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>		1					
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>		1					
		<i>A 6 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moodle or Google Classroom</i>		1(team teach)					
		<b>A4 . Number of students</b>	<i>Entertains students seeking</i>							
	<b>PI 10 . Additional outputs:</b>	<b>A 8 . Other outputs implementing the new normal due to covid 19</b>	<i>Designs experiential learning activities and other outputs to implement new normal</i>		5					
		<b>A.9. Act as GAC for Master in</b>								



	As GAC Chairman	Acts as GAC Chairman							
	AS GAC Member	Acts as GAC Member	1	1	5	5	5	5.00	
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									
PI 5: Total FTE,	A9. Actual Faculty's FTE		31.55	34.05	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	8	5	5	5	5.00	submitted Grade sheets in ScTS 11 b 2 sections, MarB 129 both lec and lab, MarB 11, Zool 125 and Zool 128,, TREC205 (team teach)
	A12. Number of trainings attended	Attend mandated trainings							
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	13	15	5	5	5	5.00	checked long exams for courses assigned
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	26	5	5	5	5.00	checked quizzes for courses assigned
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	21	5	5	5	5.00	advised students on course related matters
	A17. Number of students advised on thesis/ field practice/special problem:	thesis adviser	1	7	5	5	5	5.00	Advised and corrected Thesis manuscript as thesis Adviser
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	4	5	5	4	4.67	Advised and corrected Thesis manuscript as SRC chairman
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	4	4.67	Advised and corrected Thesis manuscript as SRC chairman

		<b>A18</b> : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	185	200	5	5	5	5.00	Entertained thesis students, academic advisees, and students under subjects taught
	<b>PI 10</b> : Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	2	5	5	5		5.00	re populated ScTS 11b, updated other virtual room
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	5	5	5	5.00	Prepared/Edited IMs in virtual classrooms of subjects taught
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	prepared PPT lecture presentations and reading assignments in courses assigned
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	prepared assessment tools in courses assigned
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	6	5	5	5	5.00	Edited/Revised virtual classrooms of subjects taught
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1</b> . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27</b> . 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							



	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<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-refereed 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 fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		1	5	5	5	5.00	revised proposal for AR
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by								
		<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							
<b>UMFO 4. EXTENSION SERVICES</b>										
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										

	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of	<b>A 44.</b> 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					
		<b>A 45.</b> 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								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal		1					
										Introduced the water stati
	<b>Total Over-all Rating</b>								84.33	
	<b>Average Rating</b>								4.96	
	<b>Adjectival Rating</b>								Outstanding	

**Comments & Recommendations for Development Purpose:** Needs to finish her PhD

Evaluated & Rated by:

Recommending Approval

Approved by:

*gm*  
**ANALYN M. MAZO**  
Department Head, DBS  
Date: 1/23/24

*mtplncto*  
**MA THERESA P. LORETO**  
Dean, CAS  
Date: JAN 23 2024

*ky*  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs  
Date: 01/21/24

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Senona A. Cesar  
Performance Rating: Outstanding

Aim: Finish graduate studies

Proposed Interventions to Improve Performance: Come up with a timeline of activities related to dissertation

Date: Jan 2021      Target Date: December 2021

First Step:

Look for possible options to finish dissertation

Result:

Options identified

Date: Jan. 2024      Target Date: December 2024

Next Step:


Outcome:

Working on the approval of proposal


Final Step/Recommendation:

\_Should finish as soon as possible

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**SENONA A. CESAR**  
Assoc. Prof. V