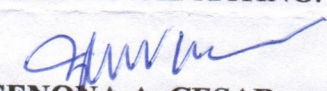# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SENONA A. CESAR

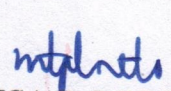| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87 x50% = 2.435	
b. Students (50%)		4.33 x50%= 2.165	
Total for Instruction	70%	4.6	3.22
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.00	1.5
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.72

EQUIVALENT NUMERICAL RATING: 4.72
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.72
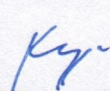
ADJECTIVAL RATING: **OUTSTANDING**

SENONA A. CESAR
Name of Faculty

ANALYN M. MAZO
Department Head

Recommending Approval:
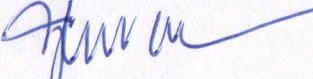
MA. THERESA P. LORETO
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>SENONA A. CESAR</u>, a faculty member of the <u>DEPARTMENT OF BIOLOGICAL SCIENCES</u> commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period <u>JULY TO DECEMBER 2022</u>.

	Approved:	
SENONA A. CESAR Assoc Prof V Date: Jan 4, 2023	**ANALYN M. MAZO** Department Head Date: 24 Jan 2023	**THERESA P. LORETO** College Dean Date: JAN 2 5 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										
	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	2	2	5	5	5	5.00	Gianan, J., I Mistola,C.
		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							

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2		2		5	5	5	5.00	
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									
		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 Moddle or Google Classroom									
		A4. Number of students	Entertains students seeking									
PI 10. Additional outputs:		A 8. Other outputs implementing the	Designs experiential									
		A.9. Act as GAC for Master in										

	As GAC Chairman	Acts as GAC Chairman								
	AS GAC Member	Acts as GAC Member	2	2	5	5	5	5.00		

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI 5: Total FTE,	A9. Actual Faculty's FTE	Handles and teaches	22.05	27	5	5	5	5.00	Handled the ScTS 11b
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	7					Additional ScTS 11b
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	10	5	5	5	5.00	Additional ScTS 11b section and practical exam for Coral Reefs Lab
	A14. Number of quizzes	Prepares and checks	100	105	4	4	4	4.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	11	19	5	5	5	5.00	11 2nd yr BS MB; 3 BS Bio shiftees and 5 OS BS Bio
	A17. Number of students advised on thesis/ field practice/special problem:	thesis adviser	4	2	4	4	4	4.00	2 students changed topics thus changed also their advisers
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	Enales, M., Bailado, M., Joyo, Roselyn
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	8	5	5	5	5.00	Jamin, M., Agote, L.N., Mate, L., Braga, N.U., Bueno, V. Beniga, M. J. O.,(Castañas, G. E, Moso, L. BSES)

		_A18_. _Number of students entertained for consultation purposes_	Entertains students consulting on subject taught, thesis and grades	137	231	5	5	5	5.00	students, advisees. Student of thesis
	PI 10: Number of instructional materials developed *	**A 21 :** Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	_Prepares Instructional module/laboratory guide/workbook or a combination thereof_	5	5	5	5	5	5.00	
		Supplemental learning resources	_Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught_	2 sets ppt; downloaded webinar materials;	2	5	5	5	5.00	MarB 129 lec and lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	Long exam and quizzes; online workshop; article review; CPCe processing of pictures; online demonstration; essay; photo documentation; poster making; practical examination
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	4 in VSU EE	7	5	5	5	5.00	3 ScTS 11; MarB 129; MarB 11; Zool 128, Zool 125
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** 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							

	PI	A	Activity							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							AR, DARE TO, FIMFS, Regional RDE
		In int'l fora/conferences		2	2	5	5	5	5.00	
		In nat'l/regional fora/conferences			2	5	5	5	5.00	
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by			1	5	5	5	5.00	
		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	ructors; took over the responsibility to check and compute problematic grades, opening of VS						

UMFO 4. EXTENSION SERVICES											
UMFO 5. SUPPORT TO OPERATIONS											
OVPI MFO 4. Program and Institutional Accreditation Services											
PI 8.Compliance to all requirements thru the established/adequate implementation	A 44. Compliance to all requirements of theQMS 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		zero non-conformity							
	A 45. 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										
UMFO 6. General Admin. & Support Services											
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint							
PI 3: Additional Outputs	A 47. 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									
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal									
Total Over-all Rating									88.00		
Average Rating									4.89		
Adjectival Rating								Outstanding			

Comments & Recommendations for Development Purpose: Needs to take doable plans to finish her PhD

Evaluated & Rated by:

ANALYN M. MAZO
Department Head, DBS
Date: 1/24/2023

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: JAN 2 5 2023

Approved by:

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Senona A. Cesar
Performance Rating: Outstanding

Aim: Finish graduate studies

Proposed Interventions to Improve Performance: Come up with a timeline of activities related to dissertation

Date: Jan 2023   Target Date: December 2023

First Step:
Look for possible options to finish dissertation

Result:
Options identified

Date: July 2023 Target Date: December 2023

Next Step:

Outcome:

Working on the approval of proposal
Final Step/Recommendation:

_Should finish as soon as possible

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

SENONA A. CESAR