

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DARIUS NOEL MIÑOZA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.77x100%= 4.77	
b. Students (50%)			
Total for Instruction	100%	4.77	4.77
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			
4. Administration			
5. Production			
TOTAL	100%		4.77

EQUIVALENT NUMERICAL RATING: 4.77
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

DARIUS NOEL MIÑOZA
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, Darius Noel Miñoza, 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 August - ~~November~~ December 2021.

DARIUS NOEL MIÑOZA

Instructor I

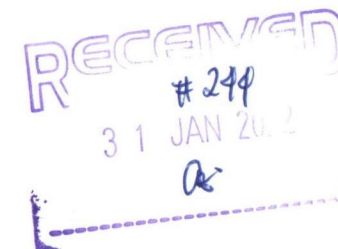
Date: Jan. 6, 2022

Approved:

MA. THERESA P. LORETO

Dean, CAS

Date: Jan. 13, 2022



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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	25.0	34.10	5	5	5	5	FTE for 1st half of the sem only: handled Biol 22e lab and Lec; Biol 25 Lec and Lab; Zool 129 Lec and lab
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	1	5	4	4	4.33	
		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	NA						
		A12. Number of trainings attended related to instruction	Attend mandated trainings							

	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	3	5	4	4	4.33	Only midterm exams were administered; final examinations to be scheduled
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	34	34	5	5	5	5	Quizzes prepared and checked and for 1st half of the sem only
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	6	5	4	4	4.33	lab reports checked for 1st half of the sem only
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students							
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	20	5	5	5	5	Entertained students consulting on subject taught and grades
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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							

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	40	5	5	5	5	Prepared powerpoint presentations, video clips, movie clips, reading assignments per assigned subject
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	20	5	5	5	5	Prepared assessment tools for Biol 22e, Biol 25 and Zool 129
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	5	5	5	5	created Biol25, Biol 22e and Zool 129 virtual classroom using moodle
UMFO 3 . RESEARCH SERVICES										
	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							
		<i>In refereed int'l journals</i>								
		<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							
UMFO 4. EXTENSION SERVICES										
	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 (extrn. 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	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 (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint					
	Total Over-all Rating							42.99	
	Average Rating							4.77	
	Adjectival Rating							Outstanding	

Evaluated & Rated by:

ANALYN M. MAZO
Head, DBS
Date: 1/18/2022

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS
Date: Jan. 13, 2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/24/22

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Darius Noel C. Miñoza

Performance Rating: Outstanding

Aim: To enhance research capability

Proposed Interventions to Improve Performance: Attend research proposal writing workshop, develop a research proposal for possible submission to funding agencies

Date: 2022 Target Date: Jan-June 2022

First Step:

Attend every possible training/workshop on research proposal writing

Result: Attended proposal writing workshop

Date: _____ Target Date: July-Dec 2022

Next Step: _Develop a research proposal

Outcome: Research proposal developed for possible submission to funding agencies

Final Step/Recommendation: Look for funding agencies, package the proposal and submit for possible funding.

Prepared by:


ANALYN M. MAZO
Unit Head


DARIUS NOEL C. MIÑOZA
Faculty