

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

Name of Faculty Member: FRETZELJANE O. POGADO

Name of Faculty Member: <u>FRETZELJANE O. POGADO</u>	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Program Involvement (1)			
1. Instruction			
a. Head/Dean (50%)		4.92 4x50% = 2.46	
b. Students (50%)		4.43x50%= 2.215	
Total for Instruction	80%	4.675	3.74
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.0	1.0
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.74

EQUIVALENT NUMERICAL RATING: 4.74  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.74

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 July-December 2022

Approved:

**FRETZELJANE O. PODAGO**

Instructor I

Date: Jan - 24, 2023

**ANALYN M. MAZO**

Department Head

Date: 24 Jan 2023

**MA. THERESA P. LORETO**

College Dean

Date: JAN 25 2023

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										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned							
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		<b>A4 . Number of students entertained for consultation</b>	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a presentation, video clips, movie clips, reading assignments depending on							
		Supplemental learning resources								

	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 UMDC editor	Submits the course ware only reviewed by TRP for editing by UMDC editor							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
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	Handles and teaches courses assigned	15.00	31.95	5	5	5	5.00	1 Biol123n Lab; 1 Zool128 Lab; 1 Zool125 Lab; 2 Bsci 103 Lec; 2 BSci103 Lab
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2		5	5	5	5.00	
	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	1	1	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Animal welfare hosted by CVM-VSU
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	4	4.67	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	4	5	5	4	4.67	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	4	5	5	4	4.67	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	30	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:								



		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	3	1	5	5	4	4.67	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
		<b>A18</b> : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5.00	
	<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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	3	5	5	5	5.00	1 Biol123n Lab; 1 Zool128 Lab; 1 Zool125 Lab; 2 Bsci 103 Lec; 2 BSci103 Lab
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	1 Biol123n Lab; 1 Zool128 Lab; 1 Zool125 Lab; 2 Bsci 103 Lec; 2 BSci103 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	3	5	5	5	5.00	1 Biol123n Lab; 1 Zool128 Lab; 1 Zool125 Lab; 2 Bsci 103 Lec; 2 BSci103 Lab
	<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							
		<b>A 26.</b> Other outputs implementing	Designs experiential learning	1	1	5	5	5	5.00	Comparative anatomy blended lab
<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 project within the year	1	1	5	5	5	5.00	completed the 2year duration but has been proposed for a 3-month extension
	<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>		1	3	5	5	5	5.00	Philippine Journal of Science: Macro Land Snail Diversity and Community Assemblage in Selected Forest Fragments of Leyte Island, Philippines; Journal of Wetlands Biodiversity: DIVERSITY AND COMMUNITY ASSEMBLY PATTERNS OF GASTROPODS IN ISLAND AND FRINGING MANGROVE FORESTS IN CALATAGAN, BATANGAS, PHILIPPINES; Journal of Wildlife and Biodiversity: A detailed assessment of threats to tarsiers and its habitat: A case of Tarsiers Carlito syrichta (Linnaeus, 1758) in Hindang, Leyte
		<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						
	<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	1	1	5	5	5	5.00	Part of the newly approved Internationalization program
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<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>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the plan	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	<b>A 39.</b> 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. Number of technical/expert services</b>	<b>A 40. Number of technical/expert services as/in:</b>	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 (extn. 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>									93.66	
	<b>Average Rating</b>									4.46	
	<b>Adjectival Rating</b>									Outstanding	
											<b>Comments &amp; Recommendation for Development</b> <b>Purpose:</b> Commendable publication output. May consider attending more trainings specially on animal physiology.

Evaluated & Rated by:

*ANALY M. MAZO*  
 Department Head  
 Date: *24 Jan 2023*

Recommending Approval

*MA. THERESA P. LORETO*  
 Dean, CAS  
 Date: *JAN 25 2023*

Approved by:

*BEATRIZ S. BELONIAS*  
 Vice President for Academic Affairs  
 Date: *1/26/2023*



## EMPLOYEE DEVELOPMENT PLAN

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

Aim: To publish research article

Proposed Interventions to Improve Performance:  
Date: Jan 2023      Target Date: June 2023

First Step:

Identify possible topic for publication

---

---

---

---

---


Date: \_\_\_\_\_ Target Date: September-December \_\_\_\_\_

Next Step:


Outcome:

Final Step/Recommendation:

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**FRETZELJANE O. POGADO**  
Instructor I