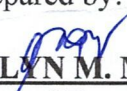


Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ANALYN M. MAZO


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.95 x50% = 2.475	
b. Students (50%)		4.50 x50%= 2.25	
Total for Instruction	50%	4.725	2.363
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	1.5
4. Administration	20%	5.0	1.0
5. Production			
TOTAL	100%		4.863

EQUIVALENT NUMERICAL RATING: 4.863Add: Additional Points, if any: noneTOTAL NUMERICAL RATING: 4.863ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ANALYN M. MAZO
Name of Faculty

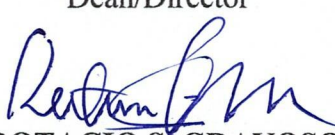
Reviewed by:


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

Approved:

Analyn M. Mazo
ANALYN M. MAZO

Professor IV

Date: July 17, 2024

Cheryl C. Batistel
CHERYL C. BATISTEL

Dean, CAS

Date: July 22, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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							
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	1	5	5	5	5.00	Adviser of Ms. Villaceran (MSTrec)
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
		Number of instructional materials developed								
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	10	18.90	5	5	5	5.00	Taught lecture and lab classes in Zool 117 and MarB 138
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals	1	4.00	5	5	4	4.67	Contributed and finalized the revised curricula in BS Marine Bio and BS Bio - Zoology, BS Bio-Ecology and BS Bio-Botany

	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	50%	100.00%	5	5	5	5.00	All subjects taught have approved syllabi
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	50%	100.00%					
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval							
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	50%	100.00%	5	5	5	5.00	All grades were submitted on time
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100.00%	5	5	5	5.00	All subjects taught have either VS or Outstanding evaluation by the students
	PI 19: Additional Outputs	A 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	82	5	5	4	4.67	2 Long exams in Zool 117 with 25 students ,& 2 long exams in MarB 138 with 16 students
		A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	175	5	5	5	5.00	For MarB 138 and Zool 117
		A 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	298	5	5	4	4.67	For MarB 138 and Zool 117
		A 14 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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 16. Number of research outputs completed within the year *	Conducts and completes research project within the year							

	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1						July-December
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	PI 7: Amount of research money obtained from external sources	A 21. Amount of research money obtained from external sources	Requests for research money from external sources							
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 (MOUs/MOAs)	A 32. 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							
	PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects								
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses							
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries							
		<i>a. Peer reviewer of journal/book</i>								
		<i>b. Review of research and extension proposal</i>								

		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>								
		<i>d. accreditor</i>								
		<i>e. consultancy</i>								
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review							
	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 proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	Part of the CRM project (Component Leader)
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities							
		A.42. Number of verified identifications of specimens from clients		0	9					Identified invertebrate and seaweed samples for students from the main and external
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1						July-Dec
		<i>International</i>								
		<i>National</i>								

		<i>Regional/Institutional</i>								
OVPI MFO 3. Registration Services										
PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	50%	100.00%	5	5	5	5.00	All student advisees were validated within the prescribed period	
PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	15	17	5	5	5	5.00	Adviser of BS Marine Bio students	
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1						July-Dec	
PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	4	5	5	4	4.67	Submitted TOS for midterm and Final Exams in Zool 117,& MarB 138	
PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:									
	<i>As Adviser</i>	Advises and corrects research outline and thesis/SP manuscript	0	4	5	5	5	5.00	Adviser of Ms. Baguio, Ms. Bulado, Ms. Garcia and Ms. Aguelo	
	<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	SRC Chair of Mr. Celebre, Ms. Dagasdas and Ms. Remellete	
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	SRC member of Ms. Monterde	
PI 18: Number of students from other schools having	A 59. Number of students from other schools having summer program	Acts coordinator/facilitator for students from other schools								
PI 19: Number of external institutions/agencies	A 60. Number of external institutions/agencies conducting	Facilitates in assisting of the external institutions/agencies								
PI 20: Number of students from other academic departments	A 61. Number of students from other academic departments conducting research	Facilitates in assisting students from other academic departments								
PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	> 50	5	5	5	5.00		
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										

PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office	1	1	5	5	5	5.00	Department Head from Jan-May
PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings	1	5	5	5	5	5.00	Conducted department meeting until May
PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman							
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	10	>50	5	5	5	5.00	Signed various documents
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	2	20	5	5	5	5.00	Acted on various requests (e.g. use equipment)
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	1	1					
PI 7: Percentage of IFWs submitted to OVPAA before deadline	A 71. Number of IFWs submitted to OVPAA before deadline	Monitors submission of IFWs before deadline	1	1	5	5	5	5.00	
PI 8: Percentage of Report of Actual Teaching Load	A 72. Percentage of Report of Actual Teaching Load submitted to OVPAA 30	Monitors submission of ATL 30 days after start of classes							
PI 9: Percentage of submitted DTR within 20	A 73. Percentage of submitted DTR within 20 days after the last day of the	Submits DTR within 20 days after the last day of the month							
PI 10: Percentage of complaints, if any	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
PI 11: Percentage of action plans implemented and	A 75. Percentage of action plans implemented and monitored as	Implements and monitors action plans as scheduled							
PI 12: Percentage of monthly accomplishment	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report	80%	100.00%	5	5	5	5.00	Submitted monthly (Jan-May)
PI 13: Number of classroom and lab rooms constructed and renovated	A 77. Number of approved and implemented requests for classroom and lab rooms construction and renovation	Requests and monitors approval and implementation of requests classrooms and lab rooms construction and renovation	1	1	5	5	5	5.00	facilitated implementation of Anatomy Lab room construction
PI 14: Percentage budget utilization (GAA)	A 78. Percentage budget utilization (GAA)								
PI 15: Percentage budget utilization (STF)	A 79. Percentage budget utilization (STF)								
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	10	5	5	5	5.00	Department and College meetings

		A 81. 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							
		Number PRs facilitated for the approved proposal to construct Anatomy Lab	Facilitates the identification of equipment for PR with specification and estimated amount	0	>10	5	5	5	5.00	
	Total Over-all Rating								128.67	
	Average Rating								4.95	
	Adjectival Rating								Outstanding	

Comments & Recommendations for

Development Purpose:

Conduct more research & expansion activities. Submit research proposals for funding.

Evaluated & Rated by:



CHERYL C. BATISTEL

Head, DBS

Date: July 22, 2024

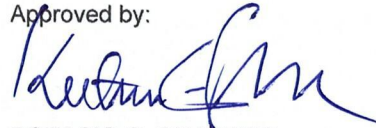
Recommending Approval

GLENN G. PAJARES

Dean, CAS

Date: July 23, 2024

Approved by:



ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: July 25, 2024

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	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 st Q	2 nd Q	3 rd Q	4 th 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		/	/			
OVPI MFO 1. Faculty Development Services								
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		/	/			
OVPI MFO 3. Registration Services								
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		/				
OVPI MFO 4. Curricular Program Management Services								
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		/	/			
MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)								
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: Analyn M. Mazo

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: December 2024

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:



CHERYL C. BATISTEL
Immediate Supervisor

Conforme:



ANALYN M. MAZO
Professor IV



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:

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

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.

Page 2 of 2
FM-ODI-12

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