

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JAYZON G. BITACURA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
c. Head/Dean (50%)		$4.93 \times 50\% = 2.46$ 4.93	
d. Students (50%)		$4.50 \times 50\% = 2.25$	
Total for Instruction	50%	4.904	2.452
2. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research	45%	5.00	2.250
3. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept Head/Center Director (50%)			
Total for Extension	5%	5.00	0.250
4. Administration			
5. Production			
TOTAL	100%		4.952

EQUIVALENT NUMERICAL RATING: 4.952
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.952

ADJECTIVAL RATING: OUTSTANDING

JAYZON G. BITACURA

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, JAYZON G. BITACURA, 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 to June 2021.

J. Bitacura
JAYZON G. BITACURA
 Assistant Professor III
 Date: *Aug. 19, 2021*

Approved:
Analyn M. Mazo
ANALYN M. MAZO
 Department Head
 Date: *Sept 30, 2021*

MA. Theresa P. Loreto
MA. THERESA P. LORETO
 College Dean
 Date: *Oct. 4, 2021*

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	3	3	5	5	4	4.67	I serve as academic advoser of Med students
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	4	4	4.33	My Master of Education academic advisee Ms. Grace Olaer already finished her Comprehensive Exam last June 28, 2021
		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	3	3	5	5	5	5.00	I entertained students regarding their enrollment concerns and compre exam

	PI 9: Number of instructional materials developed *	A+C31:E375. 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 Moddle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	Handles and teaches courses assigned	10	23.95					I handled MarB 13, Biol 138n, Micr 23n and Zool 115 for 1st Sem AY 2020-2021 (FTE=12.15). For 2nd semester 2020-2021 I handled Micr 24, Bsci 102, Biol 138n, and MarB 112 (FTE=11.8)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	5	5.00	I have submitted gradesheet for MarB 13, Biol 138n, Micr 23n and Zool 115 for 1st Sem AY 2020-2021

		A11. 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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	5	5.00	I have attended 2 webinars hosted by PSBMB regarding teaching biochemistry and molecular biology in the new normal. I have also attended 2 webinars hosted by VSU (TURNITIN and TIEC-CHED Flexible learning)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	12	5	5	5	5.00	I have administered and checked midterm and final exams for MarB 13, Biol 138n, Micr 23n and Zool 115 for 1st Sem AY 2020-2021. I have also administered and checked midterm exams for Micr 24, MarB 112, Bsci 102, and Biol 138n.
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	49					I have administered and checked quizzes for MarB 13, Biol 138n, Micr 23n and Zool 115 for 1st Sem AY 2020-2021. For 2nd semester 2020-2021 I handled Micr 24, Bsci 102, Biol 138n, and
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	3	3	5	5	5	5.00	acted as academic adviser to undergraduate students

		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	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							
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
		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	1	1	5	5	5	5.00	I have prepared online courseware for MarB 13
		<i>On-line ready courseware</i>	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	I have prepared online-ready courseware for MarB 13

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	6	5	5	5	5.00	I have prepared 3 sets of powerpoint presentations and 3 sets of video discussions. 14 powerpoints and 14 videos for Cell and Molecular Biology. Also 16 powerpoints and 16 videos for Microbiology
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	5	4	5	4.67	I have prepared 3 sets of assessment tools (Cell & Molecular Biology, Microbiology, Marine Microbiology)
		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	3	4	5	5	5	5.00	I have made virtual classrooms for MarB 112, Bsci 102, Micr 24 and Biol 138n
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and							
		Agency/firm/Industry linkages	Coordinates with potential							
		A 26. Other outputs implementing	Designs experiential							
			Prepares OBE syllabus	4	6	5	5	5	5.00	I have prepared
			Prepares TOS for exam	4	6	5	5	5	5.00	I have prepared
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	1	1	5	5	5	5.00	I conducted 1 study under the River System project

	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-referred 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>		1	1	5	5	5	5.00	I have published one paper in the January-June 2021 issue of ATR
		<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 for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	2	5	5	5	5.00	I have presented a paper during the 32nd ViCARP and RRDEN Regional Research Symposium and 9th ACES symposium
	PI 5. Percent of research proposals approved *	A 31. Percentage of 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, post-graduate, 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							
			Submits paper for publication in peer-reviewed journal	1	2	5	5	5	5.00	I have submitted paper for publication in ATR and Herbal Medicines Journal
			Attends research symposia and webinars	5	10	5	5	5	5.00	I have attended the following symposia/webinars: 32nd joint ViCARPO and RRDEN Research Conference, PSM Cluster 2 symposium, NRCP conference, Elsevier publication webinar, 9th ACES Conference, 4 PSM Webinars, NSRI
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							
	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	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 Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer		1	2	5	5	5	5.00	I have organized research and career guidance webinars during the 2021 Biology Week Celebration
	Consultancy	Consultant								
	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		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										
	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								88.67	
	Average Rating								4.93	
	Adjectival Rating								Outstanding	
Comments and Recommendations for Development Purpose: <i>may consider doing research</i>										

Evaluated & Rated by:

gagay
ANALYN M. MAZO

Department Head

Date: *Sept 30, 2021*

Recommending Approval

Theresa P. Loreto
MA. THERESA P. LORETO

Dean,

Date: *Oct 4, 2021*

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *Oct 14, 2021*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jayzon G. Bitacura
Performance Rating: Outstanding

Aim: Pursue graduate studies

Proposed Interventions to Improve Performance:

Date: Jan 2021 Target Date: August 2021

First Step:

To pursue Ph.D.

Result:

Was able to obtain admission in UST

Date: June 2021 Target Date: August 2021

Next Step:

Apply for scholarship

Outcome:

Awaiting for result of the DOST scholarship

Final Step/Recommendation:

To pursue PhD in Biology at UST

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


JAYZON G. BITACURA
Assistant Professor III