SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DARIUS NOEL MIÑOZA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5 x50%= 2.50	
b. Students (50%)		4.70 x50%=2.35	
Total for Instruction	100%	4.85	4.85
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%		4.85

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

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

DARIUS NOEL MIÑOZA
Name of Faculty

Reviewed by:

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, Darius Noel Miñoza, faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July-Dec. 2023.

	Approved:	
DARIUS NOEL MINOZA	**ANALYN M. MAZO**	**MA. THERESA P. LORETO**
Instructor I	Head, DBS	Dean, CAS
Date: 1/20/2024	Date: 1/23/2024	Date: JAN 2 3 2024

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	Eficiency	Timeliness	Average	
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*	50.0	54.7	5	5	5	5.00	FTE for MarB 13, Biol 25, Zool 129, Biol 138, Biol 190, Biol 200.1n, BIOL 238
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	16	5	5	5	5.00	MarB 13, Biol 25, Zool 129, Biol 138, Biol 190, Biol 200.1n, BIOL 238
		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	NA	NA					
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Curriculum Review GS
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	20	5	5	5	5.00	MarB 13, Biol 25, Zool 129, Biol 138, Biol 190, BIOL 238

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	35	105	5	5	5	5.00	MarB 13, Biol 25, Zool 129, Biol 138, Biol 190
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	18	5	5	5	5.00	MarB 13, Biol 25, Zool 129, Biol 138, Biol 190, Biol 200.1n, BIOL 238
	PI 8: Number of students advised: *	A16. Number of students	Acts as academic							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	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	30	60	5	5	5	5.00	MarB 13, Biol 25, Zool 129, Biol 138, Biol 190, BIOL 238
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO	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							
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	40	62	5	5	5	5.00	MarB 13, Biol 25, Zool 129, Biol 138, Biol 190, BIOL 238

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	5	5	5.00	MarB 13, Biol 25, Zool 129, Biol 138, Biol 190, BIOL 238
		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	MarB 13, Biol 25, Zool 129, Biol 138
UMFO 3 . RESEARCH SERVICES										
	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							
	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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 fora/conferences							
UMFO 4. EXTENSION SERVICES										
	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 (extn. 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 theQMS 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								
Total Over-all Rating									55.00		
Average Rating									5.00		
Adjectival Rating									Outstanding		

Comments and Recommendations for Development Purpose:
Submit research proposals to potential funding agencies

Evaluated & Rated by:

ANALYN M. MAZO
Head, DBS
Date: 1/23/2024

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS
Date: JAN 2 3 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/31/24

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Darius Noel C. Miñoza
Performance Rating: Outstanding

Aim: To develop and submit research proposal for funding

Proposed Interventions to Improve Performance:

Date: July 2023   Target Date: December 2023

First Step:
Identify research problem

Result:
Start writing research proposal after the research problem has been identified

Date: Jan. 2024 Target Date: December 2024

Next Step

Outcome:

Final Step/Recommendation:

Prepared by:

ANALYN M. MAZO
Unit Head

DARIUS NOEL C. MIÑOZA
Asst. Prof. IV