

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


Name of Faculty Member: DONNA M. GUARTE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.94 x50%= 2.47	
b. Students (50%)		5.00x50%= 2.5	
Total for Instruction	90%	4.97	4.473
2. Research			
a. Client/Dir. for Research (50%)	5%	4.86	0.234
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)	5%	5.0	0.25
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.957

EQUIVALENT NUMERICAL RATING: 4.957
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.957

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


DONNA M. GUARTE
 Name of Faculty


Reviewed by:


ANALYN M. MAZO
 Department Head

Recommending Approval:



MA. THERESA P. LORETO
 Dean/Director

Approved:


BEATRIZ S. BELONIAS
 Vice President


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Donna M. Guarte, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the 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


DONNA M. GUARTE
 Assistant Professor IV
 Date: 1/23/2024

Approved:

ANALYN M. MAZO
 Department Head
 Date: 1/23/2024


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										
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	45	35.90 1st sem 2023-2024 FTE	5	5	5	5.00	accomplishment is from Aug-Dec 2023
		A10. Number of grade sheets submitted within prescribed	Prepares gradesheet and submits on or before	10	14	5	5	5	5.00	accomplishment is from Aug-Dec 2023
		A 11. Number of INC forms with grade submitted within prescribed	Facilitates students in their completion of the subject and submits completion forms with	4	2	5	5	5	5.00	INC students in MarB 117; accomplishment from Aug-Dec 2023
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	1	5	5	5	5.00	accomplishment is from Aug-Dec 2023
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	10	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (Biol 152, MarB 111, MarB 117, MarB 121, MarB 131)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	50	46	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (Biol 152, MarB 111, MarB 117, MarB 121, MarB 131)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	35	27	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (MarB 111, MarB 117, MarB 121, MarB 131)

	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	15	46	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (BS Marine Bio 2nd Yr, 3rd Yr, 4th Yr)
		A17. Number of students advised on thesis/ field practice/special problem:	As Thesis Adviser	2	11	5	5	4.5	4.83	accomplishment is from Aug-Dec 2023 (BSBio and Marine Bio students)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	1	5	5	4.5	4.83	accomplishment is from Aug-Dec 2023 (BSBio and Marine Bio students)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	6	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (BSBio and Marine Bio students)
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	100	85	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (academic and thesis advisers and students of handled subjects)
	PI 9: Number of student	A19. Number of Student	Advises student							
		A20. Number of Student	Assists student							
	PI 10: Number of	A 21 : Number of on-line course	Prepares and submits for							
		On-line ready courseware	Prepares Instructional module/laboratory	1	1	5	5	4.5	4.83	accomplishment is from Aug-Dec 2023
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on	40	52	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (Biol 152, MarB 111, MarB 117, MarB 121, MarB 131)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	65	56	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (Biol 152, MarB 111, MarB 117, MarB 121, MarB 131)
		A 23 : Number of on-line course	Submits the course ware							
		A 24 : Number of virtual classroom	Creates virtual classroom	1	1	5	5	5	5.00	Virtual Classroom for
	PI 11. Additional outputs	A 25. Number of Additional								
		Program accreditation/evaluation	Prepares documents and /or							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU		2	5	5	4.5	4.83	accomplishment is from Aug-Dec 2023 (LGU Ormoc and UPV)
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research	A27. Number of research outputs in	Conducts research for							
	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		2	5	4.5	4.5	4.67	accomplishment is from Aug-Dec 2023 (Tilapia Hatchery Extension and CRM Project)

	PI 3. Percentage of	A 29. Percentage of research outputs	Writes publishable							
		<i>In refereed int'l journals</i>			1	5	4.5	4.5	4.67	accomplishment is from Aug-Dec 2023
		<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 for a/conferences							
		<i>In int'l fora/conferences</i>		1	2	5	5	5	5.00	accomplishment is from July-Dec 2023 (ICFA and Kuroshio)
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	accomplishment is from July-Dec 2023 (PAMS)
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	4.5	4.83	accomplishment is from July-Dec 2025 (Balik Scientist Proposal to DOST)
	PI 6. Additional outputs*	A 32. No. of research-related								
		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	1	1	5	5	5	5.00	accomplishment is from Aug-Dec 2023
		A 34. Number of UMs submitted	Prepares and submits							
		A 35. Other outputs implementing	Designs research related							
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		1	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (UPV)
	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		1	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (Tilapia Hatchery Extension Project)
	PI 4. Percentage of	A 39. Percentage of beneficiaries	Provides quality and							

PI 5. Number of Research	A 40. Number of technical/expert Research Mentor	Provides the technical and								
Peer	Peer reviewers/Panelists									
Resource Persons	Resource Persons		1	1	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (Biodiversity Assessment Training)	
Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	accomplishment is from Aug-Dec 2023 (Biodiversity Assessment Training)	
Consultancy	Consultant									
Evaluator	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									
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs								
IIMEO 5 SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
PI 8. Compliance to all requirements thru the established/adenuate	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		zero non-conformity						
	A 45. Compliance to all requirements	Prepares required		100% compliant						
	On program accreditations									
	On institutional accreditations									
IIMEO 6 General Admin & Support Services										
PI 2. Zero percent	A 46. Customerly friendly frontline	Provides customer friendly		Zero % complaint						
PI 3: Additional Outputs	A 47. Number of /new initiatives	Initiates/introduces								
	A 48. Other outputs implementing	Designs								
Total Over-all Rating								133.50		
Average Rating								4.94		
Adjectival Rating								Outstanding		
Comments and Recommendations for Development Purpose: Submit research proposals to potential funding agencies										

Evaluated & Rated by:

ANALYN M. MAZO

Department Head

Date: 1/23/24

Recommending Approval

MA. THERESA P. LORETO

Dean, CAS

Date: JAN 23 2024

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/21/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Donna Guarte
Performance Rating: Outstanding

Aim: To develop and submit research proposal for funding

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

Identify research problem

Result:

Develop research proposal after the research problem has been identified


Date: Jan. 2024 Target Date: December 2024


Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head


DONNA G. VALIDA
Faculty