

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HONEYLENE V. ONGY

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.90x50% = 2.45	
b. Students (50%)		4.67x50%= 2.335	
Total for Instruction	70%	4.785	3.349
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5	1
3. Extension	10%	5	0.50
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.849

EQUIVALENT NUMERICAL RATING: 4.849

Add: Additional Points, if any: none

TOTAL NUMERICAL RATING: 4.849

ADJECTIVAL RATING:

**OUTSTANDING**

HONEYLENE V. ONGY

Name of Faculty

ANALYN M. MAZO

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director


Approved:

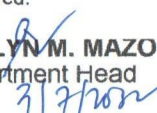
BEATRIZ S. BELONIAS

Vice President

Visayas State University  
DEPARTMENT OF BIOLOGICAL SCIENCES  
Visca, Baybay City, Leyte  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, HONEYLENE V. ONGY, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commits to deliver and agree to be rated on the attainment of the following targets in attainment of the following accomplishments in accordance with the indicated measures for the period July-December 2021.

  
**HONEYLENE V. ONGY**  
Instructor I, DBS  
Date: March 7th 2022

Approved:  
  
**ANALYN M. MAZO**  
Department Head  
Date: 3/7/2022

  
**MA. THERESA P. LORETO**  
College Dean  
Date: 3/8/2022

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 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	BIOL205	3.75	3.75	5	5	4	4.67	TREC205 with 9 students
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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 manuscript	1	1	5	5	5	5.00	Stephanie R. Villaceran



		<u>A4 . Number of students entertained for consultation purposes</u>	<i>Entertains students seeking consultation with faculty</i>	2	5	5	5	5	5.00	Previous and current TREC/BIOL205 students consulting on their projects and grades.
	<u>PI 9: Number of instructional materials developed *</u>	<u>A5 . Number of on-line ready coursewares developed and submitted for review</u>	<i>Converts the existing instructional materials into flexible learning systems</i>	1	1	5	5	4	4.67	TREC205
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	4	4.67	TREC205
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	1	5	5	4	4.67	TREC205
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	1	5	5	5	5	5.00	TREC205 (exam, learning task, term paper, pamphlet, lab report)
		<i>A 6 : Number of on-line course ware reviewed by TRP &amp; edited by MMDC editor</i>	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or Google Classroom (TREC205)</i>	1	1	5	5	5	5.00	TREC205
	<u>PI 10 . Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>	1	2	5	5	4	4.67	Lab activity on Vegetation assessment, Pamphlet project on native species
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5: Total FTE, coordinated, implemented and monitored *</u>	<u>A9. Actual Faculty's FTE</u>	<i>MarB 11 lec and lab, Botn 142 lec and lab, Ecol 142n lec and lab</i>	20.25	20.25	5	5	4	4.67	MarB 11 lec and lab, Botn 142 lec and lab, Ecol 142n lec and lab
		<u>A10 . Number of grade sheets submitted within prescribed period</u>	<i>Prepares gradesheet and submits on or before deadline</i>	3	3	5	5	4	4.67	MarB 11 lec and lab, Botn 142 lec and lab, Ecol 142n lec and lab

