SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: EUNICE KENEE L. SERIÑO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92x50%= 2.46	
b. Students (50%)		4.80x50%= 2.40	
Total for Instruction	80%	4.86	3.888
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	5.0	0.75
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	5%	4.835	0.241
5. Production			
TOTAL	100%		4.879

EQUIVALENT NUMERICAL RATING: 4.879
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.879

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:
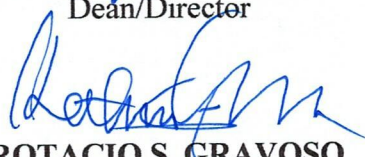
EUNICE KENEE L. SERIÑO   **CHERYL C. BATISTEL**
Name of Faculty   Department Head

Recommending Approval:

GLENN G. PAJARES
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EUNICE KENEE L. SERIÑO**, a faculty member of the **DEPARTMENT OFBIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the following accomplishment in accordance with the indicated measures for the period **January - June 2024**.

Approved:

EUNICE KENEE L. SERIÑO
Asst. Prof. II
Date: Jan. 12, 2024

CHERYL C. BATISTEL
Head, DBS
Date: ___July 22, 2024___

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 10. Additional outputs:	**A3**. Number of students advised on thesis/special problem/dissertation								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
		Number of instructional materials developed								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	**A 1.** Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							

PI 10: Total FTE, coordinated, implemented and monitored *	**A 2**. Actual Faculty's FTE	Handles and teaches courses assigned	5	13.60	5	5	5	5.00	Handled Ecol 152n (Lec & Lab); Ecol 21 (Lec); Biol 199; Biol 200
PI 11: Number of new	**A 3**. Number of new revised curricular	Contributes to the submission							
PI 13: Percentage of	**A 4**. Percentage of courses offered with	Teaches subjects with							
PI 14: Percentage of	**A 5**. Percentage of courses offered with	Teaches subjects with							
PI 15: Number of	**A 6**. Number of Instructional Materials	Prepares and submits IMs for							
PI 16: Percentage of courses offered with final grades submitted within the allowable period	**A 7**. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	80%	75%	5	5	4	4.67	Prepared and submitted gradesheets of courses handled
PI 18: Percentage of courses rated atleast VS in the	**A 8**. Percentage of courses rated atleast VS in the Teaching Performance								
PI 19: Additional Outputs	**A 10**. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	11	5	5	5	5.00	Administered and checked long exams of courses handled
	A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	18	5	5	5	5.00	Prepared and checked quizzes
	A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	10	5	5	4	4.67	Checked lab reports and term papers
	A 14. Number of Student	Assists student organizations							

UMFO 3 . RESEARCH SERVICES

PI 1: Number of research	**A 15.** Number of research outputs in the	Conducts research for possible							
PI 2: Number of research outputs completed within the year *	**A 16.** Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	5	5	5.00	Conducted and completed research project within the year (CRM Impact Study;validation meeting with the community)
PI 3: Number of research	**A 17.** Number of research outputs	Prepares, submits and							
	a. International								
	b. National								
	c. Regional or Institutional Conferences		1						

UMFO 4. EXTENSION SERVICES

PI 1: Number of active	**A 32**. Number of active partnerships	Identifies and links with							
PI 2: Number of trainees	**A 33**. Number of trainees weighted by	Conducts trainings among							
PI 3: Number of extension	**A 34.** Number of extension programs								
PI 4: Percentage of	**A 35.** Percentage of beneficiaries who	Provides quality and relevant							
PI 5: Number of	**A 36.** Number of technical/expert	Provides the technical and							
	a. Peer reviewer of journal/book								
	b. Review of research and extension								
	c. Resource speaker/person (panelist,								
	d. accreditor								
	e. consultancy								

