

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ANALYN M. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.97 x50% = 2.485	
b. Students (50%)		4.00x50%= 2.00	
Total for Instruction	50%	4.485	2.242
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	30%	4.89	1.467
4. Administration	20%	5	1.0
5. Production			
TOTAL	100%		4.709

EQUIVALENT NUMERICAL RATING: 4.709Add: Additional Points, if any: noneTOTAL NUMERICAL RATING: 4.709ADJECTIVAL RATING: OUTSTANDING
ANALYN M. MAZO

Name of Faculty

Recommending Approval:


MA. THERESA P. LORETO

Dean/Director

Approved:


BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANALYN M. MAZO**, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January-June 2023**.

Approved:

ANALYN M. MAZO

Professor 3

Date: *7/14/23*

MA.THERESA P. LORETO

College Dean

Date: **JUL 27 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	1	2	5	5	5	5.00	Adviser of MaEd students
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	GAC Member of Ms. Francia Jose
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	10	5	5	5	5.00	Entertained queries of graduate students specially during enrollment
	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 Moodle or Google Classroom							
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	3	22.1	5	5	5	5.00	Handled 1 section in Zool 117 lecture and 2 sections in the laboratory
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	Submitted grades in MarB 115 & Zool 117 on time
		<u>A 11</u> . 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							
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	Attended mandatory trainings
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	5	5.00	Administered long exams in MarB 115 & Zool 117

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	13	5	5	5	5.00	Prepared and administered quizzes in MarB 115 and Zool 117
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	20	5	5	4	4.67	Checks lab reports and other requirements in the subjects handled
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic advisor to students</i>	10	19	5	5	5	5.00	Advise 16 BSMarine Bio and 3 BSBio students
		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	6	5	5	5	5.00	Reviewed and approved proposals and manuscripts of BS Bio and BS Marine Bio students
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Reviewed and approved proposals and manuscripts of BS Bio and BS Marine Bio
		<i>As Head</i>	Advises and corrects research outline and thesis/SP manuscript	10	46	5	5	4	4.67	Reviewed and approved all proposals and manuscripts of graduating students
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	50	5	5	5	5.00	Entertained various concerns of my students
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	2	5	5	5	5.00	Extended assistance to the OBioS and CASS-SSC
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	10	5	5	5	5.00	use long exams, short quizzes, long quizzes, assignments, practical exams, group lab reports, individual lab reports, group presentations, paired presentations, grp problem solving
		Syllabi	Develop/revise syllabi	1	2	5	5	5	5.00	Syllabi for MarB 115 & Zool 117
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	MarB 115 & Zool 117 VC
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during							
		Agency/firm/Industry linkages								
		Number of syllabi reviewed as head	Review the submitted syllabi by faculty members	2	32	5	5	5	5.00	Reviewed and approved all syllabi
		Number of TOS reviewed as head	Review the submitted TOS by the faculty members	5	62	5	5	5	5.00	Reviewed and approved all TOS
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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 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								

		<i>In refereed nat'l/regional journals</i>								
	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 scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage 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 faculty or student w/ faculty)								
		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							
		Number of journal article submitted for publication	Made revisions of the article submitted for publication							
		Number of Research Activity presented to the LGU								
UMFO 4. EXTENSION SERVICES										
	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	1	2	5	5	5	5.00	Led in the establishment of linkage with Baybay LGU and UPMSI/Univ of Maryland
	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							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		Research Mentor								
		Peer reviewers/Panelists	Reviewed an article in Science and Humanities Journal	1	1	5	5	4	4.67	
		Resource Persons								
		Convenor/Organizer								
		Consultant								
		Evaluator	Act as evaluator of Research papers							
		Scientific Advisory Group	Act as member of the Scientific Advisory Group of FMA 10	1	1	5	5	5	5.00	Attends meetings and other activities of the FMA 10
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8. 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*	A 44. 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							
		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	1	1	5	5	5	5.00	Acts as overall coordinator and incharge in Area 1 for the BS Marine Bio AACCUP accreditation (PSV)

		On program accreditations	Assigned as Internal Evaluator for AACUP accreditation of Programs							
		On identifying supporting documents	Helped in identifying supporting documents							
		On institutional accreditations	Acted as ISO QA Coordinator of DBS	1	1	5	5	5	5.00	
		Number of COPC issued by CHED	Led in the document preparations for COPC application of BS Bio major in Zoology and Ecology	0	2	5	5	5	5	Granted 2 COPCs (for BS Biology major in Zoology and BS Biology major in Ecology)
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	PI 3: Additional Outputs	A 47. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other	Imitates/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							
		Number of meetings conducted in the department	Continue to conduct monthly meeting with the faculty and staff	6	9	5	5	5	5.00	Conducted regular, emergency and special meetings with the faculty and staff or faculty only
		Number of CAS Execom meeting attended	Attend regular CAS Execom meeting and act as secretary	6	6	5	5	5	5.00	Attended the meeting of CAS ExeCom and documents the meeting as the College Secretary
	Total Over-all Rating								144.00	
	Average Rating								4.97	
	Adjectival Rating								OUTSTANDING	

Comments & Recommendations for Development Purpose:

Dr. Mazo should continue submitting proposals for possible funding.

Evaluated & Rated by:

mtplncto
MA. THERESA P. LORETO
 Dean, CAS
 Date: JUL 27 2023

Recommending Approval

mtplncto
MA. THERESA P. LORETO
 Dean, CAS
 Date: JUL 27 2023

Approved by:

Beatriz
BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: JUL 27 2023

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analyn M. Mazo
Performance Rating: Outstanding

Aim: Finish the learning guides (MarB 115 & Zool 117) for copyright

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

Finish write-up for MarB 115

Result:

Submit for review

Date: Jan 2024 Target Date: June 2024

Next Step:

Finish write-up for Zool 117

Outcome:


Submit for review

Final Step/Recommendation:

Prepared by:


MA. THERESA P. LORETO
Immediate Supervisor

Conforme:


ANALYN M. MAZO
Professor 3