


## 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			
Head/Dean (50%)		$4.93 \times 50\% = 2.46$	
Students (50%)		$4.67 \times 50\% = 2.33$	
Total for Instruction	80%	4.921	3.936
7. Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	20%	5.000	1.000
8. Extension			
Client/Dir. For Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production			
TOTAL	100%		4.936

EQUIVALENT NUMERICAL RATING: 4.936  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.936

ADJECTIVAL RATING: OUTSTANDING

  
FRETZELJANE O. POGADO  
 Name of Faculty

  
ANALYN M. MAZO  
 Department Head

Recommending Approval:

  
MA. THERESA P. LORETO  
 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 accomplishment in accordance with the indicated measures for the period January-June 2021.

Approved:

**FRETZELJANE O. PODAGO**

Instructor III

Date: *Sept - 23, 2021*

**ANALYN M. MAZO**

Department Head

Date: *Sept. 30, 2021*

**MA. THERESA P. LORETO**

College Dean

Date: *Oct. 4, 2021*

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							
		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							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	25.00	58.20	5	5	4	4.67	Handled 1 Biol 141n Lec -1.5, 1 Biol 141n Lab- 3, 1 Zool 128a Lab- 3.6, Zool 127- 2.1 and Biol 127a- 5.7, Zool 141 Lec
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	4	4.67	
		<b>A 11.</b> 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	2	6	5	5	5	5.00	Zool 11 INC

		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	1	1	5	5	5	5.00	Echo-webinar on the TIEC-CHED Flexible Learning Foundation Virtual conference live streamed at VSU Workplace (March 15-16, 2021)
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	4	12	5	5	5	5.00	
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	4	8	5	5	4	4.67	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	4		5	5	4	4.67	
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>	<i>Acts as academic adviser to students</i>	10	30	5	5	5	5.00	
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	5	12	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5.00	Organization of Biology Students (OBioS) Adviser
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel							



		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	Zool 128, BSci 103, Zool 11, Zool 125, MarB16, MarB15,
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	Zool 128, BSci 103, Zool 11, Zool 125, MarB16, MarB15,
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	14	5	5	5	5.00	Zool 128, BSci 103, Zool 11, Zool 125, MarB16, MarB15, Biol 127s lab
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	6	5	5	5	5.00	Zool 128, BSci 103, Zool 11, Zool 125, MarB16, MarB15, Biol127s
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	Interactive materials for the laboratory
<b>UMFO 3 . RESEARCH SERVICES</b>										

	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	Poster presenter of the study Macro Land Snail Diversity Patterns in Selected Forest fragments of Leyte Island, Philippines May 31-June 2, 2021 in the Annual Symposium of the Association of Systematic Biologists in the Philippines
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	Understanding the Societal Knowledge, Attitude and Practices on Long-tailed Macaques and their Habitats in Selected Tourist Areas in Mindanao and Leyte Islands



	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	1	5	5	5	5.00	Best research Poster in during the May 31-June 2, 2021 in the Annual Symposium of the
		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 normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							

<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
	<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<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</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>PI 3:</b> Additional Outputs	<b>A 47.</b> 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						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
	<b>Total Over-all Rating</b>							98.67	
	<b>Average Rating</b>							4.93	
	<b>Adjectival Rating</b>							Outstanding	
<b>Comments &amp; Recommendation for Development Purpose: May need to publish research output</b>									

Evaluated & Rated by:

*gman*  
**ANALY M. MAZO**  
 Department Head

*Sept. 20, 2021*

Recommending Approval

*mtloredo*  
**MA. THERESA P. LORETO**  
 Dean,

*Oct. 4, 2021*

Approved by

*ky*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

*Oct. 18, 2021*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fretzeljane O. Pogado  
Performance Rating: Outstanding

Aim: To finish Masteral Degree

Proposed Interventions to Improve Performance: Reduce teaching load and attend trainings on teaching effectiveness/strategies as well as attend scientific fora

Date: June 2021      Target Date: Dec 2021

First Step:

Finish the write up to be able to defend thesis

Result: Was able to finish write-up. To schedule thesis defense

Date: \_\_\_\_\_ Target Date: \_September-December\_\_\_\_\_

Next Step:


Has defended thesis

Outcome:


To graduate by August

Final Step/Recommendation:

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**FRETZELJANE O. POGADO**  
Instructor I