PI	Activity Indicator	Task	Q	E	T			Avg	Remarks
PI 6: Number of extension	**A 37.** Number of extension proposals	Prepares extension project							
PI 7: Number of extension	**A 38.** Number of extension proposals	Follow ups submitted and							
PI 8: Number of extension	**A 39.** Number of extension proposals	Implements duly approved							
PI 9: Number of extension	**A 40.** Number of extension outputs	Prepares, submits and							
	a. *International*								
	b. *National*								
	c. *Regional or Institutional Conferences*								
PI 10: Number of extension	**A 41.** Number of extension activities	Conducts extension program							
PI 11: Number of trainings,	**A 42.** Number of trainings, seminars,	Conducts trainings, seminars,							
PI 12: Number of IEC	**A 43.** Number of IEC materials developed	Develop IEC materials							
PI 13: Number of IEC	**A 44.** Number of IEC materials distributed								
PI 14: Number of extension articles derived from	**A 45.** Number of extension articles derived from approved extension	Submits extension articles derived from approved							
PI 15: Number of extension articles derived from	**A 46.** Number of extension articles derived from approved extension	Follow ups submitted extension articles derived from approved							
PI 16: Amount of research money obtained from external	**A 47.** Amount of extension money obtained from external sources	Requests for extension money from external sources							
PI 17: Amount of research money obtained from internal	**A 48.** Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
PI 18: Additional outputs *	**A 49.** No. of extension-related awards								

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 1. Faculty Development Services

PI	Activity Indicator	Task	Q	E	T			Avg	Remarks
PI 7: Number of trainings, seminars, and conferences attended	**A 50.** Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	6	5	5	5	5.00	Attended the Faculty Onboarding; BIOTA Scientific Webinar; VSU Centennial Webinar Series (4)
	International								
	National								
	Regional/Institutional								

OVPI MFO 3. Registration Services

PI	Activity Indicator	Task	Q	E	T			Avg	Remarks
PI 9: Percentage of students enrolled and validated within the registration period	**A 51.** Percentage of students enrolled and validated within the registration period	Validates students within the registration period	100%	100%	5	5	5	5.00	Validated students (academic advisees) within the registration period
PI 10. Number of students advised during the registration period	**A 52.** Number of students advised during the registration period	Acts as academic adviser	20	34	5	5	5	5.00	Acted as academic adviser to BSBiology students

OVPI MFO 4. Curricular Program Management Services

PI	Activity Indicator	Task	Q	E	T			Avg	Remarks
PI 12: Number of IMs reviewed by the RIMRC	**A 53.** Number of IMs reviewed by the RIMRC	Submits IMs for review							
PI 13: Number of course syllabi and TOS reviewed and approved	**A 54.** Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	5	4	5	5	4	4.67	Submitted TOS for approval
PI 14: Number of OJT MOAs	**A 55.** Number of OJT MOAs prepared	Coordinates with potential firms							

PI 15: Number of student interns deployed and	**A 56.** Number of student interns deployed and monitored	Acts as student internship program coordinator							
PI 16: Number of student thesis advised:	**A 57**. Number of students advised on thesis/field practice/special problem:	As adviser		5	5	5	5	5.00	Advised and corrected research outlines and thesis manuscripts of BSBio student advisees
		As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	3	5	5	5	5	5.00	Advised and corrected research outlines and thesis manuscripts of BSBio and BSMarineBio students
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Advised and corrected research outlines and thesis manuscripts of BSBio students
PI 17: Number of exchange	**A 58.** Number of exchange students	Acts as exchange student							
PI 18: Number of students	**A 59.** Number of students from other	Acts coordinator/facilitator for							
PI 19: Number of external institutions/agencies	**A 60.** Number of external institutions/agencies conducting	Facilitates in assisting of the external institutions/agencies							
PI 20: Number of students from other academic	**A 61.** Number of students from other academic depts conducting research	Facilitates in assisting students from other academic depts							
PI 21: Additional outputs	**A 62.** Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	5	5.00	Entertained students during consultation time

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

PI 9: Percentage of submitted DTR within 20 days after the last day of the month	**A 73.** Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	80%	80%	5	5	4	4.67	Submitted DTR on time after the flexi schedule was fixed
PI 10: Percentage of	**A 74.** Percentage of complaints, if any,	Addresses complaints on time							
PI 12: Percentage of monthly	**A 76.** Percentage of monthly	Submits monthly							
PI 17: Additional Outputs	**A 80.** Number of meetings attended	Attends meetings (departmental/institutional)	12	8	5	5	5	5.00	Attended meetings in the department, department committees, and UAC
	A 81. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performfing							
	Total Over-all Rating							78.67	
	Average Rating							4.92	
	Adjectival Rating							Outstanding	

Comments & Recommendations for Development Purpose:
Pursue PhD studies.

