SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FRETZELJANE O. POGADO

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%)		4.67x50%= 2.335	
Total for Instruction	80%	4.79	3.832
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.0	1.0
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.832

EQUIVALENT NUMERICAL RATING: 4.832
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.832

ADJECTIVAL RATING: **OUTSTANDING**

FRETZELJANE O. POGADO
Name of Faculty

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, **FRETZELJANE O. POGADO**, a faculty member of the <u>Department of Biological Sciences</u> commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July-December 2021**.

Approved:

FRETZELJANE O. PODAGO
Instructor III
Date: March 7, 2022

ANALYN M. MAZO
Department Head
Date: 3/7/22

MA. THERESA P. LORETO
College Dean
Date: 3/8/2022

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							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

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 guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

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	25.00	58.20	5	5	4	4.67	Handled 1 Biol 141n Lec -1.5, 1 Biol 141n Lab- 3, 1 Zool 128a Lab- 3.6, Zool 127- 2.1
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	4	4.67	Gradesheets are to be submitted since classes are not yet done
	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	2	6	5	5	5	5.00	Zool 11 INC

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	IPR Awareness Webinar on August 25, 2021
										PSDB Masterclass by Philippines Society on Developmental Biology July 31-August 14, 2021
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5.00	Zool 128n midterm and finals, MarB15 midterm, Zool 125 lab exam, Bsci 103 lab and lec exam
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	8	5	5	5	5.00	Zool 21, Zool 125, Zool128n, MarB15 quizzes
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	40	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	10	31	5	5	5	5.00	30 BSBio, 1 MarBio
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	6	5	5	5	5.00	Meljene Rojas, Brittle Heart Abelida, Rio Latoreno, Gladys Bustillo and Hazel Galo
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	5	5	5	5	5.00	Nhelo Nunez, Leo perfectua, Earl Celebre, Nicole Manguiat, Norwel Bustillo
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	12	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							

	PI	Activity	Task						Ave	Remarks
	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	1	2	5	4	4	4.33	Marb 15, Zool 21
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	5	5	5	4	4.67	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	3	5	5	5	5.00	
		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	2	6					Zool 128, BSci 103, Zool 21, Zool 125, MarB15, Biol 141n
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation Agency/firm/Industry linkages	Prepares documents and /or Coordinates with potential firms							
		A 26. Other outputs implementing	Designs experiential learning	1	3	5	5	5	5.00	Interactive materials for the
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 the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research	**A 28.** Number of research outputs	Conducts and completes							
	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	1	1	5	5	5	5.00	Gastropod Diversity in Calatagan, Batangas submitted to Blodiversitas
		In refereed int'l journals								

		In refereed nat'l/regional journals									
	PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and presents								
		In int'l fora/conferences		1	1	5	5	5	5.00	Quickfire talk presentor in
		In nat'l/regional fora/conferences									
	PI 5. Percent of research	A 31. Percentage of of research	Prepares research proposals,								
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		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 received and returns duly reviewed paper								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership								
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer								
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects								

PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	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 services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries						
Research Mentoring	Research Mentor							
Peer reviewers/Panelists	Peer 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 (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	**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						
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation	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 depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice						
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
Total Over-all Rating							88.33	
Average Rating							4.91	
Adjectival Rating							Oustanding	

Comments & Recommendation for Development Purpose: More research involvement

Evaluated & Rated by:

ANALY M. MAZO
Department Head
Date: 3/7/22

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: 3/8/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 3/11/2022

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fretzeljane O. Pogado
Performance Rating: Outstanding

Aim: To finish Masteral Degree

Proposed Interventions to Improve Performance: Encourage her to finish her masteral degree

Date: July 2021 Target Date: Dec 2021

First Step:
Finish her thesis write up to be able to defend her thesis

Result: Was able to finish write-up. To schedule thesis defense

Date: _____ Target Date: September-December 2021

Next Step:

Has defended thesis
Outcome:

Has finished her MSc degree
Final Step/Recommendation:

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

FRETZELJANE O. POGADO
Instructor I