


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


Name of Faculty Member: KYA MAE M. RAMONEDA

| Program Involvement<br>(1)          | Percentage<br>Weight of<br>Involvement<br>(2) | Numerical<br>Rating<br>(Rating x%)<br>(3) | Equivalent<br>Numerical<br>Rating<br>(2x3) |
|-------------------------------------|---|---|--|
| 1. Instruction                      |   |   |  |
| Head/Dean (50%)                     |   | 4.90x100%=<br>4.90                        |  |
| Students (50%)                      |   |   |  |
| Total for Instruction               | 100%  | 4.90                                      | 4.90                                       |
| 2. Research                         |   |   |  |
| Client/Dir. for Research (50%)      |   |   |  |
| Dept. Head/Center Director<br>(50%) |   |   |  |
| Total for Research                  |   |   |  |
| 3. Extension                        |   |   |  |
| Client/Dir. for Extension (50%)     |   |   |  |
| Dept Head/Center Director<br>(50%)  |   |   |  |
| Total for Extension                 |   |   |  |
| 4. Administration                   |   |   |  |
| 5. Production                       |   |   |  |
| TOTAL                               | 100%  |   | 4.90                                       |

EQUIVALENT NUMERICAL RATING: 4.90  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.90

ADJECTIVAL RATING: OUTSTANDING


  
KYZA MAE M. RAMONEDA  
 Name of Faculty

  
ANALYN M. MAZO  
 Department Head

Recommending Approval:

  
MA. THERESA P. LORETO  
 Dean/Director


Approved:


  
BEATRIZ S. BELONIAS  
 Vice President

**"Exhibit B"**  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, KYZA MAE M. RAMONEDA, 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 July to December 2020.

Approved:

  
**KYZA MAE M. RAMONEDA**  
Instructor I, DBS  
Date: December 21, 2020

  
**ANALYN M. MAZO**  
Department Head  
Date: March 5, 2021

  
**MA. THERESA P. LORETO**  
College Dean  
Date: 16 Mar 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 | Timelines | Average |   |
| UMFO 1. ADVANCED EDUCATION SERVICES               |   |  |  |        |                       |         |            |           |         |   |
| OVPI UMFO 2. Graduate Student Management Services |   |  |  |        |                       |         |            |           |         |   |
| 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 BSci 101 Lec, Biol 25 Lec, Micro23n Lec, Micro23n Lab, and BSci104 Lab | 5      | 21                    | 5       | 5          | 5         | 5.00    | Handled and taught BSci 101 Lec, Biol 25 Lec, Micro23n Lec, Micro23n Lab, and BSci104 Lab                   |
|   |   | A12. Number of trainings attended related to instruction |  |        |                       |         |            |           |         | Webinar on Flexible Learning Modalities and Techniques (July 04, 2020)                                      |
|   |   |  |  |        |                       |         |            |           |         | Session 1: CONCEPTS of the Forensics and Pandemics 2020 webinar series (July 01, 2020)                      |
|   |   |  |  |        |                       |         |            |           |         | Session 2: Challenges of the Forensics and Pandemics webinar series (July 08, 2020)                         |

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|--|--|--|--|--|--|--|--|--|--|---|
|  |  |  |  |  |  |  |  |  |  | Session 3: Planning Ahead 1 of the Forensics and Pandemics webinar series (July 15, 2020)   |
|  |  |  |  |  |  |  |  |  |  | Science Policy and Information Forum on Fish Security Amidst Covid-19 Pandemic (July 15, 2020)  |
|  |  |  |  |  |  |  |  |  |  | "New Normal" Health and Safety Measures in the HORECA Industry (July 15, 2020)  |
|  |  |  |  |  |  |  |  |  |  | SOLVE Income insufficiency in the time of COVID-19 Pandemic through Agricultural Value Chains Financing and Investments (July 15, 2020)   |
|  |  |  |  |  |  |  |  |  |  | COVIDIZATION 101: A webinar on COVID-19 Updates in Baguio City and Potential Vaccines (August 12, 2020)   |
|  |  |  |  |  |  |  |  |  |  | MCC International Webinar Series "Tracking Neglected Tropical Diseases (NTDs) using environmental DNA (eDNA) for a more Sensitive and Specific Surveillance and Monitoring" (August 15, 2020) |



