


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JEFFRY A. JEVE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
11. Instruction			
aa. Head/Dean (50%)		4.85x100% = 4.85	
bb. Students (50%)			
Total for Instruction	100%	4.85	4.85
12. Research			
aa. Client/Dir. for Research (50%)			
bb. Dept. Head/Center Director (50%)			
Total for Research			
13. Extension			
cc. Client/Dir. For Extension (50%)			
dd. Dept Head/Center Director (50%)			
Total for Extension			
14. Administration			
15. Production			
TOTAL	100%		4.85

EQUIVALENT NUMERICAL RATING: 4.85
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: OUTSTANDING

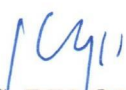

JEFFRY A. JEVE
 Name of Faculty


ANALYN M. MAZO
 Department Head

Recommending Approval:


CANDELARIO L. CALIBO
 Dean/Director


Approved:


BEATRIZ S. BELONIAS
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Jeffrey A. Jeve, 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 July - December 2020


JEFFRY A. JEVE
Substitute Instructor
Date: 12-17-2020

Approved:

ANALYN M. MAZO
Department Head
Date:

CANDELARIO L. CALIBO
College Dean
Date:

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										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A 9. Actual Faculty's FTE	Handles and teaches courses assigned (Lectures: Zool 11, GenBio II, & ScTSb; Laboratories: Biol 138n & MarB 13)	25.00	30.60	5	5	5	5.00	
		A 10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	on-going	5	5	4.5	4.83	Lectures: Zool 11 (2 sections), ScTS 11b, GenBio II (2 sections); Laboratories: Biol 138n & MarB 13; gradesheets 1st sem 2020-2021
		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							
		A 12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Training Workshop on MOODLE Learning Management System for VSUEE A Webinar on Coral Bleaching (Philippine Association of Marine Science) Mangroves 101 Webinar Series Episode 5 (Mangrove Eco-parks) A Webinar on Organizing Your E-mail for Stress-Free Productivity

		A 13. Number of long examinations administered and checked	Administers and checks long examination for Zool 11, ScTS 11b & GenBio II	3	3	5	5	5	5.00	Zool 11, ScTS 11b & GenBio II (midterm examinations)
		A 14. Number of quizzes administered and checked	Prepares and checks quizzes for iec (Zool 11, ScTS 11b, & GenBio II) and lab (Biol 138n & MarB 13)	36 (lecture) & 2 (lab)	36 (lecture) & 2 (lab)	5	5	4.5	4.83	Lecture: Zool 11 (7 quizzes), ScTS 11b (22 quizzes) & GenBio II (7 quizzes); Lab: Biol 138n (1) & MarB 13 (1); Checking (on-going)
		A 15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	5	4.5	4.83	Biol 138n & MarB 13
		A 18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	70	5	5	5	5.00	Consultation via email and messenger
	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	1	3	5	5	4	4.70	Learning Guides in GenBio II (Vol. 1), Zool 11 (Vol 1). & Zool 21 (Vol. 1)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	3	5	5	4	4.70	GenBio II, Zool 11 & ScTS 11b
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	4	4.70	GenBio II, Zool 11 & Zool 21
		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	1	3	5	5	4	4.70	Gen Bio II, Zool 11 & Zool 21
		A 24: Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	4.5	4.83	Prepared MOODLE: Zool 11 & ScTS 11b; Prepared Google Classroom: GenBio II
UMFO 3. RESEARCH SERVICES										
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, 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 service:	Provides customer friendly frontline services to clients		zero % complaint					
Total Overall Rating								58.25	
Average Rating								4.85	
Adjectival Rating								OUTSTANDING	

Evaluated & Rated by:

gaw
ANALYN M. MAZO
Department Head
Date: *12/21/24*

Recommending Approval

gaw
CAIDELARIO L. CALIBO
Dean, cas
Date: *12/21/24*

Approved by:

gaw
BEATRIZ S. BELOMIAS
Vice President for Instruction
Date:

Comments & Recommendations for Development

Purpose: Attend trainings and workshops on teaching strategies

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jeffry Jeve
Performance Rating: Outstanding

Aim: Be familiar with the teaching strategies and online platform used

Proposed Interventions to Improve Performance: Peer Learning and training

Date: October Target Date: November 2020

First Step:

Briefing with the teaching load for first semester

Result:

Potential teaching load identified

Date: November 2020 Target Date: December 2020

Next Step:

Coordinate and the discuss with other faculty members teaching similar courses as well as with the subject coordinator regarding the teaching strategies employed. Attend the scheduled training regarding moodle.

Outcome:

Was able to carry out assigned courses upon coordination with co-teachers and subject coordinator. Was able to learn and use moodle after attending the training.


Final Step/Recommendation:

Continue to coordinate with co-teachers and subject coordinator.

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


JEFFRY JEVE
Instructor I