


## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HONEYLENE V. ONGY

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
Head/Dean (50%)		4.90x100% = 4.90	
Students (50%)			
Total for Instruction	70%	4.90	3.43
2. Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	30%	5x30%	1.5
3. Extension			
Client/Dir. For Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.93

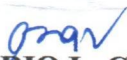
EQUIVALENT NUMERICAL RATING: 4.93  
 Add: Additional Points, if any: non  
 TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: OUTSTANDING


  
HONEYLENE V. ONGY  
 Name of Faculty

  
ANALYN M. MAZO  
 Department Head

Recommending Approval:


  
CANDELARIO L. CALIBO  
 Dean/Director


Approved:


  
BEATRIZ S. BELONIAS  
 Vice President

Visayas State University  
DEPARTMENT OF BIOLOGICAL SCIENCES  
Visca, Baybay City, Leyte  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, HONEYLENE V. ONGY, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan - Jan, 2020.

  
**HONEYLENE V. ONGY**  
Instructor I, DBS  
Date: 12/18/20

Approved:  
  
**ANALYN M. MAZO**  
Department Head  
Date: 12/18/2020

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

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	TREC2015/BIOL205	1.75	1.75	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Stephanie Roldan and Gesel Resma
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	4.5	4.83	MarB 11 Lab. manual submitted to department's ILMs review committee.
On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	4.5	4.83	On the process of preparing learning guide and laboratory manual for Ecol 142

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	4.5	4.83	Ecol 142, MarB 11, Earth and Life Science (Senior High)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	1	4	5	5	4.5	4.83	Ecol 21, Ecol 21n, TREC 205/BIOL205, MarB 18
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	4.5	4.83	TREC205/Biol 205, MarB 18, Ecol 21
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	Ecol21 lec and lab, MarB 18 lec and lab, Ecol21n lab	18.3	18.3	5	5	5	5.00	
		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	Ecol 21, Ecol 21n, TREC 205/BIOL205, MarB 18
		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							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Ecosystem to the New Normal (TEENN) Webinar Series: Season 2, Session 1 "Online Teaching Basics: Improving Student Learning While Saving Faculty Time" and "OPEN P-TECH: Free Digital Learning on Tech and Professional Skills of
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	3	5	5	5	5.00	First long exam for Ecol 21, MarB 18 and laboratory exam for Ecol 21n
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	21	5	5	5	5.00	Quizzes for Ecol 21, Ecol 21n, TREC 205/BIOL205, MarB 18
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	18	5	5	5	5.00	Lab reports in Ecol 21n, Ecol 2, MarB 18



	<b>PI 8:</b> Number of students advised: *	<b>A16:</b> Number of students advised:	Acts as academic adviser to students	3		5	5	4.5	4.83	Marc Guillen, Karen Nava, Jojie Petilos
		<b>A17:</b> Number of students advised on thesis/ field practice/special problem:		1	1					
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	4.5	5	4.83	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	Jezrel Gloria
		<b>A18:</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	4	5	5	5	5.00	Tristan Dayot, Brittle Heart Abelida, Giovanni Advincula
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19:</b> Number of Student organizations advised	Advises student organizations recognized by USOO							
		<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 :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5.00	Submitted MarB 11 lab manual for evaluation
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	3	5	5	4.5	4.83	Continue preparing lec guide and lab manual for Ecol 142 and the comments and recommendations for MarB 11 lab Manual
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments on Ecol21 and MarB 18	1	4	5	5	5	5.00	Ecol 21, Ecol 21n, TREC 205/BIOL205, MarB 18
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	2	3	5	5	5	5.00	Ecol 21, Ecol 21n, MarB 18
		<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 Google Classroom for MarB18 and Ecol21 class	1	2	5	5	5	5.00	MarB 18, Ecol 21, TREC205/BIOL205
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or							
		Agency/firm/Industry linkages	Coordinates with potential firms							
		<b>A 26.</b> Other outputs implementing	Designs experiential learning	1	2	5	5	5	5.00	Ecology and Terrestrial
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Assessment and Monitoring Of Pelagic Algae in VSU Water Resources	1	1	5	5	5	5.00	Assessment and Monitoring Of Pelagic Algae in VSU Water Resources
	<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 sciencif for a/conferences							
<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					
		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>								118.47	
	<b>Average Rating</b>								4.94	
	<b>Adjectival Rating</b>								Outstanding	

Evaluated & Rated by:

*[Signature]*  
**ANALYN M. MAZO**  
 Head, DBS  
 Date: 12/08/20

Recommending Approval

*[Signature]*  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date: Dec. 21, 2020

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date:

**Comments & Recommendations for Development Purpose:**

*Publish research outputs*



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Honeylene V. Ongy

Performance Rating: Outstanding

Aim: To increase research involvement

Proposed Interventions to Improve Performance: To make research proposal

Date: Jan 2020 Target Date: December 2020

First Step:

Identify possible research topic

Result:

Potential research topic identified

Date: January 2021 Target Date: December 2021

Next Step:

Draft research proposal for review


Outcome:

Draft research proposal reviewed

Final Step/Recommendation:

Submit research proposal for possible funding

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**HONEYLENE V. ONGY**