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|--|--|--|--|--|--|--|--|--|--|---|
|  |  |  |  |  |  |  |  |  |  | SOLVE Youth Disengagement in Agriculture:<br>Empowering Future Leaders in Southeast Asia<br>(August 12, 2020)     |
|  |  |  |  |  |  |  |  |  |  | How to detect lies and deception. (August 15, 2020)   |
|  |  |  |  |  |  |  |  |  |  | Women in Disaster Risk Reduction: Building<br>Stronger Ground (August 19, 2020)                                   |
|  |  |  |  |  |  |  |  |  |  | Philippine Fisheries (August 28, 2020)  |
|  |  |  |  |  |  |  |  |  |  | Exploring the World of Parasites through Remote<br>Learning (August 20, 2020)                                     |
|  |  |  |  |  |  |  |  |  |  | SOLVE Youth Disengagement in Agriculture:<br>Southeast Asian Youth Champions in Action<br>(August 19, 2020)       |
|  |  |  |  |  |  |  |  |  |  | DOST-NSTW Outstanding Research and<br>Development Award (ORDA) Virtual Paper<br>Presentation (September 14, 2020) |
|  |  |  |  |  |  |  |  |  |  | Food Security and Asset Protection: Building<br>Stronger Ground (September 2, 2020)                               |

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|  |  |  |  |  |  |  |  |  |  | 1st International The Online Seminar Series<br>"Ethnomedicine & Environmental Health in Covid-19<br>Pandemic" (August 19, 2020)                         |
|  |  |  |  |  |  |  |  |  |  | Hygiene and Sanitation in the Healthcare Industry<br>(August 05, 2020)  |
|  |  |  |  |  |  |  |  |  |  | Mangroves 101 Webinar Episode 5 (Mangrove Eco-<br>parks) (September 17, 2020)   |
|  |  |  |  |  |  |  |  |  |  | "Role of ATP Testing in Sanitization and<br>Disinfection" (August 20, 2020)   |
|  |  |  |  |  |  |  |  |  |  | "COVID-19 and Food Safety Measures in the U.S.<br>Supply Chain: Opportunities and Challenges"<br>(August 20, 2020)                                      |
|  |  |  |  |  |  |  |  |  |  | 2020 Webinar Series and 11th Annual Scientific<br>Meeting of the Philippine Society of Cell Biology (for<br>plenary speakers 1 and 2; October 04, 2020) |
|  |  |  |  |  |  |  |  |  |  | 2020 Webinar Series and 11th Annual Scientific<br>Meeting of the Philippine Society of Cell Biology (for<br>plenary speakers 3 and 4; October 10, 2020) |

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|  |  |  |  |  |  |  |  |  |  | 2020 PSCB Webinar Series Evaluation: Young Scientist Fellow Session (YSF speaker 1 and 2; October 09, 2020)                                       |
|  |  |  |  |  |  |  |  |  |  | 2020 PSCB Webinar Series Evaluation: Young Scientist Fellow Session (YSF speaker 3 and 4; October 16, 2020)                                       |
|  |  |  |  |  |  |  |  |  |  | 2020 Webinar Series and 11th Annual Scientific Meeting of the Philippine Society of Cell Biology (for plenary speakers 5 and 6; October 17, 2020) |
|  |  |  |  |  |  |  |  |  |  | 2020 PSCB Webinar Series Evaluation: Young Scientist Fellow Session (YSF speaker 5 and plenary speaker 4; October 23, 2020)                       |
|  |  |  |  |  |  |  |  |  |  | 2020 Webinar Series and 11th Annual Scientific Meeting of the Philippine Society of Cell Biology (for plenary speaker 7; October 24, 2020)        |
|  |  |  |  |  |  |  |  |  |  | 2020 Webinar Series and 11th Annual Scientific Meeting of the Philippine Society of Cell Biology (for plenary speaker 8; November 06, 2020)       |