		<b>A11.</b> 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	2	6	5	5	5	5.00	BIOL205 (1 student), Botn122 (2 students), Biotechnology (3 students)
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	3	8	5	5	5	5.00	BALIKTANAW: Kasaysayan at Kalikasan Quincentennial Commemoration Webinar on Que hay en un nombre?: Spanish influence on Philippine Botany, Assessment of diversity and ecological services of Aquatic and Riparian Plant Species in Twin Lakes, San Pablo City, Laguna, Faculty On-boarding AY: 2021-2022, VSU Graduate School On-boarding, Intellectual Property Rights (IPR) Awareness Seminar, 2021 BIOTA-MNH: Biodiversity Workshop Series Asynchronous Curatorial Training on Plants, Phil. Native Plants Conservation Society, Inc - 6th International Symposium, 29th Phil. Biodiversity Symposium
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	7	5	5	5	5.00	Midterm and Final Exams for MarB 11 lec and lab, Botn 142 lec and lab, Ecol 142n lec and Lab, TREC205 final exam
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	21	5	5	5	5.00	Quizzes/ Learning Tasks for MarB 11 lec and lab, Botn 142 lec and lab, Ecol 142n lec and lab
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	22	5	5	5	5.00	Lab reports for MarB 11, Botn 142, and Ecol 142
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	2	6	5	5	5	5.00	Marc Guillen; Jezrel Gloria, Mica Rose Montajes, Derizamae Pino, baby Jane Posas, Roshan KC Luzon
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:	As Thesis Adviser	1	2	5	5	5	5.00	Jezrel Gloria, Phil Anthony Sumabat
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Annie Marsha Abayan, Lorhyne Cabier
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	Tristan Dayot; Jeremiah Laude; Meljean Roxas; Mary Grace Gopio; Lou Jane Padilla
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15	5	5	5	5.00	Entertain inquiries of students under my subjects (MarB 11, Botn 142, Ecol 142n, TREC205), Advises my thesis advisee and SRC students with their thesis outline/ manuscript: Help



	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	OBioS
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	2	5	5	5	5.00	OBioS meetings and Acquaintance party of OBioS
	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	4.67	Lab manual for MarB 11, Botn 142 and Ecol 142n
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	15	5	5	4	4.67	Created and updated powerpoint presentations, Provided links to video clips, and gave reading assignments for Ecol 21n lec and lab and MarB 18 lec and lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	5	5.00	long exams, learning tasks, assessments, lab reports, reporting, video presentation, IEC material, critique paper
		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 Google Classroom for MarB18 and Ecol21 class	2	3	5	5	5	5.00	MarB 11, Botn 142, Ecol 142n (lec and lab combined in 1 classroom)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or							
		Agency/firm/Industry linkages	Coordinates with potential firms and							
		A 26. Other outputs implementing	Designs experiential learning	10	22	5	5	5	5.00	All laboratory activities and learning tasks given

UMFO 3 . RESEARCH SERVICES										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Assessment and Monitoring Of Pelagic Algae in VSU Water Resources							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>		1	1	5	5	5	5.00	Phil. Native Plants Conservation Society, Inc - 6th International Symposium
		<i>In nat'l/regional fora/conferences</i>								



	<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<u>PI 6.</u> Additional outputs*	<u>A 32.</u> No. of research-related awards (research conducted by								
		<u>A 33.</u> 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							
		<u>A 34.</u> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<u>A 35.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<u>PI 1.</u> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<u>A 36.</u> 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							
	<u>PI 2.</u> Number of trainees weighted by the length of training	<u>A 37.</u> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<u>PI 3.</u> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<u>A 38.</u> Number of extension programs/projects implemented	Implementes duly approved extension projects							Lake Mahagao Study with DENR

	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 Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant		1	2	5	5	5	5.00	plant identification, Lake Mahagnao Assessment (Macrophytes)
	Evaluator	Evaluator								
	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									
	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									147.00		
Average Rating									4.90		
Adjectival Rating											
Comments & Recommendations for Development											
Purpose: More research involvement											

Evaluated & Rated by:

ANALYN M. MAZO

Department Head

Date: 3/7/2022

Recommending Approval

MA. THERESA P. LORETO

Dean, CAS

Date: 3/8/2022

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 3/11/2022

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Honeylene V. Ongy

Performance Rating: Outstanding

Aim: To conduct resaerch

Proposed Interventions to Improve Performance: To conduct research

Date: Jan 2021

Target Date: December 2021

First Step:

Make proposal or collaborations

Result:

Collaborated with CFES

Date: \_\_\_\_\_ July \_\_\_\_\_ Target Date: \_September-December\_\_\_\_\_

Next Step:

To be involved in the CFES led project

Outcome:

To submit proposal

Final Step/Recommendation:

Prepared by:

  
ANALYN M. MAZO

Unit Head

Conforme:

  
HONEYLENE V. ONGY

Instructor I