

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: KYZA MAE M. RAMONEDA

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|--|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 4.94x100%= 4.94 | |
| b. Students (50%) | | | |
| Total for Instruction | 100% | | 4.94 |
| 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% | | 4.94 |

EQUIVALENT NUMERICAL RATING: 4.94
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

KYZA MAE M. RAMONEDA

Name of Faculty

Reviewed by:

ANALYN M. MAZO

Department Head

Recommending Approval:

CANDELARIO L. CALIBO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KYZA MAE M. RAMONEDA, a 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 January to June 2020.

KYZA MAE M. RAMONEDA

Instructor I, DBS

Date: 11-12-2019

Approved:

ANALYN M. MAZO

Department Head

Date: 11/17/20

CANDELARIO L. CALIBO

College Dean

Date: 12/21/20

| 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 | | | | | | | | | | |
| 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 Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab | 5 | 21 | 5 | 5 | 5 | 5.00 | Handled and taught Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab. |
| | | A10. Number of grade sheets submitted within prescribed period | Prepares and submit gradesheet on or before deadline | 5 | 5 | 5 | 5 | 4.5 | 4.83 | Prepared and submitted grade sheets for Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab. |
| | | A 11. Number of INC forms with grade submitted within prescribed period | | | | | | | | |

| | | | | | | | | | | |
|--|--|--|--|--|---|---|---|---|------|---|
| | | <u>A12</u> . Number of trainings attended related to instruction | | | 6 | 5 | 5 | 5 | 5.00 | Food Security Challenges and Opportunities Under the New Normal (June 30, 2020); |
| | | | | | | | | | | Microsimulations for COVID-19: Strategies, Measures, and Prediction (June 23, 2020); |
| | | | | | | | | | | Google Classroom as a Learning Management System (LMS) (May 19-21, 2020); |
| | | | | | | | | | | 10 th Biodiversity Forum (June 12, 2020); |
| | | | | | | | | | | Transitioning the Education Ecosystem to the New Normal (TEENN) Webinar Series Season 2 (June 4, 2020); |
| | | | | | | | | | | Transitioning the Education Ecosystem to the New Normal (TEENN) Webinar Series Season 2 (June 11, 2020) |

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|---|--|---|--|----|----|---|---|-----|------|---|
| | | A13. Number of long examinations administered and checked | Administers and checks long examinations for Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab | 5 | 5 | 5 | 5 | 4.5 | 4.83 | Administered and checked long examinations for Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab. |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab for Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab | 10 | 15 | 5 | 5 | 5 | 5.00 | Prepared and checked quizzes for lec and lab for Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab. |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers for Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab | 2 | 2 | 5 | 5 | 5 | 5.00 | Checked lab reports and term papers for Bsci 101 Lec, Biol 138n Lec, MarB 12 Lec, InBt 113 Lec, and Biol 115 Lab |
| | | A16. Number of Power Point presentation and reading assignments prepared | Prepares Powerpoints and reading assignments for Bsci101, MarB12, Biol138n, InBt113, and Biol115 Lab. | 5 | 15 | 5 | 5 | 4.5 | 4.83 | Prepared PowerPoint slides for BSci101 and MarB12 (Genetics) Lec, Biol 138n (Cell and Molecular Biology) Lec, InBt 113 (Molecular and Cell Immunology) Lec, and Biol 115 (Microbiology and Parasitology). |
| | | A19. Number of students entertained for consultation purposes | | | 5 | 5 | 5 | 5 | 5.00 | Entertained students for consultation. |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| 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 the QMS 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 | | | | | |
| | Total Over-all Rating | | | | | | | 39.50 | |
| | Average Rating | | | | | | | 4.94 | |
| | Adjectival Rating | | | | | | | OUTSTANDING | |

Comments & Recommendations for Development
Purpose: Needs to be involved more in research activities..

Evaluated & Rated by:

ANALYN M. MAZO
ANALYN M. MAZO
Department Head, DBS
Date: *4/17/20*

Recommending Approval

fr CANDELARIO L. CALIBO *oic 12/21/20*
Dean, CAS
Date: *Dec. 21, 2020*

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Kyza Mae M. Ramoneda
Performance Rating: Outstanding

Aim: Publish article in international journal

Proposed Interventions to Improve Performance: Develop and submit article

Date: June 2020 Target Date: March 2021

First Step: Make a draft research article for submission

Result: Draft article developed

Date: July 2021 Target Date: December 2021

Next Step:
Look for a journal to publish the article

Outcome:

Submit the article to the identified journal

Final Step/Recommendation:

Finalization/revisions of the article for publication

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


KYZA MAE R. RAMONEDA