

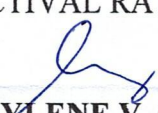
**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: HONEYLENE V. ONGY


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92 x50% = 2.46	
b. Students (50%)		5.00x50%= 2.50	
Total for Instruction	90%	4.96	4.464
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	5%	4.835	0.241
4. Administration	5%	4.835	0.242
5. Production			
TOTAL	100%		4.948

EQUIVALENT NUMERICAL RATING: 4.948  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.948

ADJECTIVAL RATING:

**OUTSTANDING**


  
HONEYLENE V. ONGY  
 Name of Faculty

  
CHERYL C. BATISTEL  
 Department Head

Recommending Approval:

  
GLENN G. PAJARES  
 Dean/Director


Approved:

  
ROTACIO S. GRAVOSO  
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **HONEYLENE V. ONGY**, a faculty member of the **DEPARTMENT OF BIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the following accomplishment in accordance with the indicated measures for the period **January - June 2024**.

**HONEYLENE V. ONGY**  
Instructor II  
Date: July 5, 2024

Approved:   
**CHERYL C. BATISTEL**  
Head, DBS  
Date: July 22, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - June)	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 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.5	2.08	5	5	5	5.00	TREC/BIOL205
	PI 10: Additional outputs:	A3: Number of students advised on thesis/special problem/dissertation								
		As GAC Member	Advises and corrects research outline and							
		A4: Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	7	5	5	5	5.00	Previous and current TREC/BIOL205 students consulting on their projects and grades.
		Number of instructional materials developed		1	2	5	5	5	5.00	TREC/BIOL205
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs	A 1. Number of programs	Prepares documents and /or							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	13	31.35	5	5	5	5.00	Ecol 21n lec (1) and lab (2), MarB 18 lec and lab
	PI 11: Number of new revised curricular proposals	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular							



	<b>PI 13:</b> Percentage of courses offered with approved course syllabi	<b>A 4.</b> Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	67%	100.00	5	5	5	5.00	Ecol 21n (BSBio), Ecol 21n (ABPhilo), MarB 18
	<b>PI 14:</b> Percentage of	<b>A 5.</b> Percentage of courses offered with	Teaches subjects with							
	<b>PI 15:</b> Number of Instructional Materials	<b>A 6.</b> Number of Instructional Materials approved	Prepares and submits IMs for review and approval							
	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A 7.</b> Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	70%	90%	5	5	5	5.00	Ecol 21n lab, BIOL/TREC205, MarB 200/Biol 200
	<b>PI 18:</b> Percentage of	<b>A 8.</b> Percentage of courses rated								
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	11	5	5	5	5.00	Ecol 21n lec and lab, MarB 18 lec and lab
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	21	5	5	5	5.00	Ecol 21n lec and lab, MarB 18 lec and lab
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	21	5	5	5	5.00	Ecol 21n lec and lab, MarB 18 lec and lab
		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	OBioS
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1:</b> Number of research outputs in the last three (3)	<b>A 15.</b> Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other							
	<b>PI 2:</b> Number of research	<b>A 16.</b> Number of research outputs	Conducts and completes							
	<b>PI 3:</b> Number of research	<b>A 17.</b> Number of research outputs	Prepares, submits and							
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	<b>A 32.</b> 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	1	5	5	5	5.00	TrEcH
	<b>PI 2:</b> Number of trainees weighted by the length of	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies							



PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects								
PI 4: Percentage of	A 35. Percentage of beneficiaries who	Provides quality and relevant							
PI 5: Number of	A 36. Number of technical/expert	Provides the technical and							
	a. Peer reviewer of journal/book								
	b. Review of research and extension								
	c. Resource speaker/person (panelist, discussant, judge in academic)								
	d. accreditor								
	e. consultancy		1	13	5	5	4	4.67	Plant identification for thesis and research
PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for							
PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
PI 8: Number of extension	A 39. Number of extension proposals	Implements duly approved							
PI 9: Number of extension outputs presented in full	A 40. Number of extension outputs presented in	Prepares, submits and reports extension activities							
	a. International								
	b. National								
	c. Regional or Institutional Conferences								
PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program							
PI 11: Number of trainings, seminars, workshops	A 42. Number of trainings, seminars, workshops	Conducts trainings, seminars, workshops							
PI 12: Number of IEC materials developed	A 43. Number of IEC materials developed	Develop IEC materials							
PI 13: Number of IEC materials	A 44. Number of IEC materials								
PI 14: Number of extension articles derived from	A 45. Number of extension articles	Submits extension articles							
PI 15: Number of extension articles derived from	A 46. Number of extension articles	Follow ups submitted extension							
PI 16: Amount of research	A 47. Amount of extension money	Requests for extension money							
PI 17: Amount of research	A 48. Amount of extension money	Requests for extension money							
PI 18: Additional outputs *	A 49. No. of extension-related awards								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
PI 7: Number of trainings, seminars, workshops	A 50. Number of training, seminars, workshops	Attends training, seminars, and workshops							
	International								
	National		0	1	5	5	5	5.00	58th BIOTA National Conventin and Scientific Sessions
	Regional/Institutional								
<b>OVPI MFO 3. Registration Services</b>									



