

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ANALYN M. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2 x 3)
1. Instruction			
a. Dean (50%)		2.49	1.245
b. Students (50%)		2.5	1.25
TOTAL for Instruction	50%		
2. Research	25%	5	1.25
3. Administration	25%	5	1.25
TOTAL RATING			4.995

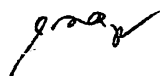
EQUIVALENT NUMERICAL RATING: 4.995

Add: Additional Points, if any:

TOTAL NUMERICAL RATING 4.995

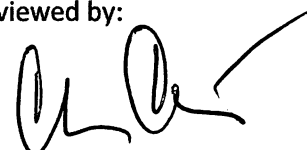
ADJECTIVAL RATING: OUTSTANDING

Prepared by:



ANALYN M. MAZO
Name of Faculty

Reviewed by:



CANDELARIO L. CALIBO
Dean

Recommending Approval:



CANDELARIO L. CALIBO
CAS Dean


Approved:



BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
DEPARTMENT OF BIOLOGICAL SCIENCES
Visca, Baybay City, Leyte
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ANALYN M. MAZO, DBS head, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018


ANALYN M. MAZO
Head
Date:


CANDELARIO L. CALIBO
Dean
Date:

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO	1: Advanced Education Services									
DBS MFO 1. Graduate Degree Program										
	PI 1: Number of graduate degree specializations offered and monitored	Facilitate and monitor the offering of graduate degree programs	1	2	5	5	5	5		DBS offers MS Botany and the major subjects in Master in Education
	PI 2: Total FTE monitored									
	PI 4: Other accomplishments									
	Number of proposed graduate degree program	Spearhead the development & revisions of the proposal to offer MS Biology	1	1	5	5	5	5		The MS Biology program with majors in Botany and Marine Biology has been approved by BOR for offering this first semester SY 2018-2019. However, its offering is withheld pending the lifting of the ban imposed by CHED.
DBS MFO 2. Graduate Student										
	PI 1: Number of graduate students advised	Act as GAC of graduate students	1	2	5	5	5	5		
UMFO 2. Higher Education Services										
DBS MFO 1. Curriculum Program										
	PI 1: Total FTE monitored	Teach in basic and major courses offered at DBS	10.00	17.80	5	5	5	5		Taught two sections of General Zoology (Zool 11) and 1 section of Earth and Life Science (Senior High School)

10. *Chrysomelidae* (see *Chrysomelidae*)

THE UNIVERSITY OF CHICAGO

1947-1948

With the passage of the 1994 Tax Reform Act, the new definition of DOM for equal employment opportunity purposes has been adopted and applied to the federal government's employment practices. The new definition of DOM for equal employment opportunity purposes is "any individual who is or was married, single, divorced, widowed, or separated."

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1. The first step is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the situation.

1. The first part of the document is a list of names and their corresponding addresses. The names are listed in a single column, and the addresses are listed in a single column to the right of the names. The names are: John Doe, Jane Doe, and John Doe. The addresses are: 123 Main St, 456 Main St, and 789 Main St.

1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365</
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DEPARTMENT OF BIOLOGY SCIENCES

