

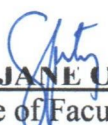
SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


Name of Faculty Member: FRETZELJANE O. POGADO

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|--|---|---|--|
| 6. Instruction | | | |
| y. Head/Dean (50%) | | 4.92x100% = 4.92 | |
| z. Students (50%) | | | |
| Total for Instruction | 100% | 4.92 | 4.92 |
| 7. Research | | | |
| y. Client/Dir. for Research (50%) | | | |
| z. Dept. Head/Center Director (50%) | | | |
| Total for Research | | | |
| 8. Extension | | | |
| aa. Client/Dir. For Extension (50%) | | | |
| bb. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 9. Administration | | | |
| 10. Production | | | |
| TOTAL | 100% | | 4.92 |

EQUIVALENT NUMERICAL RATING: 4.92
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.92

ADJECTIVAL RATING: OUTSTANDING



FRETZELJANE O. POGADO
 Name of Faculty


ANALYN M. MAZO
 Department Head

Recommending Approval:

  
CANDELARIO L. CALIBO
 Dean/Director

Approved:


BEATRIZ S. BELONIAS
 Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Fretzeljane O. Pogado, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE 2020.

Approved:

FRETZELJANE O. POGADO
Instructor I
Date: *Dec. 21, 2020*

ANALYN M. MAZO
Department Head
Date: *Dec. 21, 2020*

CANDELARIO L. CALIBO
College Dean
Date: *Dec. 21, 2020*

*Oic
12/21/20*

| 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 | To handle Zool 127-Embryology (Lec); Biol 141n - Systematics (Lec and Lab); Zool 128a-Human Anatomy and Physiology (Lab); ScTS 11-Science, techology and Society Lecture | 15 | 15.9 | 5 | 5 | 5 | 5.00 | Handled Zool 127 lecture, Biol 141n lecture and lab, Zool 128 laboratory and ScTS 11 Lecture |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 3 | 4 | 5 | 5 | 4.5 | 4.83 | Submitted 4 gradesheets for the subjects handled (Zool 128a, ScTS 11, Biol 141n, Zool 127) |
| | | A 11. Number of INC forms with grade submitted within prescribed period | Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period | 1 | 1 | 5 | 5 | 5 | 5.00 | Submitted grade for students with INC remark in MarB15 |

| | | | | | | | | | | |
|--|--|---|---|----|----|---|---|---|------|--|
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | | | | | | | Attended webinar on "Writing Effective Teaching Modules" by CHED Region 1 on May 28, 2020 |
| | | | | 1 | 3 | 5 | 5 | 5 | 5.00 | Attended training on Google classroom 101 for VSU Faculty on June 2020 |
| | | | | | | | | | | Attended training on Course Modules Production for Flexible learnings in HEIs from June 11-12, 15-19, 2020 by Eastern Visayas Higher Education Institutions Consortium |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 4 | 6 | 5 | 5 | 4 | 4.67 | Administered First long exam, midterm exam, practical exam in Zool 128a, 1st long exam in Zool 127, 1st long exam in Biol 141n, 1st long exam in ScTS 11 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 5 | 12 | | | | | Quizzes in subjects taught (Biol 141n, Zool 127, Zool 128a, ScTS 11) |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 10 | 11 | | | | | Checked 7 lab reports in Zool 128a, 2 exercises in Zool 127, 1 reflection paper in SCTS 11, and 1 exercise in Biol 141n) |
| | PI 8: Number of students advised: * | A16. Number of students advised: | <i>Acts as academic adviser to students</i> | 8 | 8 | 5 | 5 | 5 | 5.00 | Acted as Academic adviser to students who are mostly irregular and shiftee in the BS Biology Program |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | |

| | | | | | | | | | | |
|--|--|---|--|---|---|---|---|-----|------|---|
| | | <i>As SRC Chairman</i> | Advises, and corrects research outline and thesis/SP manuscript | 2 | 4 | 5 | 5 | 4.5 | 4.83 | Advised 1 student (Kristofferson Castro) who graduated of the BS Biology program, 3 students with proposal writing or conduct of study on going |
| | | <i>As SRC Member</i> | Advises and corrects research outline and thesis/SP manuscript | 2 | 4 | 5 | 5 | 5 | 5.00 | Acted as SRC member for 4 students and facilitated timely returns of corrections |
| | | <u>A18</u> : Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 5 | 8 | 5 | 5 | 5 | 5.00 | |
| | PI 9: Number of student organizations advised/ assisted * | <u>A19</u> : Number of Student organizations advised | Advises student organizations recognized by USOO | 1 | 1 | 5 | 5 | 5 | 5.00 | Co-Adviser of the Organization of Biology Students |
| | PI 10: Number of instructional materials developed * | <u>A 21</u> : Number of on-line course ware developed and submitted : | Prepares and submits for review by the Technical Review Panel | 1 | | | | | | July-Dec accomplishment |
| | | <i>On-line ready courseware</i> | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i> | 1 | | | | | | July-Dec accomplishment |
| | | Supplemental learning resources | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 1 | 2 | 5 | 5 | 4.5 | 4.83 | Powerpoint for Zool 128 and Zool 11 lab |
| | | <i>Assessment tools</i> | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 1 | | | | | | July-Dec accomplishment |
| | | <u>A 23</u> : 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 | 1 | | | | | | July-Dec accomplishment |

| | | | | | | | | | | |
|---|---|--|---|---|---------------------|---|---|-----|------|---|
| | | A 24 : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 1 | 2 | 5 | 5 | 4.5 | 4.83 | Created 2 virtual classrooms for Zool 128 and Zool 21 in Moodle |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| UMFO 4. EXTENSION SERVICES | | | | | | | | | | |
| 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 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 | | | | | |
| | | 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 | | | | | | | | | | |
| | 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 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 | | | | | | | |

| | | | | | | | | | | |
|--|-----------------------|--|--|--|--|--|--|--|-------|--|
| | Total Over-all Rating | | | | | | | | 59.00 | |
| | Average Rating | | | | | | | | 4.92 | |
| | Adjectival Rating | | | | | | | | | |

Evaluated & Rated by:

Recommending Approval

Approved by:

ANALYN M. MAZO
ANALYN M. MAZO

Head, DBS

Date: *Dec. 21, 2020*

for ANALYN M. MAZO
CANDELARIO L. CALIBO

Dean, CAS

Date: *Dec. 21, 2020*

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BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Comments & Recommendations for Development

Purpose:

Needs to finish her Masteral degree

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fretzeljane O. Pogado

Performance Rating: Outstanding

Aim: Finish Masteral Degree

Proposed Interventions to Improve Performance: Come up with a timeline

Date: Jan 2020

Target Date: December 2020

First Step: Continue the data gathering

Result: Data gathering complete

Date: Jan 2021 Target Date: December 2021

Next Step:

Data analysis and writing of manuscript


Outcome:

Manuscript for approval

Final Step/Recommendation:

Approved thesis manuscript

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


FRETZELJANE O. POGADO