SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSALINA D. POLIQUIT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
k. Head/Dean (50%)		4.73x50%= 2.36	
l. Students (50%)		4.30x50%= 2.15	
Total for Instruction	100%	4.729	4.729
2. Research			
k. Client/Dir. for Research (50%)			
l. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
m. Client/Dir. for Extension (50%)			
n. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.729

EQUIVALENT NUMERICAL RATING: 4.729
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.729

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

ROSALINA D. POLIQUIT   **ANALYN M. MAZO**
Name of Faculty   Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSALINA D. POLIQUIT, 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 tl January-June 2021

ROSALINA D. POLIQUIT
Assoc. Prof. III
Date: Sept. 29, 2021

Approved:

ANALYN M. MAZO
Department Head
Date: Sept 30, 2021

Ma. Theresa P. Loreto
College Dean
Date: Oct. 4, 2021

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	Eficiency	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	0.50	0.5	5	5	4	4.67	Handled and taught graduate course in Botn 205
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to undergraduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	GAC chairman of MS Botany student ,Ms. Jeralden Jumao - as
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	GAC member of MS Horti student ,Ms. Grieza Apao
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	15	5	5	5	5.00	entertained graduate students on course related concerns
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	4	4.67	prepared PPT presentations and reading assigments in Botn 205
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	7	12	5	5	4	4.67	prepared long exams, term exams, quizzes and assignments

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 Biol 113 lec, Biol 24 lec, Biol 25 lec, Botn 115 lec and Botn 205 lec		5	7.05	5	4	5	4.67	FTE for 2nd sem only (Handled courses in Botn 113, Biol25, Biol 24 , Botn 113)
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline		5	5	5	5	4	4.67	submitted Grade sheets in Botn 113, Biol 25, Biol24 and Botn 205
	A12. Number of trainings attended related to instruction	Attend mandated trainings		2	5	5	5	5	5.00	attended trainings related to instruction and other mandated webinars to
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		20	20	5	5	4	4.67	checked long exams for courses assigned
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab		20	30	5	5	4	4.67	checked quizzes for courses assigned
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		10	20	5	5	4	4.67	prepared term and critique papers for courses assigned
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students								
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	1					corrected draft thesis outline of Mr. Emmanual Ramos
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		30	40	5	5	5	5.00	entertained students consulting on course realted concerns
	Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		5	15	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.		16	26	5	4	4	4.33	prepared assessment tools in courses assigned

		Success Indicator		Target		Q1	Q2	Q3	Rating	Remarks
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	5	5	4	4	4	4.00	created virtual classrooms in courses assigned
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 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		zero non-conformity					
		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% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
	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 depts/agencies *	Initiates/introduces improvements in performfing 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								75.67	
	Average Rating								4.73	
	Adjectival Rating						OUTSTANDING			

Evaluated & Rated by:

ANALYN M. MAZO
Head, DBS
Date: Sept. 30, 2021

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: Oct . 4, 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: Oct. 18, 2021

Comments & Recommendations for Development Purpose:
Needs to finish her doctoral degree.

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rosalina D. Poliquit
Performance Rating: Outstanding

Aim: Finish graduate studies (PhD)

Proposed Interventions to Improve Performance:

Date: June 2021   Target Date: December 2021

First Step:
Submit Proposal

Result:
Revision of submitted proposal

Date: Jan 2022 Target Date: December 2022

Next Step:
Approved draft

Outcome: Conduct dissertation

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

ROSALINA D. POLIQUIT
Associate Professor