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	PI 2: Number of curricular program compliant to CMO, approved and offered	Propose/revise curricula in compliance to CMO	1	2	5	5	5	5	Developed the following proposals: 1) Proposal to revise the BS Biology curriculum with three major fields (Ecology, Botany & Zoology) in compliance to CMO No. 49 s. 2017; 2) proposal to offer BS Marine Biology based on CMO 46 s. 2017. Said proposals were presented for comments/revisions to the faculty members of DBS. The proposals were then submitted to the CAS curriculum committee for review, then to the VSU curriculum committee and finally approved by BOR per resolutions no.....
	PI 3: Average passing percentage in licensure examinations in mandated programs	N/A							
	PI 4: Number of academe/industry linkage established								
	PI 8: Number of students advised for their academic and thesis concerns	Advise BS Bio students in their academic status and thesis concerns	50	75	5	5	5	5	Served as academic adviser, advised other students about their academic problems as well as served as adviser, chairman and member of student thesis committee
	PI 9: Number of student organizations advised								
	PI 10: Number of instructional materials developed/revise	Revise instructional materials	10	17	5	5	5	5	Revised the manual and powerpoint presentations in Invertebrate Biology
	PI 11: Number of OBE compliant syllabus prepared	Develop/revise OBE syllabus	1	2	5	5	4.5	4.8	Revised the Invertebrate Biology syllabus and developed the syllabus in Marine Invertebrates
	PI 12: Additional outputs								
	Number of awards/recognitions received by faculty member								
DBS MFO 3. RESEARCH									
	PI 1: Number of published papers in internationally indexed journals								
	PI 2: Number of research outputs presented in local/regional/national /international fora/conferences								
	PI 3: Number of research project/study conducted and/or completed on schedule	Conduct relevant research	3	5	5	5	5	5	Project Leader: Conservation and Utilization of Marine Resources In Camotes and Cuatro Islands, Camotes Sea; Study Leader: Mangrove Species of Camotes and Cuatro Islands; Macroinvertebrates in the Major Rivers of Leyte; Macroinvertebrates in VSU water resources; Co-Study Leader: Assessment and Utilization of Marine Products in Camotes and Cuatro Islands
	PI 5: Number of research project proposals developed	Develop research proposals	1	2	5	5	5	5	Submitted research proposals to PCAARRD and BFAR
	PI 6: Amount of money generated outside VSU								

By the United States District Court for the District of Columbia	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	122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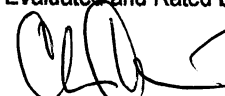
	PI 8: Amount of money generated from institutional funding								
DBS MFO 4. Extension services									
	PI 1: Number of technical/expert services rendered	Act as resource person	1	2	5	5	5	5	Acted as resource person during the "Participatory Coastal Resources Assessment Training Workshop" for the LGUs of Baybay last January 29-31, 2018. Also served as speaker during the "Stakeholder's forum on the protection of the coastal zone of the city of Tacloban, the municipality of Tanauan and the Municipality of Palo: Sharing knowledge and information on ecosystems, status, and sustainable use of coastal and marine ecosystems" last March 16, 2018. Said forum was organized by DOST, Wetlands International and The Netherlands Red Cross
	PI 2: Number of extension projects/components conducted								
	PI 6: Additional Outputs								
	Number of articles reviewed for peer-reviewed journals	Act as reviewer for ATR	1	1	5	5	5	5	Reviewed article for publication in ATR
	Number of scientific for a/seminar/workshop attended	Attend scientific for a/workshops	1	1					Attended the ..organized by DENR
DBS MFO 5. Support to operation									
OVPI MFO 1 Faculty Development Services									
	PI 1. Number of faculty pursuing advanced degree program	Make the faculty development plan and monitor its implementation	3	3	5	5	5	5	Facilitated the request of faculty members pursuing graduate studies to extend study leave/or have reduced teaching load.
OVPI MFO 2 Faculty Recruiting/Hiring Services									
	PI 1: Number of new faculty recommended for hiring aligned with ISO standards	Hire new faculty members	2	4	5	5	5	5	Made requests to hire substitute faculty members to help the department with its offerings
OVPI MFO 3 Faculty Evaluation Services									

