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%)		4.89 x50%= 2.445	
b. Students (50%)		4.40 x50%=2.20	
Total for Instruction	100%	4.645	4.645
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%		4.645

EQUIVALENT NUMERICAL RATING: 4.645
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.645

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 accomplishments in accordance with the indicated measures for the period July -December 2022.

DARIUS NOEL MINOZA
Instructor I
Date: 25-1-2023

Approved:

ANALYN M. MAZO
Head, DBS
Date: 1/25/2023

MA. THERESA P. LORETO
Dean, CAS
Date: JAN 25 2023

| MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines s	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	32.9	5	5	4	4.67	Handled courses: Biol 22e Lect. and Lab.; Biol 25 Lect.; Zool. 129 Lect. and Lab.; Biol 238 Lect; AnSc 197 Lect., AnSc 251 Lect. and Lab.
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6	5	5	5	5.00	Only Midterm grades were uploaded for the 1st semester AY 2022-2023
		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						
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	12	5	5	4	4.67	Only the first and midterm examinations were administered for the 1st semester AY 2022-2023

	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	45	47	5	5	5	5.00	Quizzes prepared and checked for the 1st semester AY 2022-2023
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	208	5	5	5	5.00	Only lab reports and term papers checked for the 1st semester AY 2022-2023
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	50	5	5	5	5.00	Entertained students consulting on subject taught and grades
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USSO*							
	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*	50	50	5	5	5	5.00	Prepared powerpoint presentations, video clips, movie clips, reading assignments per assigned subject
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	15	20	5	5	5	5.00	Prepared assessment tools for Biol 22e, Biol 25, Zool 129, Biol 238, AnSc 197, and AnSc 251
		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	5	4	5	5	4	4.67	Created Biol 22e, Biol 25, Zool 129, and Biol 200 virtual classrooms using Moodle
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)

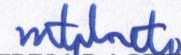|										
PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero % complaint							
Total Over-all Rating									44.00	
Average Rating									4.89	
Adjectival Rating								Outstanding		

Comments and Recommendations for Development Purpose:
Commendable work attitude. Very committed in accomplishing tasks assigned. May consider publishing outputs of ongoing research.

Evaluated & Rated by:

ANALYN M. MAZO
Head, DBS
Date: 1/25/2023

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS
Date: JAN 2 5 2023

Approved by:

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To conduct research

Proposed Interventions to Improve Performance: Submit research proposal
Date: 2023   Target Date: Jan-June 2023

First Step: Encourage the faculty to make a research proposal for submission to funding agencies or look for research affiliation from other departments

_____

_____

_____

Result: (Research proposal developed/Affiliated to other department as study/project leader)
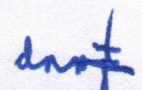
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Date: _____ Target Date: July-Dec 2023

Next Step
Outcome:

Final Step/Recommendation:

Prepared by:

ANALYN M. MAZO
Unit Head

DARIUS NOEL C. MIÑOZA
Faculty