

**Exhibit K****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			
a. Head/Dean (50%)		4.75x50%= 2.4	
b. Students (50%)		4.40x50%= 2.2	
Total for Instruction	100%	4.6	4.6
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			
4. Administration			
5. Production			
TOTAL	100%		4.6

EQUIVALENT NUMERICAL RATING: 4.6  
Add: Additional Points, if any: none  
TOTAL NUMERICAL RATING: 4.6

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:


  
**ROSALINA D. POLIQUIT**  
Name of Faculty

  
**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, 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 the period July to Dec 2021.

*RDP*  
**ROSALINA D. POLIQUIT**  
 Assoc. Prof. III  
 Date: *3/3/2022*

Approved:  
*grm*  
**ANALYN M. MAZO**  
 Department Head  
 Date: *3/7/2022*

*mtplncto*  
**MA. THERESA P. LORETO**  
 College Dean  
 Date: *3/8/2022*

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,	A1. Actual Faculty's FTE			Handles subjects/courses assigned	1	0.5	4	4	4	4.00	Handled and taught graduate courses in
	PI 8: Number of graduate	A2. Number of students advised			Acts as academic adviser to graduate	1	1	5	5	5	5.00	Advised and guided
		A3 . Number of students advised on										
		As GAC Chairman			Advises and corrects research outline							GAC chairman of Ms.
		AS GAC Member			Advises and corrects research outline	1	1	5	5	5	5.00	GAC member of Ms. Griezsa
		A4 . Number of students entertained for			Entertains students seeking	5	10	5	5	5	5.00	entertained students
	PI 9: Number of	A5 . Number of on-line ready coursewares			Converts the existing instructional							
		On-line ready courseware			Prepares Instructional							
		Supplemental learning resources	Prepares Power Point presentation,	2	3	5	5	5	5.00	prepared PPT lectures ,		
		Assessment tools	Prepares assessment tools such as							prepared long exams and		
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 Botn 115 lec and lab, Botn 21lec (2sections), Botn 21 lec (2 sections until midterm) , and Botn 206 lec and lab	15	17.75	5	5	4	4.67			
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	4	4	4.33	submitted Grade sheets in Botn 115, Botn 21 and Botn 206		
		A12. Number of trainings/seminars attended related to instruction	Attend mandated trainings									
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	12	5	5	4	4.67	long exams for courses assigned		



		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	15	20	5	5	5	5.00	prepared and checked quizzes for courses assigned
		<b>A15 . Number of lab reports and term</b>	Checks lab reports and term papers submitted	25	31	5	5	4	4.67	lab reports and term papers
	<b>PI 8: Number of students</b>	<b>A16 . Number of students advised:</b>	Acts as academic adviser to students	22	24	5	5	5	5.00	advised students on
		<b>A17 . Number of students advised on</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	SRC chairman (Emmanuel Ramos)
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	45	52	5	5	5	5	entertains students consulting on course related concerns
	<b>PI 9: Number of student organizations advised/ assisted *</b>	<b>A19 . Number of Student organizations advised</b>								
		<b>A20 . Number of Student organizations</b>								
	<b>PI 10: Number of instructional materials developed *</b>	<b>A 21 : Number of on-line course ware developed : / submitted :</b>								
		<b>Supplemental learning resources</b>	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	20	5	5	5	5.00	prepared PPT lecture presentations in Botn 21 and Botn 115
		<b>Assessment tools</b>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	22	5	5	4	4.67	prepared long exams and quizzes on Botn 21 and Botn 115
		<b>A 23 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</b>	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 : Number of virtual classroom created and operational</b>	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4.00	created virtual classrooms in Botn 21
<b>UMFO 3 . RESEARCH SERVICES</b>										

<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 the core processes of the College/department under ISO 9001:2015*	<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 (GASS)</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>Total Over-all Rating</b>							76.00	
	<b>Average Rating</b>							4.75	
	<b>Adjectival Rating</b>							Outstanding	
<b>Comments &amp; Recommendations for Development Purpose:</b> She needs to finish her PhD									

Evaluated & Rated by:

*AM*  
**ANALYN M. MAZO**

Head, DBS

Date: *3/8/2022*

Recommending Approval

*mtl*  
**MA. THERESA P. LORETO**

Dean, CAS

Date: *3/8/2022*

Approved by:

*KB*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *3/11/2022*

## 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