

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ANALYN M. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.97 x50% = 2.485	
b. Students (50%)		5.00x50%= 2.00	
Total for Instruction	50%	4.485	2.242
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	30%	5.0 <i>86</i>	1.5 <i>86</i>
4. Administration	20%	5	1.0
5. Production			
TOTAL	100%		4.742

EQUIVALENT NUMERICAL RATING:

4.742 *86*

Add: Additional Points, if any:

none

TOTAL NUMERICAL RATING:

4.742 *86*

ADJECTIVAL RATING:

OUTSTANDING*ma*
ANALYN M. MAZO

Name of Faculty

Recommending Approval:

mtploret
MA. THERESA P. LORETO

Dean/Director

Approved:

kg
BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANALYN M. MAZO**, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2023.

ANALYN M. MAZO

Professor 3

Date: 1/23/2024

Approved:

mtplreto

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	1	1	5	5	5	5.00	
		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	1	1	5	5	5	5.00	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5	5	5	5	5.00	
	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							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	3	22.8	5	5	5	5.00	
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	1 in Jan-June
		<u>A 11</u> . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with							
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	4	4.67	
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	4	4.67	

		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	60	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	10	30	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		As Head	Advises and corrects research outline and thesis/SP manuscript	10	46	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	50	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		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							

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	7	5	5	5	5.00	Long Exam. Term exam, quizzes, assignments, presentation/oral, Lab reports, practical exam
		Syllabi	Develop/revise syllabi							
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	MarB 115 and Zool 117
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or							
		Agency/firm/Industry linkages								
		Number of syllabi reviewed as head	Review the submitted syllabi by faculty	2	3	5	5	5	5.00	
		Number of TOS reviewed as head	Review the submitted TOS by the faculty	5	22.8	5	5	5	5.00	
		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 outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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							
	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							

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year <i>In refereed int'l journals</i> <i>In refereed nat'l/regional journals</i>	Writes publishable materials out of research outputs and submits for publication								
	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 * <i>In int'l fora/conferences</i> <i>In nat'l/regional fora/conferences</i>	Prepares, submits and presents research paper in scientific for								
	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								
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		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								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new								
		Number of journal article submitted for publication	Made revisions of the article submitted for publication								
		Number of Research Activity presented to the LGU	Present the Approved research of DBS to LGU								
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	1	5	5	5	5.0		

	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 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							
		A 45. Compliance to all requirements of the program and institutional accreditations:								
		On program accreditations	In-charge in the BSMB PSV AACUP accreditation	100%	100.00%	5	5	5	5.00	
		On identifying supporting documents	Helped in identifying supporting documents							
		On institutional accreditations								
		On COPC for program offerings	Facilitated the preparation of documents during the CHED visit for granting of COPC hence 2 COPCs were granted to BSBio for majors in							
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							
	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 performing 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							
		Number of meetings conducted in the department	Conduct monthly meeting with the faculty and staff	6	8	5	5	5	5.00	
		Number of CAS Execom meeting attended	Attend regular CAS Execom meeting and act as secretary	6	6					
		Submitted proposal for the construction of Anatomy Lab was approved	Made the proposal and submitted requirements	0	1	5	5	5	5.00	
		Submission of PRs for pre-procurement of equipment chargeable to the Anatomy Lab funds	Facilitated the submission of PR and PO for pre-procurement	0	1	5	5	5	5.00	
		Total Over-all Rating							119.34	8
		Average Rating							4.97	8
		Adjectival Rating							Outstanding	

Comments and Recommendations for Development

Purpose: Dr. Mazo may attend trainings/seminars on supervisory/management skills since she is a department head.

Evaluated & Rated by:

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

Recommending Approval

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

Approved by:

Bea
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: 01/31/24

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analyn M. Mazo
Performance Rating: Outstanding

Aim: Finish the learning guides (MarB 115 & Zool 117) for copyright

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

Finish write-up for MarB 115

Result:

Submit for review

Date: Jan 2024 Target Date: December 2024

Next Step:

Finish write-up for Zool 117

Outcome:


Submit for review

Final Step/Recommendation:

Prepared by:


MA. THERESA P. LORETO
Immediate Supervisor

Conforme:


ANALYN M. MAZO
Professor 3