

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: EUNICE KENEE L. SERIÑO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.97x100%= 4.97	
b. Students (50%)			
Total for Instruction	75%	4.93	3.697
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	25%	5	1.250
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.947

EQUIVALENT NUMERICAL RATING: 4.947Add: Additional Points, if any: noneTOTAL NUMERICAL RATING: 4.947ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

  
**EUNICE KENEE L. SERIÑO**

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, EUNICE KENEE L. SERIÑO, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December 2020.

Approved:

  
EUNICE KENEE L. SERIÑO  
Asstt. Prof. 1  
Date: 01 March 2021

  
ANALYN M. MAZO  
Department Head  
Date: March 2021

  
MA. THERESA P. LORETO  
College Dean  
Date: 16 Mar 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
						Quality	Efficiency	Timelines s	Average	
UMFO 1. ADVANCED EDUCATION 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	Handles and teaches courses assigned (1st Sem 2020-2021: Ecol 115 lec & Lab, Ecol 172 lec, EaSc 106 Lec&Lab)	2.5	9.5	5	5	5	5.00	Handled and taught courses assigned (Ecol 115 lec & Lab, Ecol 172 lec, EaSc 106 Lec&Lab)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							No grades submitted yet since the semester is still on
		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							



		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	0	3	5	5	5	5.00	Attended trainings/webinars on Table of Specifications and Test Item Analysis; Webinar on Table of Specifications and Test Item Analysis; ISO 9001:2015 Awareness and Re-Awareness Webinar
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	2	5	5	5	5.00	Conducted midterm exams for Ecol 172 and Ecol 115 Last Dec 2020; Final exams will be
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	28	5	5	5	5.00	Prepared quizzes/learning tasks/assessments
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	15	5	5	5	5.00	Prepared simple laboratory exercises that can be done at
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	5	8	5	5	5	5.00	Acted as academic adviser to students and facilitated them during enrollment
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	Served as SRC Chairman and corrected research outline and thesis/SP manuscript of BSBio
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	20	5	5	5	5.00	Entertained students consulting on subject taught and thesis
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USSO	1	1	5	5	5	5.00	Serves as co-adviser for CAS-SSC, a student organization recognized by USSO

		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :								
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	5	5	4.5	4.83	Prepared IMs or learning guides for ScTS 11, Ecol 115, Ecol 172 and EaSc 106
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	10	5	5	5	5.00	Prepared PowerPoint presentations, reading assignments, etc. per assigned subject
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	5	28	5	5	5	5.00	Prepared assessment tools per lesson in each
		<b>A 23 :</b> Number of on-line course ware reviewed by DIMC & edited by MMDC editor	Submits the course ware duly reviewed by DIMC for editing by MMDC editor	0	3	5	5	4.5	4.83	Submitted ScTS 11 course ware duly reviewed by TRP for editing by MMDC editor (Jan-Jun accomplishment);
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	0	3	5	5	4.5	4.83	Created virtual classroom using Moodle for Ecol 115, Ecol 172 and EaSc 106
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and							
		Agency/firm/Industry linkages	Coordinates with potential							
		<b>A 26.</b> Other outputs implementing	Designs experiential							
		Number of seminars/webinars/	Attends	0	6	5	5	5	5.00	Attended webinars



**UMFO 3 . RESEARCH SERVICES**

	<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 project within the year	2	2	5	5	5	5.00	Conducted research projects within the year: River Project and VSU Waters
	<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	1	2	5	5	5	5.00	Published 2 articles: 1) Planktonic Algae as Bioindicators of Water Quality in Pagbanganan River, Baybay City, Leyte - ATR, December 2020 issue; 2) Farmers' Perception on the Impacts of Climate Change in Malinao Dam
		<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 for a/conferences							
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> NO. of research-related outputs/research conducted by students								
		<b>A 33.</b> Number of journal articles/scientific papers received	Acts as peer reviewer of							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> 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>									
<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		100% compliant					
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</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>								84.50	
<b>Average Rating</b>								4.97	
<b>Adjectival Rating</b>								Outstanding	

**Comments and Recommendations for Development**  
**Purpose:** Continue her involvement in research by making proposal for possible funding

Evaluated & Rated by:

*ANALYN M. MAZO*  
**ANALYN M. MAZO**

Head, DBS

Date: *March 5, 2021*

Recommending Approval

*MA. THERESA P. LORETO*  
**MA. THERESA P. LORETO**

Dean, CAS

Date: *16 Mar 2021*

Approved by:

*BEATRIZ S. BELONIAS*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *3/17/21*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Eunice Kenée L. Serriño

Performance Rating: Outstanding

Aim: Pursue graduate studies

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: December 2020

First Step:

Look for possible University to pursue PhD

Result:

University that offers the program to pursue based on FDP has been identified

Date: Jan 2021 Target Date: December 2021

Next Step:

Apply for scholarship

Outcome:

Accepted for a scholarship to pursue PhD

Final Step/Recommendation:

Pursue PhD

Prepared by:

  
ANALYN M. MAZO  
Unit Head

Conforme:

  
EUNICE KENEE L. SERRIÑO  
Assistant Professor I