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|--|--|--|--|----|----|---|---|-----|------|---|
|  |  |  |  |    |    |   |   |     |      | "Biotechnology 101: Theory Practice and Application in Aquaculture and Fisheries" (November 25, 2020)                                   |
|  |  |  |  |    |    |   |   |     |      | 4th National Fisheries Biotechnology Symposium (November 26, 2020)  |
|  |  |  |  |    |    |   |   |     |      | 4th National Mangrove Conference: Linking Science, Innovation and Policy: Mangrove and Beach Forest Conservation (November 24-27, 2020) |
|  |  |  |  |    |    |   |   |     |      | Enviotech Forum: Promoting Biotechnologies for a Healthy Environment  |
|  |  |  |  |    |    |   |   |     |      | Overview of GMP and HACCP in the Food Industry (July 30, 2020)  |
|  |  | <b>A13.</b> Number of long examinations administered and checked | Administeres BSci101 Lec, Biol25 Lec, and Micro23n Lec long exams.                               | 3  | 3  | 5 | 5 | 4.5 | 4.83 | Administered BSci101 Lec, Biol25 Lec, and Micro23n Lec long exams.  |
|  |  | <b>A14.</b> Number of quizzes administered and checked           | Prepares and checks learning tasks and assesments for BSci101 Lec, Biol25 Lec, and Micro23n Lec. | 44 | 44 | 5 | 5 | 5   | 5.00 | Prepared and checked learning tasks and assesments for BSci101 Lec, Biol25 Lec, and Micro23n Lec.                                       |



|   |  |  |   |    |    |   |   |     |      |   |
|---|--|--|---|----|----|---|---|-----|------|---|
|   |  | <b>A16.</b> Number of Power Point presentation and reading assignments prepared    | Prepares learning guides and powerpoints for BSci101 lec, Biol25 lec, Micro23n Lec.                         | 5  | 5  | 5 | 5 | 4.5 | 4.83 | Prepared learning guides and powerpoints for BSci101 lec, Biol25 lec, Micro23n Lec.   |
| <b>PI 8:</b> Number of students advised: *                  |  | <b>A17.</b> Number of students advised:  | Serve as an academic adviser for students   | 25 | 25 | 5 | 5 | 5   | 5.00 | Served as an academic adviser for 25 students   |
|   |  | <b>A19.</b> Number of students entertained for consultation purposes               | Students consulted through e-mail   |    | 3  | 5 | 5 | 5   | 5.00 | Entertained students for consultation through e-mail.   |
| <b>PI 9:</b> Number of student                              |  | <b>A20.</b> Number of Student organizations  |   |    |    |   |   |     |      |   |
|   |  | <b>A21.</b> Number of Student organizations assisted on student related activities | Entertains students consulting on subject taught, thesis and grades   |    |    |   |   |     |      |   |
| <b>PI 10:</b> Number of instructional materials developed * |  | <b>A 22 :</b> Number of on-line course ware developed and submitted :              | Prepares and submits for review by the DIMRC  | 4  | 4  | 5 | 5 | 4.5 | 4.83 | Prepared and submitted Biol25 Lecture Volume 1, BSci101 Lecture Volume 1, Biol22e Volume 1, and Micro23n Lecture Volume 1 online coursewares for review by the Technical Review Panel |
|   |  | On-line ready courseware   | Prepares Instructional module/laboratory guide/workbook or a combination thereof                            | 4  | 4  | 5 | 5 | 4.5 | 4.83 | Prepared and submitted Biol25 Lecture Volume 1, BSci101 Lecture Volume 1, Biol22e Volume 1, and Micro23n Lecture Volume 1 learning guides   |
|   |  | Supplemental learning resources  | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 3  | 3  | 5 | 5 | 4.5 | 4.83 | Prepared PowerPoint presentations for BSci101, Biol25, and Micro23n Lectures.   |
|   |  | Assessment tools   | Prepares assessment tools such as long exam, quizzes, problems sets, etc.                                   | 60 | 60 | 5 | 5 | 5   | 5.00 | Prepared and checked learning tasks and assesments for BSci101 Lec, Biol25 Lec, Biol22e, and Micro23n Lec.  |



