SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DONNA M. GUARTE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87x100%= 4.87	
b. Students (50%)			
Total for Instruction	100%	4.87	4.87
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%		4.87

EQUIVALENT NUMERICAL RATING: 4.87
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

DONNA M. GUARTE   **ANALYN M. MAZO**
Name of Faculty   Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Donna M. Guarte, 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 August - ~~November~~ *December* 2021.

Approved:

DONNA M. GUARTE
Instructor I
Date: 12/14/21

MA. THERESA P. LORETO
Dean, CAS
Date: 12/20/2021

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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	Timelines s	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*	25.0	33.90	5	5	4	4.7	Handled courses: Zool 11 lec, Biol 11 lab and lec, Buiol 123n lab, MarB 131 leca and lab
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	1	5	5	4	4.7	Midterm grade for MarB 131 submitted, Midterm grades for Bio 11, Zool 11 are yet to be finalized
		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	4	4	5	5	5	5	half of the 1st sem only, midterm exams were conducted: final exams are yet to be administered

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	20	5	5	4	47	Quizzes prepasred and checked for 1st sem only	half of the
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	8	5	5	4	4.7	lab reports checked for 1st sem only	half of the ^
PI 8: Number of students advised: *		A16. Number of students advised:	Acts as academic adviser to students								
		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	2							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	8	5	5	5	5	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	25	40	5	5	5	5	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.	25	35	5	5	5	5	Prepared assessment tools per lesson in each module	

		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	1	1		5	5	5	5	created MarB 131 virtual classroom 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								
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										43.80
Average Rating										4.87
Adjectival Rating										Outstanding

Evaluated & Rated by:

ANALYN M. MAZO
Head, DBS
Date: 12/14/2021

Recommending Approval:

mtploreto
MA. THERESA P. LORETO
Dean, CAS
Date: 12/20/2021

Approved by:

BEATRIZ S. BELONIAS 01/12
Vice President for Academic Affairs
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Donna M. Guarte
Performance Rating: Outstanding

Aim: To enhance research capability

Proposed Interventions to Improve Performance: Attend research proposal writing workshop, develop a research proposal for possible submission to funding agencies
Date: 2022   Target Date: Jan-June 2022

First Step:
Attend every possible training/workshop on research proposal writing

Result: Attended proposal writing workshop

Date: _____   Target Date: July-Dec 2022

Next Step:_Develop a research proposal

Outcome: Research proposal developed for possible submission to funding agencies

Final Step/Recommendation: Look for funding agencies, package the proposal and submit for possible funding.

Prepared by:

ANALYN M. MAZO
Unit Head

DONNA M. GUARTE
Faculty