Evaluated & Rated by:

CHERYL C. BATISTEL
Head, DBS
Date: July 22, 2024

Recommending Approval:

GLENN G. PAJARES
Dean, CAS
Date: July 23, 2024

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: July 25, 2024

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q
/	2nd	U A
	3rd	R T
	4th	E R

Name of Office: _____ DBS _____

Head of Office: _____ CHERYL C. BATISTEL __

Number of Personnel: _____ 17 _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		/		Everyone is reminded to submit TOS, grades and DTR on time	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

CHERYL C. BATISTEL
Immediate Supervisor

Noted by:

GLENN G. PAJARES
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Q	2nd Q	3rd Q	4th Q	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
PI 3:	Total FTE monitored			/	/			
MFO 2 HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	All faculty		/				
PI 5:	Percentage increase in enrolment	All faculty		/	/			
PI 6:	Number of programs accredited	All faculty		/	/			
PI 10:	Total FTE monitored *	All DBS and affiliate faculty		/	/			
PI 11:	Number of new revised curricular proposals submitted	All faculty		/	/			
PI 12:	Number of new revised proposal approved by UCC	All faculty		/				
PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	All faculty			/			
PI 18:	Percentage of faculty rated at least VS by Supervisor	All faculty			/			
PI 2:	Number of research outputs completed	EKLS		/				
PI 4:	Number of research proposals submitted	RJPD, CCB, EKLS, FOP, HVO, RMM, DNM, EOB		/				
PI 1:	Number of active partnerships with	DMGV, RJPD,		/	/			

PI	Description	Office							
	LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)	SAC							
PI 2:	Number of trainees weighted by the length of training *	SAC			/				
PI 3:	Number of extension programs and projects	DMGV, SAC		/	/				
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*	DMGV, SAC,			/				
PI 5: *Number of expert services rendered:*	*1. Peer reviewers of journal/book*	CCB, RMM		/	/				
	2. Review of research and extension proposal	SAC			/				
	3. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	SAC, RJPD			/				
PI 6:	Number of extension proposals submitted	DMGV			/				
PI 8:	Number of Extension projects implemented	DMGV, AMM		/	/				
PI 10:	Number of extension activities conducted	DMGV, RJPD, SAC		/	/				
PI 11:	Number of trainings, seminars and fora conducted	DMGV, SAC		/	/				

PI 18:	Additional outputs								
	Number of specimens identified	AMM, HVO, EOB		/	/				
OVPI MFO 1. Faculty Development Services									
PI 1:	Number of faculty pursuing advanced research degrees	JGB, JCE, ARRF, BLAR, SAC, EOB		/	/				
PI 7:	Number of faculty sent to trainings, seminars and conferences	AMM, DNM, SAC, HVO, RMM, EKLS, EOB		/	/				
OVPI MFO 3. Registration Services									
PI 9:	Percentage of students enrolled and validated within the registration period	All faculty		/					
PI 10:	Number of students advised during the registration period	All faculty		/					
OVPI MFO 4. Curricular Program Management Services									
PI 11:	Number of curricular reviews conducted	All faculty		/	/				
PI 13:	Number of course syllabi and TOs reviewed and approved	All faculty		/	/				
PI 14:	Number of OJT MOAs prepared	RMM, DMGV			/				
PI 16:	Number of thesis students advised	CCB, SAC, AMM, DMG, EKLS, FOP, DNM, BLAR, RMM, HVO, EOB, RJD, BSB		/	/				
MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS									
PI 1.	Number of departments/instit utes/offices supervised	AMM, CCB		/	/				
PI 2.	Number of management	DBS Faculty &		/	/				