|                                   |  |  |  |   |   |   |   |     |      |   |
|-----------------------------------|--|--|--|---|---|---|---|-----|------|---|
|                                   |  | <b>A 23 :</b> Number of on-line course were reviewed by DIMRC  | Submits the course were duly reviewed by DIMRC and validated by the dean                                 | 4 | 4 | 5 | 5 | 4.5 | 4.83 | Submitted the learning guides volume 1 for Biol 25, BSci101, Biol22e, and Micro23n            |
|                                   |  | <b>A 24 :</b> Number of virtual classroom created and operational  | Creates virtual classroom using either Moddle or Google Classroom  | 3 | 3 | 5 | 5 | 4.5 | 4.83 | Created the virtual classrooms for Biol25, BSci101, and Micro23n through the Moodle platform. |
| <b>UMFO 3 . RESEARCH SERVICES</b> |  |  |  |   |   |   |   |     |      |   |
|                                   | <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 *  | Conducts and completes research project within the year  |   |   |   |   |     |      |   |
|                                   | <b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal             | <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                         |   |   |   |   |     |      |   |
|                                   | <b>PI 4.</b> Number of research outputs presented in regional/national/ int'l  | <b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *                             | Prepares, submits and presents research paper in scientific for a/conferences                            |   |   |   |   |     |      |   |
|                                   | <b>PI 5.</b> Percent of research proposals approved *  | <b>A 31.</b> Percentage of of research proposals prepared, submitted and approved  | Prepares research proposals, submits and follows up its approval for immediate implementation            |   |   |   |   |     |      |   |
|                                   |  | <b>A 33.</b> 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 |   |   |   |   |     |      |   |
|                                   |  | <b>A 34.</b> Number of UMs submitted to ITSO, VSU  | Prepares and submits duly application for UM of technology generated out of research output              |   |   |   |   |     |      |   |
|                                   |  | <b>A 35.</b> 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> |  |  |  |   |   |   |   |     |      |   |

|   |  |  |  |                     |  |  |  |             |  |
|---|--|--|--|---------------------|--|--|--|-------------|--|
| <b>UMFO 5. SUPPORT TO OPERATIONS</b>  |  |  |  |                     |  |  |  |             |  |
| <b>OVPI MFO 4. Program and Institutional Accreditation Services</b>   |  |  |  |                     |  |  |  |             |  |
| <b>PI 8.</b> Compliance to all requirements thru the established/adequate   | <b>A 44.</b> 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  |  | zero non-conformity |  |  |  |             |  |
|   | <b>A 45.</b> 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      |  |  |  |             |  |
| <b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>   |  |  |  |                     |  |  |  |             |  |
| <b>PI 2.</b> Zero percent complaint from clients served   | <b>A 46.</b> Customerly friendly frontline services  | Provides customer friendly frontline services to clients   |  | Zero % complaint    |  |  |  |             |  |
| <b>Total Over-all Rating</b>  |  |  |  |                     |  |  |  | 58.83       |  |
| <b>Average Rating</b>   |  |  |  |                     |  |  |  | 4.90        |  |
| <b>Adjectival Rating</b>  |  |  |  |                     |  |  |  | Outstanding |  |
| <b>Comments and Recommendations for Development Purpose:</b> Needs to publish relevant findings of her research or thesis |  |  |  |                     |  |  |  |             |  |

Evaluated & Rated by:

*ANALYN M. MAZO*  
ANALYN M. MAZO  
Department Head, DBS  
Date: *March 5, 2021*

Recommending Approval

*MA. THERESA P. LORETO*  
MA. THERESA P. LORETO  
Dean, CAS  
Date: *16 Mar 2021*

Approved by:

*BEATRIZ S. BELONIAS*  
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs  
Date: *3/17/21*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Kyza Mae M. Ramoneda  
Performance Rating: Outstanding

Aim: Publish article in international journal

Proposed Interventions to Improve Performance: Develop and submit article

Date: June 2020      Target Date: March 2021

First Step: Make a draft research article for submission

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Result: Draft article developed

Date: July 2021      Target Date: December 2021

Next Step:  
Look for a journal to publish the article

Outcome:


Submit the article to the identified journal

Final Step/Recommendation:

Finalization/revisions of the article for publication

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Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**KYZA MAE R. RAMONEDA**