

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSALINA D. POLIQUIT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.86 x50%= 2.43	
b. Students (50%)		4.40x50%= 2.2	
Total for Instruction	100%	4.63	4.63
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%		4.63

EQUIVALENT NUMERICAL RATING: 4.63
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

ROSALINA D. POLIQUIT
 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, ROSALINA D. POLIQUIT, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December 2022.

RDP
ROSALINA D. POLIQUIT

Assoc. Prof. III

Date: *1/10/2023*

Approved:

AN
ANALYN M. MAZO

Department Head

Date: *1/24/2023*

mtl
Ma. Theresa P. Loreto

Collegè Dean

Date: *JAN 25 2023*

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,	A1. Actual Faculty's FTE	Handles subjects/courses	0.50							graduate student withdraw
	PI 8: Number of graduate	A2. Number of students advised	Acts as academic adviser to								
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman	Advises and corrects research								
		AS GAC Member	Advises and corrects research	1	2	5	5	5	5.00		GAC member of MS Horti
		A4. Number of students entertained for	Entertains students seeking	5	7	5	5	5	5.00		entertained graduate students
	PI 9: Number of instructional	A5. Number of on-line ready	Converts the existing								
		On-line ready courseware	Prepares Instructional								
		Supplemental learning resources	Prepares Power Point								
		Assessment tools	Prepares assessment								
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE,	A9. Actual Faculty's FTE	Handles Botn 113 lec, Botn 113n	5	7	5	5	4	4.67		
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	4	5	5	4	4.67		Midterm grades only; submitted Grade sheets in Botn 113, Botn 113n, Botn 21
		A12. Number of trainings attended related to instruction	Attend mandated trainings/webinars/	2	5	5	4	5	4.67		attended trainings related to instruction and other mandated webinars to support effective delivery of instruction

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	20	5	5	4	4.67	checked long exams for courses assigned
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	checked quizzes for courses assigned
		A15 . Number of lab reports and	Checks lab reports and term	10	22	5	5	5	5.00	checked lab reports , term /
	PI 8: Number of students	A16 . Number of students advised:	Acts as academic adviser to							
		A17 . Number of students advised on								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5.00	corrected final thesis manuscript of Mr. Emmanuel Ramos
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	121	5	5	5	5.00	entertained students consulting on course related concerns
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	30	5	5	5	5.00	prepared PPT lecture presentations and reading assignments in courses assigned
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	16	50	5	5	4	4.67	prepared assessment tools in courses assigned
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
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				
	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							58.35	
	Average Rating							4.86	
	Adjectival Rating							Outstanding	

Comments & Recommendations for Development
Purpose: Needs to consider making doable plan to finish her PhD.

Evaluated & Rated by:

Recommending Approval

Approved by:

ANALYN M. MAZO
Head, DBS
Date: 1/29/2023

Ma. THERESA P. LORETO
Dean, CAS
Date: 1/25/2023

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/26/2023

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rosalina D. Poliquit
Performance Rating: Outstanding

Aim: Finish graduate studies (PhD)

Proposed Interventions to Improve Performance:

Date: Jan 2023 Target Date: Jun 2023

First Step:

Submit Proposal

Result:

Revision of submitted proposal


Date: Jul 2023 Target Date: December 2023

Next Step:

Approved draft

Outcome: Conduct dissertation

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


ROSALINA D. POLIQUIT
Associate Professor