

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%)		4.77x50%= 2.385	
b. Students (50%)		5.00x50%= 2.5	
Total for Instruction	100%	4.885	4.885
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%		4.885

EQUIVALENT NUMERICAL RATING: 4.885
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.885

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

DONNA M. GUARTE
 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, Donna M. Guarte, a 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 to December 2022.

Donna M. Guarte
DONNA M. GUARTE
 Instructor I
 Date: 1/24/23

Approved:
Analy N. Mazo
ANALYN M. MAZO
 Department Head
 Date: 1/25/23

MA. Theresa P. Loreto
MA. THERESA P. LORETO
 College 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, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised								
		As GAC Chairman	Advises and corrects research outline and							
		AS GAC Member	Advises and corrects research outline and							
		A4 . Number of students entertained for consultation	Entertains students seeking consultation with							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, readings							
		Assessment tools	Prepares assessment tools such as long exam.							
		A 6 : Number of on-line course ware reviewed by TRP & edited	Submits the course ware duly reviewed by TRP for							

	<i>A 7 : Number of virtual classroom created and operational</i>	<i>Creates virtual classroom using either Moddle or</i>							
<i>PI 10 . Additional outputs:</i>	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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	<i>Handles and teaches courses assigned</i>	25	31.4	5	4	5	4.67	1st Sem AY 2022-2023 (Biol 11 lec and lab- 1 section; Zool 11 lec - 4 sections; MarB 121 lec and lab - 1 section)
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	8 (Midterm and Final Grades for Biol 200a; Midterm Grades for Biol 11, Zool 11 and MarB 121)	5	5	5	5.00	Summey AY 2021-2022 (Biol 200a); 1st Sem AY 2022-2023 (Biol 11 - 1 section; Zool lec - 4 sections, MarB 121 - 1 section)
	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	4	6	5	5	5	5.00	Zool 11 students (Annie Alderite, Vhea Nunez, Nicole Padua, Karen Escario, Ghelmar Pcsas, Mary Toledo)
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	5	5	4	5	4.67	Lecture Series on Philippine Planktology; VSU Faculty onboarding; ISO 9001:2015 awareness/re-awareness seminar; Mandatory Orientation and Re-orientation of Academic Advisers, Dept. Enrollment Focal Persons, and College Hotline Agents; FishBase-SeaLifeBase Symposium; 2023 Para El Mar Visayas Forum)
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	7	5	5	5	5.00	Zool 11 lec (1st LE, MTEExam); Biol 11 lec (1st LE, MTEExam); Biol 11 lab (MTEExam); MarB 121 lec (MTEExam); MarB 121 lab (MTEExam)
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	25	36	5	5	4	4.67	Zool 11 lec (12); Biol 11 lec (10); Biol 11 lab (7); MarB 121 lec (7)
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15 (exercises)	19 (exercises)	5	5	4	4.67	Biol 11 lab (13 exercises x 27 students); MarB 121 (6 x 16 students)

PI 8: Number of students advised: *	A16: Number of students advised:	Acts as academic adviser to students	15	27	5	5	5	5.00	1st year BSMB (25); 2nd Year BSMB (2)
	A17: Number of students advised on thesis/ field practice/special problem:	As Thesis Adviser	1	3	5	5	4	4.67	Nerilito Braga, Mharianne Ross Llauder, Vincent Bueno
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	4	4.67	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	
	A18: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	150	5	5	4	4.67	Includes Zool 11, Biol 11 and MarB 121 students, thesis advisees, and academic advisees
PI 9: Number of student organizations advised/	A19: Number of Student organizations advised	Advises student organizations recognized							
	A20: Number of Student organizations assisted on student	Assists student organizations in							
PI 10: Number of instructional materials	A 21 : Number of on-line course ware developed and submitted	Prepares and submits for review by the Technical							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	4	5	5	4	4.67	Biol 11 and MarB 121 (lec and lab)
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	30	67	5	5	4	4.67	Zool 11 lec (16); Biol 11 Lec (18); Biol 11 lab (13); MarB 121 lec (14); MarB 121 lab (6)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	30	43	5	5	4	4.67	MTE exams (5); LE (2); Quizzes (36)
	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 Moodle or Google Classroom	1	2	5	5	5	5.00	Google Classroom for Zool 11 and Biol 11

	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:							
		Program accreditation/evaluation	Prepares documents and /or program profile and other						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students						
		A 26. Other outputs implementing	Designs experiential learning						
UMFO 3 . RESEARCH SERVICES									
	PI 1. Number of research outputs in the last three (3) years utilized by the	A27. 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						
	PI 2. Number of research outputs completed within	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-refereed	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within	Writes publishable materials out of research outputs and submits for						
		In refereed int'l journals							
		In refereed nat'l/regional journals							
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in regional/national/ int'l	Prepares, submits and presents research paper in						
		In int'l fora/conferences							
		In nat'l/regional fora/conferences							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and						
	PI 6. Additional outputs*	A 32. NO. of research-related awards/research conducted by							
		A 33. Number of journal articles/scientific paper received	Acts as peer reviewer of journal articles/scientific papers. reviews the paper						
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of						
		A 35. Other outputs implementing	Designs research related						
UMFO 4. EXTENSION SERVICES									
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated	Identifies and links with probable partners for extension activities and maintains this active partnership						
	PI 2. Number of trainees weighted by the length	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of						

	PI 3. Number of extension programs organized and supported	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	PI 5. Number of technical/expert	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research	Research Mentor								
	Mentoring									
	Peer	Peer reviewers/Panelists								
	reviewers/Panelists									
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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 (extrn. 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	A 44. Compliance to all requirements of the QMS core processes of the	Ensures that all the QMS core processes of the university are complied		zero non-conformity				
		A 45. Compliance to all requirements of the program and institutional	Prepares required documents and complies all requirements as		100% compliant				
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services									
	PI 2. Zero percent complaint from clients	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	Initiates/introduces improvements in						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/managemen						
	Total Over-all Rating							67.00	
	Average Rating							4.79	
	Adjectival Rating							Outstanding	

Comments and Recommendations for Development Purpose: Work attitude is commendable. May consider involvement in research.

Evaluated & Rated by:

Recommending Approval

Approved by:

ANALYN M. MAZO

Department Head

Date: 1/25/2023

MA. THERESA P. LORETO

Dean, CAS

Date: JAN 25 2023

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/24/2023

EMPLOYEE DEVELOPMENT PLAN

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

Aim: To be involved in research activities
Proposed Interventions to Improve Performance: Submit research proposal

Date: 2023 Target Date: Jan-June 2023

First Step:

Encourage the faculty to submit research proposals to funding agencies

Result: (Research proposal developed)


Date: _____ Target Date: July-Dec 2023

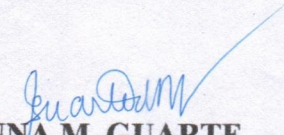
Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head


DONNA M. GUARTE
Faculty