	<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	80%	100%	5	5	5	5.00	
	<b>PI 10:</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	10	39	5	5	5	5.00	
<b>OVPI MFO 4. Curricular Program Management Services</b>										
	<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review							
	<b>PI 13:</b> Number of course syllabi and TOS reviewed	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	4	5	5	4	4.67	
	<b>PI 14:</b> Number of OJT MOAs prepared	<b>A 55.</b> Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with							
	<b>PI 15:</b> Number of student interns deployed and	<b>A 56.</b> Number of student interns deployed and monitored	Acts as student internship program coordinator							
	<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:	As Adviser	3	7	5	5	5	5.00	Posas, Montajes, Ramirez, Pino, Segovia, Dagasdas, Gopio
		<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	4	4.67	Anoos, Luzon, Corona, Omega, Aguelo
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	4	4.67	Jabillo, Gallardo
	<b>PI 17:</b> Number of exchange students supervised	<b>A 58.</b> Number of exchange students supervised	Acts as exchange student supervisor							
	<b>PI 18:</b> Number of students	<b>A 59.</b> Number of students from other	Acts coordinator/facilitator for							
	<b>PI 19:</b> Number of external institutions/agencies	<b>A 60.</b> Number of external institutions/agencies conducting	Facilitates in assisting of the							
	<b>PI 20:</b> Number of students from other academic	<b>A 61.</b> Number of students from other academic depts conducting research	Facilitates in assisting students from other academic depts							
	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	6	77	5	5	5	5.00	Students in Ecol 21n, MarB 18, and thesis students
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
	<b>PI 9:</b> Percentage of submitted DTR within 20 days after the last day of the	<b>A 73.</b> Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	50%	90%	5	5	4	4.67	
	<b>PI 10:</b> Percentage of complaints, if any	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
	<b>PI 12:</b> Percentage of	<b>A 76.</b> Percentage of monthly	Submits monthly							

	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	4	6	5	5	5	5.00	
		<b>A 81.</b> Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
	<b>Total Over-all Rating</b>								108.33	
	<b>Average Rating</b>								4.92	
	<b>Adjectival Rating</b>								<b>Outstanding</b>	

Evaluated & Rated by:



CHERYL C. BATISTEL

Head, DBS

Date: July 22, 2024

Recommending Approval:




GLENN G. PAJARES

Dean, CAS

Date: July 23, 2024

Approved by:



ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: July 25, 2024

Comments & Recommendations for  
Development Purpose:

publish research outputs in  
ISI/Scopus - indexed journals.



## PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: DBS

Head of Office: CHERYL C. BATISTEL

Number of Personnel: 17

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
Monitoring					
Coaching		/		Everyone is reminded to submit TOS, grades and DTR on time	

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:



CHERYL C. BATISTEL  
Immediate Supervisor

Noted by:



GLENN G. PAJARES  
Next Higher Supervisor

### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
PI 3:	Total FTE monitored			/	/			
MFO 2 HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	All faculty		/				
PI 5:	Percentage increase in enrolment	All faculty		/	/			
PI 6:	Number of programs accredited	All faculty		/	/			
PI 10:	Total FTE monitored *	All DBS and affiliate faculty		/	/			
PI 11:	Number of new revised curricular proposals submitted	All faculty		/	/			
PI 12:	Number of new revised proposal approved by UCC	All faculty		/				
PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	All faculty			/			
PI 18:	Percentage of faculty rated at least VS by Supervisor	All faculty			/			
PI 2:	Number of research outputs completed	EKLS		/				
PI 4:	Number of research proposals submitted	RJPD, CCB, EKLS, FOP, HVO, RMM, DNM, EOB		/				
PI 1:	Number of active partnerships with	DMGV, RJPD,		/	/			




	LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)	SAC						
PI 2:	Number of trainees weighted by the length of training *	SAC			/			
PI 3:	Number of extension programs and projects	DMGV, SAC		/	/			
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*	DMGV, SAC,			/			
PI 5: Number of expert services rendered:	1. Peer reviewers of journal/book	CCB, RMM		/	/			
	2. Review of research and extension proposal	SAC			/			
	3. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	SAC, RJPD			/			
PI 6:	Number of extension proposals submitted	DMGV			/			
PI 8:	Number of Extension projects implemented	DMGV, AMM		/	/			
PI 10:	Number of extension activities conducted	DMGV, RJPD, SAC		/	/			
PI 11:	Number of trainings, seminars and fora conducted	DMGV, SAC		/	/			

