

## 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)
1. Instruction			
a. Head/Dean (50%)		4.81 x 50% = 2.405	
b. Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	95 %	4.655	4.422 <i>✓</i>
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%	4.50	0.225 <i>✓</i>
5. Production			
TOTAL	100%		4.647 <i>✓</i>

EQUIVALENT NUMERICAL RATING:

4.647 *✓*

Add: Additional Points, if any:

none

TOTAL NUMERICAL RATING:

4.647 *✓*

ADJECTIVAL RATING:

OUTSTANDING

*gph*  
FRETZELJANE O. POGADO

Name of Faculty

*gph*  
CHERYL C. BATISTEL

Department Head

Recommending Approval:

*gph*  
GLENN C. PAJARES

Dean/Director

Approved:

*Rotacio S. Gravoso*  
ROTACIO S. GRAVOSO

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 following accomplishment in accordance with the indicated measures for the period **January - June 2024**.

**FRETZELJANE O. POGADO**

Instructor I

Date: July 8, 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. - 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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	15	23.90	5	5	5	5.00	Handled Biol127n lec and lab, Biol127s lec and lab, Marb 16 lec, Zool 11 Lec
	PI 11: Number of new	A 3. Number of new revised curricular	Contributes to the submission							
	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		100.00%	5	5	5	5.00	All subjects have approved syllabus
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs							
	PI 15: Number of Instructional Materials	A 6. Number of Instructional Materials prepared	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	80%	100%	5	5	5	5.00	Submitted grades on time (Biol127e, Zool 11, MarB16, Zool11)
	PI 18: Percentage of courses rated atleast VS in the	A 8. Percentage of courses rated atleast VS in the Teaching Performance								
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	13	5	5	4	4.67	Administered 4 long exams for Zool 11, 3 long exams for Marb16, 2 long exams for Biol127n and 4 long exams for Biol127e




		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	31	5	5	4	4.67	Quizzes for lecture and laboratory for MarB16 (8), Zool 11 (9), Biol127e (8), Biol127n (6)
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	19	5	5	4	4.67	4 lab reports for Biol127n, 7 lab reports for Biol127e, 7 lab reports for MarB16
		<b>A 14.</b> Number of Student organizations assisted on student	Assists student organizations in implementing student							
<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 outputs completed within the	<b>A 16.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3:</b> Number of research outputs presented in	<b>A 17.</b> Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in							
		a. International								
		b. National								
		c. Regional or Institutional Conferences		1						
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1:</b> Number of active partnerships with LGUs.	<b>A 32.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs.	Identifies and links with probable partners for extension							
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technology for							
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects								
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course as	<b>A 35.</b> Percentage of beneficiaries who rated the training course as	Provides quality and relevant training course							
	<b>PI 5:</b> Number of technical/expert	<b>A 36.</b> 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, discussion leader in seminars and								
		d. accreditor								
		e. consultancy								
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for							
	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
	<b>PI 8:</b> Number of extension	<b>A 39.</b> Number of extension proposals	Implements duly approved							
	<b>PI 9:</b> Number of extension	<b>A 40.</b> Number of extension outputs	Prepares, submits and							
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	<b>PI 10:</b> Number of extension	<b>A 41.</b> Number of extension activities	Conducts extension program							
	<b>PI 11:</b> Number of trainings,	<b>A 42.</b> Number of trainings, seminars,	Conducts trainings, seminars,							




<b>PI 12:</b> Number of IEC	<b>A 43.</b> Number of IEC materials developed	Develop IEC materials								
<b>PI 13:</b> Number of IEC	<b>A 44.</b> Number of IEC materials distributed									
<b>PI 14:</b> Number of extension articles derived from	<b>A 45.</b> Number of extension articles	Submits extension articles								
<b>PI 15:</b> Number of extension articles derived from	<b>A 46.</b> Number of extension articles	Follow ups submitted extension								
<b>PI 16:</b> Amount of research money obtained from	<b>A 47.</b> Amount of extension money obtained from external sources	Requests for extension money								
<b>PI 17:</b> Amount of research	<b>A 48.</b> Amount of extension money	Requests for extension money								
<b>PI 18:</b> Additional outputs *	<b>A 49.</b> No. of extension-related awards (extn. conducted by faculty or student &									
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 1. Faculty Development Services</b>										
<b>PI 7:</b> Number of trainings, seminars, and conferences	<b>A 50.</b> Number of training, seminars, and conferences attended (international	Attends training, seminars, and conferences attended								
	International									
	National									
	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		100%	5	5	5	5.00	Validates students within the registration period	
<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	36	5	5	5	5.00	Academic adviser for BSBio (35) and BSMarine Bio (1)	
<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 and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2	2	5	5	4	4.67	Syllabus for MarB16, Biol127e	
<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	<b>A 57.</b> Number of students advised on									
	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	2	11	5	5	5	5.00	Adviser of 6 BSBio students major in Zoology, 5 (SRC chair)	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	4	4.67	SRC member of 5 BSBio students	
<b>PI 17:</b> Number of exchange students supervised	<b>A 58.</b> Number of exchange students supervised	Acts as exchange student program coordinator/facilitator								

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	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	2	15	5	5	5	5.00	Thesis and enrollment-related concerns
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>									
PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. 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	80%	90%	5	4	4	4.33	Submitted DTR for Jan-April 2024, Still processing May and June to incorporate WFH arrangement
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
PI 12: Percentage of monthly submitted	A 76. Percentage of monthly submitted	Submits monthly							
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	4	5	4	5	4.67	Attended Jan-April meetings f2f
	A 81. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
<b>Total Over-all Rating</b>								67.35	
<b>Average Rating</b>								4.81	
<b>Adjectival Rating</b>								Outstanding	


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:**

Develop research proposal for submission to possible funding agencies.



## 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: Fretzeljane O. Pogado  
Performance Rating: Outstanding

Aim: To publish research outputs

Proposed Interventions to Improve Performance:

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:



FRETZELJANE O. POGADO  
Asst. Prof. I



## 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:

*nmv*  
**ANALYN MENDOZA MAZO**

Name and Signature of Department head

Date: *[Signature]*

*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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