SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SENONA A. CESAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.91x50% = 2.455	
b. Students (50%)		4.33x50%= 2.165	
Total for Instruction	70%	4.62	3.234
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5.0	1.5
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.734

EQUIVALENT NUMERICAL RATING: 4.734
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.734

ADJECTIVAL RATING: **OUTSTANDING**

SENONA A. CESAR   **ANALYN M. MAZO**
Name of Faculty   Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
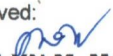Vice President

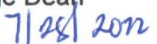**Exhibit K**

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SENONA A. CESAR, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period JANUARY TO JUNE 2022.

	Approved:	for: ... OIC
SENONA A. CESAR	**ANALYN M. MAZO**	**THERESA P. LORETO**
Assoc Prof V	Department Head	College Dean
Date: July 14, 2022	Date: 7/?/??	Date: 7/28/2022

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 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	7	6	5	5	5	5.00	One did not enroll
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and							
		AS GAC Member	Advises and corrects							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	7	6	5	5	5	5.00	
	PI 9: Number of instructional materials	**A5** . Number of on-line ready coursewares developed and	Converts the existing instructional materials into							
		On-line ready courseware	Prepares Instructional module/laboratory							

PI	Indicator	Description	Action	Target	Accomplishment				Avg	Remarks
		Supplemental learning resources	Prepares Power Point presentation, video clips,							
		Assessment tools	Prepares assessment tools such as long exam, quizzes,							
		A 6 : Number of on-line course ware reviewed by TRP & edited by	Submits the course ware duly reviewed by TRP for							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or							
		A4 . Number of students	Entertains students seeking							
PI 10 . Additional outputs:		A 8. Other outputs implementing the	Designs experiential							
		A.9. Act as GAC for Master in								
		As GAC Chairman	Acts as GAC Chairman	7	6	5	5	5	5.00	
		AS GAC Member	Acts as GAC Member							

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI	Indicator	Description	Action	Target	Accomplishment				Avg	Remarks
PI 5: Total FTE,		A9. Actual Faculty's FTE	Handles and teaches	14.55	14.55	5	4	5	4.67	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	12	5	5	4	4.67	Ecol 21; MarB 126; 2 ScTS 11b, MarB 200a and MarB 200- addition of Biol 200 for OS students; including
		A 11 . Number of INC forms with	Facilitates students in their completion of the subject and							
		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	8	17	5	5	4	4.67	includes the 9 narrative reports of OJT students; excluding the 12 outputs
		A14 . Number of quizzes	Prepares and checks	120	122	5	5	5	5.00	additional output - an essay
		A15 . Number of lab reports and	Checks lab reports and term							
PI 8: Number of students advised: *		A16 . Number of students advised:	Acts as academic adviser to students	25	25	5	5	5	5.00	12 2nd yr BS MB; 10 4th and 3 OS BS Bio
		A17 . Number of students advised on thesis/ field practice/special problem:	thesis adviser	4 (Puray, X; Pableo, FJ, Enales M, Codis, E.)	4	5	4	5	4.67	

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	Roxas, M; Pedarious, JC; Tupaz, L
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	4	5	5	5	5.00	Baltazar, J; Jamin, M; Edar, L; Maningo, K.
		A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	137	150	5	5	5	5.00	students and acad advisees' including those left by part timers
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	2	3	5	5	4	4.67	MarB 129 Lec and Lab; modification of Ecol 21n for Ecol 21	
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2 Learning Guide; 1 Lab manual	3	5	5	4	5.00	Learning guide for Ecol 21 and MarB 126 ; Lab guide for Ecol 21 and MarB 126	
	Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2 sets ppt; downloaded webinar materials; videoclips from student projects		5	5	5	5.00	MarB 129 lec and lab	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	5	**5.00**	Long exam and quizzes; online workshop; article review; CPCe processing of pictures; online	
	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	4 in VSU EE	4	5	5	5	5.00	2 ScTS 11; MarB 126; Ecol 21; MarB 200a	
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									
	Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during								
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students								

	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
UMFO 3 . RESEARCH SERVICES										
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	1	5	5	5	5.00	AR, and CRM
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	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the	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 scienfic for a/conferences							
	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 approved	Prepares research proposals, submits and follows up its approval for							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by								
	A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	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 the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	handled the 9 BS MB OJT students that were supposed to be deployed during the previous summer time; handled students from 5 classes to comply with their DEF from						

UMFO 4. EXTENSION SERVICES

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

	PI 2. Zero percent complaint from clients served	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 practice replicated/benchmarked by other	initiates/introduces improvements in performing functions resulting to best							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management						88.33	
	Total Over-all Rating								88.33	
	Average Rating								4.91	
	Adjectival Rating							Outstanding		

Comments and Recommendations for Development Purpose: Needs to finish her PhD

Evaluated & Rated by:

Recommending Approval

Approved by:

ANALYN M. MAZO
Department Head, DBS
Date:

for: **THERESA P. LORETO**-o/c
Dean, CAS
Date: 7/28/2022

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7-28-22

Instructor III

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Senona A. Cesar
Performance Rating: Outstanding

Aim: Finish graduate studies

Proposed Interventions to Improve Performance: Come up with a timeline of activities related to dissertation

Date: Jan 2022   Target Date: December 2022

First Step:
Look for possible options to finish dissertation

Result:
Options identified

Date: July 2022 Target Date: December 2022

Next Step:

Outcome:

Working on the approval of proposal
Final Step/Recommendation:

Should finish as soon as possible

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

SENONA A. CESAR