PI 18:	Additional outputs							
	Number of specimens identified	AMM, HVO, EOB		/	/			
<b>OVPI MFO 1. Faculty Development Services</b>								
PI 1:	Number of faculty pursuing advanced research degrees	JGB, JCE, ARRF, BLAR, SAC, EOB		/	/			
PI 7:	Number of faculty sent to trainings, seminars and conferences	AMM, DNM, SAC, HVO, RMM, EKLS, EOB		/	/			
<b>OVPI MFO 3. Registration Services</b>								
PI 9:	Percentage of students enrolled and validated within the registration period	All faculty		/				
PI 10:	Number of students advised during the registration period	All faculty		/				
<b>OVPI MFO 4. Curricular Program Management Services</b>								
PI 11:	Number of curricular reviews conducted	All faculty		/	/			
PI 13:	Number of course syllabi and TOs reviewed and approved	All faculty		/	/			
PI 14:	Number of OJT MOAs prepared	RMM, DMGV			/			
PI 16:	Number of thesis students advised	CCB, SAC, AMM, DMG, EKLS, FOP, DNM, BLAR, RMM, HVO, EOB, RJD, BSB		/	/			
<b>MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)</b>								
PI 1.	Number of departments/institutes/offices supervised	AMM, CCB		/	/			
PI 2.	Number of management	DBS Faculty &		/	/			



	meetings conducted	Staff						
PI 3.	Number of committee meetings conducted	AMM, CCB		/	/			
PI 4.	Number of routinary documents acted	AMM, CCB		/	/			
PI 5.	Number of requests acted	AMM, CCB		/	/			
PI 6.	Number of memoranda prepared	AMM, CCB			/			
PI 9:	Percentage of faculty and staff who submitted a DTR every month	All faculty		/	/			
PI 12:	Monthly accomplishment report submitted on time			/	/			
PI 13:	Number of classrooms and Lab rooms constructed and renovated				/			
PI 14:	Percentage budget utilization (GAA)			/	/			
	Percentage budget utilization (STF)			/	/			

Prepared by:

  
CHERYL C. BATISTEL  
 Head, DBS

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Honeylene V. Ongy  
Performance Rating: Outstanding

Aim: To publish research outputs

Proposed Interventions to Improve Performance: To conduct research

Date: January 2024 Target Date: December 2024

First Step:

Identify topic and possible Scopus-indexed journal

Result:

Topic and journal identified hence to start drafting article

Date: January 2024 Target Date: December 2024

Next Step:

Outcome:


Final Step/Recommendation:

Prepared by:



**CHERYL C. BATISTEL**  
Unit Head

Conforme:



**HONEYLENE V. ONGY**  
Instructor II





## TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Biological Science

Semester and Academic Year: First Semester 2023-2024

College: College of Arts and Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANALYN MENDOZA MAZO	4	4.50	90.00 %	Outstanding
BEATRIZ SATENTES BELONIAS	2	5.00	100.00 %	Outstanding
BERNA LOU ABA REGIS	7	4.43	88.57 %	Very Satisfactory
CHERYL COSTILLAS BATISTEL	4	4.50	90.00 %	Outstanding
CLARISSA MAE LAROA SAS	9	4.89	97.78 %	Outstanding
DARIUS NOEL MINOZA	8	4.88	97.50 %	Outstanding
DONNA GUARTE	8	4.62	92.50 %	Outstanding
EUNICE KENEE LABONITE SERIÑO	5	4.80	96.00 %	Outstanding
FRETZELJANE OLOR POGADO	6	4.50	90.00 %	Outstanding
GIDEON RELENTE YEPES	7	4.86	97.14 %	Outstanding
HONEYLENE VALENZONA ONGY	5	5.00	100.00 %	Outstanding
JUDY MAE GILSANO ASIS	8	4.50	90.00 %	Outstanding
LEONARDO DULOJAN CADAVOS	9	5.00	100.00 %	Outstanding
NICOLE CHELSEA MANGUIAT	7	4.86	97.14 %	Outstanding
RIS MENOEL ROMEN MODINA	5	4.80	96.00 %	Outstanding
ROSALINA DIALIMAS POLIQUIT	6	4.67	93.33 %	Outstanding
SENONA ARAZO CESAR	8	4.50	90.00 %	Outstanding
TED DOMINIQUE S. BELONIAS	8	4.44	88.75 %	Very Satisfactory
YASSER LIM MECATE	9	4.89	97.78 %	Outstanding
Department Mean		4.72	94.34%	Outstanding

Prepared by:

VANESSA W. NAZAL  
 TPES in-Charge  
 Date: April 24, 2024

Attested by:

MA. RACHEL KIM L. AURE  
 Director, Instruction and Evaluation  
 Date: April 24, 2024

Received by:

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Received by:

*nm*  
**ANALYN MENDOZA MAZO**

Name and Signature of Department head

Date: *5/21/24*

*mtloredo*  
**MA. THERESA POSAS LORETO**

Name and Signature of College Dean

Date: *May 21, 2024*

Distribution of copies: ODIE, College, Department

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**Vision:** A globally competitive university for science, technology, and environmental conservation.  
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