	meetings conducted	Staff							
PI 3.	Number of committee meetings conducted	AMM, CCB		/	/				
PI 4.	Number of routinary documents acted	AMM, CCB		/	/				
PI 5.	Number of requests acted	AMM, CCB		/	/				
PI 6.	Number of memoranda prepared	AMM, CCB			/				
PI 9:	Percentage of faculty and staff who submitted a DTR every month	All faculty		/	/				
PI 12:	Monthly accomplishment report submitted on time			/	/				
PI 13:	Number of classrooms and Lab rooms constructed and renovated				/				
PI 14:	Percentage budget utilization (GAA)			/	/				
	Percentage budget utilization (STF)			/	/				

Prepared by:

CHERYL C. BATISTEL
Head, DBS

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Eunice Kenee L. Seriño
Performance Rating: Outstanding

Aim: Pursue graduate studies

Proposed Interventions to Improve Performance:

Date: January 2024   Target Date: December 2024

First Step:
Look for possible University

Result:
University identified and start application process

Date: January 2024   Target Date: December 2024

Next Step:
Apply for scholarship

Outcome:

Final Step/Recommendation:

Prepared by:

CHERYL C. BATISTEL
Unit Head

Conforme:

EUNICE KENEE L. SERIÑO
Assistant Professor III

INSTRUCTION AND EVALUATION OFFICE
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Phone/Fax: +63 053 565 0600 local 1104
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph

VISAYAS
STATE UNIVERSITY

TEACHING PERFORMANCE EVALUATION
Summary by Department

Department: <u>Dept. of Biological Science</u>

College: <u>College of Arts andSciences</u>

Semester and Academic Year: <u>First Semester 2023-2024</u>

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANALYN MENDOZA MAZO	4	4.50	90.00 %	Outstanding
BEATRIZ SATENTES BELONIAS	2	5.00	100.00 %	Outstanding
BERNA LOU ABA REGIS	7	4.43	88.57 %	Very Satisfactory
CHERYL COSTILLAS BATISTEL	4	4.50	90.00 %	Outstanding
CLARISSA MAE LAROA SAS	9	4.89	97.78 %	Outstanding
DARIUS NOEL MINOZA	8	4.88	97.50 %	Outstanding
DONNA GUARTE	8	4.62	92.50 %	Outstanding
EUNICE KENEE LABONITE SERIÑO	5	4.80	96.00 %	Outstanding
FRETZELJANE OLOR POGADO	6	4.50	90.00 %	Outstanding
GIDEON RELENTE YEPES	7	4.86	97.14 %	Outstanding
HONEYLENE VALENZONA ONGY	5	5.00	100.00 %	Outstanding
JUDY MAE GILSANO ASIS	8	4.50	90.00 %	Outstanding
LEONARDO DULOJAN CADAVOS	9	5.00	100.00 %	Outstanding
NICOLE CHELSEA . MANGUIAT	7	4.86	97.14 %	Outstanding
RIS MENOEL ROMEN MODINA	5	4.80	96.00 %	Outstanding
ROSALINA DIALIMAS POLIQUIT	6	4.67	93.33 %	Outstanding
SENONA ARAZO CESAR	8	4.50	90.00 %	Outstanding
TED DOMINIQUE S. BELONIAS	8	4.44	88.75 %	Very Satisfactory
YASSER LIM MECATE	9	4.89	97.78 %	Outstanding
	Department Mean	4.72	94.34%	Outstanding

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: April 24, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: April 24, 2024

Received by:

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 2

FM-ODI-12

1st23-24sdDBS-02

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Received by:

ANALYN MENDOZA MAZO
Name and Signature of Department head
Date: _____

MA. THERESA POSAS LORETO
Name and Signature of College Dean
Date: May 21, 2024

Distribution of copies: ODIE, College, Department