	PI 2: Percentage of Faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Encourage faculty members to always improve teaching performance	80%	100%	5	5	5	5	All faculty members obtained either VERY SATISFACTORY or OUTSTANDING ratings by the students
	OVPI MFO 4 Program and institutional Accreditation Services								
	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1	Spearhead the department in the accreditation of BS Biology program	1	1	5	5	5	5	BS Biology is Level III accredited by the AACCUP
	PI 2: Percentage of degree program compliant with CHED	Make the proposals for the programs in order for such to be CHED compliant	100%	100%	5	5	5	5	Made the following proposals: 1) to revise the BS Biology program to be compliant to CMO No. 49 s 2017; 2) offer the New BS Marine Biology program in compliance to CMO No. 46 s 2017. Such proposals have been submitted to CHED-RO 8 for review.
	PI 3. Number of NP submitted for BS Bio Level III Phase II AACCUP accreditation	facilitate the collection of supporting documents and making of narrative profile	80%	100%					Made sure that Narrative Profiles were submitted as required by QAC
	PI 4. Number of supporting documents bound for BS Bio Level III Phase 2 AACCUP accreditation				5	5	5	5	Made sure that all supporting documents were bound and complied ready for the perusal by the evaluators
	PI 5: % of Presentation made for the Level III Phase II AACCUP accreditation	Make the presentation and present the BS Biology program during the AACCUP Level III phase 2 accreditation	80%	100%	5	5	5	5	Series of dry run presentations of the BS Biology program for comments of the retired mentors and other in-house accreditors. Then, presented the accomplishments of the BS Biology Program before the accreditors and the faculty, staff and students of VSU during the actual visit.
	PI 6. % Documents prepared for the CHED evaluation of the programs thru the RQAT	Facilitate the preparation of the documents for the RQAT evaluation	100%	100%	5	5	5	5	Made sure that all the documents necessary for the RQAT evaluation were available for the evaluators


DBS MFO 6: General Administration and Support

PI 1: Zero complaints from clients	offer quality service to clients	100%	100%	5	5	5	5	
PI 2: Additional outputs								
Number of management meetings attended	attend meetings	3.0	>5	5	5	5	5	Attend meetings as called by the CAS Executive Committee, University Curriculum Committee, Graduate Council, etc.
Number of management meetings conducted	conduct regular meeting in the department	6	7	5	5	5	5	Conduct regular faculty and staff meeting every first Friday of the month
Number of recommendations made for the approval of the administration to enhance the unit's capabilities and better improve its services	recommend faculty members to attend seminars/trainings	1	3	5	5	5	5	Made requests for attendance of faculty members to seminars, trainings, and conferences.
Number of requests made for approval by the administration to address some academic/office concerns	Make requests	2	3	5	5	5	5	
Number of Purchase requests made for materials/equipment needed for smooth laboratory and	facilitate the making of purchase request	20	25	5	5	5	5	
Number of job/letter requests made for the lecture/laboratory rooms and office maintenance	make requests	1	3	5	5	5	5	
Total Over-all Rating							134.83	
Average Rating							4.92	
Adjectival Rating							OUTSTANDING	

Evaluated and Rated by:


CANDELARIO L. CALIBO
 College Dean

Recommending Approval:


CANDELARIO L. CALIBO
 College Dean

Approved:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Comments & Recommendations for Development Purpose:

*Increase linkage
 Strengthen instruction
 extension program*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analyn M. Mazo

Performance Rating: Outstanding

Aim: To make more publications

Proposed Interventions to Improve Performance:

Date: June 2018 Target Date: 2019

First Step:

Identify topics in research and student theses for possible publication

Result:

Identified three articles for possible publication

Date: Target Date: September-December

Next Step:

Look for journals to publish the articles

Outcome:

Search of journals in progress

Final Step/Recommendation:

Should publish the articles in 2019

Prepared by:



CANDELARIO L. CALIBO
Immediate Supervisor

Conforme:


ANALYN M. MAZO
Ratee

MEMORANDUM FOR THE RECORD

Subject: [Illegible]

Reference: [Illegible]

Enclosure: [Illegible]

Date: [Illegible]

By: [Illegible]

For: [Illegible]

Copy: [Illegible]

Remarks: [Illegible]

Signature: [Illegible]

Title: [Illegible]

Initials: [Illegible]

Comments: [Illegible]

Approval: [Illegible]

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