

## 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%)		4.83x50%= 2.415	
b. Students (50%)		5.0x50%=2.5	
Total for Instruction	100%	4.915	4.915
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%		4.915


EQUIVALENT NUMERICAL RATING: 4.915  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.915

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
DONNA M. GUARTE  
 Name of Faculty

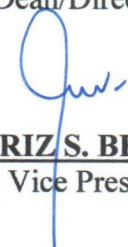
Reviewed by:

  
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 accomplishment in accordance with the indicated measures for the period January to June 2022.

*Donna M. Guarte*  
DONNA M. GUARTE  
Instructor I  
Date: *July 27, 2022*

Approved:  
*Analyn M. Mazo*  
ANALYN M. MAZO  
Department Head  
Date: *7/28/2022*

*for: MA. THERESA P. LORETO*  
MA. THERESA P. LORETO  
College Dean  
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	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 on thesis/special								
		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	A5. Number of on-line ready coursewares developed and	Converts the existing instructional materials into							
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a							
		Supplemental learning resources	Prepares Power Point presentation video clips							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or							

	<b>PI 10 . Additional outputs:</b>	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	<b>Designs experiential learning activities and</b>							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	40	28.1 (about 70.25% is accomplished for Jan-June 2022)	5	4	5	4.67	Target is for Jan-Dec 2022
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	8 (Midterm and Final Grades for Biol 199, Biol 198, Bscio 101 and	5	5	5	5.00	Accomplishment is from Jan-June 2022
		<b>A 11.</b> 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 (Deferred grade)	4 (deferred grades)	5	5	5	5.00	DEF students in Zool 11 and Biol 11 from the first Sem SY 2021-2022 (Jan-June accomplishment)
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	Accomplishment is from Jan-June 2022 (VSU Faculty OnBoarding)
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	14 (if per exam)	8 (if per exam - midterm and finals)	5	5	5	5.00	Accomplishment is from Jan-June 2022 (Bsci 101 lec - 19 students; Ecol 21n lab - 30 students; MarB 112 lec and lab - 23 students)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40 (if per quiz/assessments)	38 (if per quiz/assessments)	5	5	4	4.67	Accomplishment is from Jan-June 2022 for Biol 198 lec, Biol 199 lec, Bsci 101 lec and lab, MarB lec and lab and Ecol 21n lab
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	35	32	5	5	4	4.67	This is based on the number of laboratory exercises for Ecol21n Lab, Bsci 101 lab, MarB 112 lab, Biol 198 and Biol 199 manuscript write-up
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	2	2	5	5	5	5.00	Accomplishment is from Jan-June 2021
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	4	4.67	AS SRC-Chairman
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67	AS SRC-Member
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	60	119	5	5	5	5.00	Includes all 112 students, thesis advisees, and academic advisees

	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	Advises student organizations recognized by USOO							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips,</i>	20	44	5	5	4	4.67	Accomplishment is from Jan-June 2022
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	40	62	5	5	4	4.67	Accomplishment is from Jan-June 2022 (quizzes - 38; long exam - 8; learning tasks - 6; assessments - 10)
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Virtual Classroom for Biol 199 Lec
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing	Designs experiential learning							

UMFO 3 . RESEARCH SERVICES										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	2						Target is for Jul-Dec 2022
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers reviews the paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs							

UMFO 4. EXTENSION SERVICES										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<b>PI 2.</b> Number of trainees weighted by the length of	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of	<b>A 40.</b> Number of technical/expert	Provides the technical and expert services requested							
	Research	Research Mentor								
	Peer	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
		Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	activities and other outputs to implement new normal							

**PI 2.** Number of trainees weighted by the length of

**PI 3.** Number of extension programs

**PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as**

PI 5. Number of technical/expert services

## Research

Peer

### Resource Persons

### Consultancy

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*Evaluator*

**PI 8.** Percent of extension proposals approved \*

**PI 11. Additional outputs**

**A 36.** Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and

**A 37.** Number of trainees weighted by the length of training

**A 38.** Number of extension programs/projects implemented

**A 39.** Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of

**A 40.** Number of technical/expert services called:

Research Mentor

### Peer reviewers/Panelists

### Resource Persons

Convenor/Organizer

Consultant

*Evaluator*

**A 41.** Percent of extension proposals approved \*

**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

Identifies and links with probable partners for extension activities and maintains this active partnership.

Conducts trainings among beneficiaries of technologies for transfer	
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Implements duly approved extension projects	
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Provides quality and relevant training courses and advisory services

Provides the technical and expert services requested

Prepares extension project proposals, submits and follow up its approval for immediate implementation
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[illegible]

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	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		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 practice replicated/benchmarked	Initiates/introduces improvements in performing functions							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement							
Total Over-all Rating								67.67	
Average Rating								4.83	
Adjectival Rating								Outstanding	
<b>Comments and Recommendations for Development Purpose:</b> May consider writing research proposal for submission to potential funding agencies									

Evaluated & Rated by:

*MAZ*  
**ANALYN M. MAZO**  
 Department Head  
 Date: *7/28/2022*

Recommending Approval

*for MAZ - qc*  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: *7/28/2022*

Approved by:

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

## EMPLOYEE DEVELOPMENT PLAN

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

Aim: To enhance research capability

Proposed Interventions to Improve Performance: Attend research proposal writing workshop, and develop a research proposal for possible submission to funding agencies.

Date: 2022 Target Date: January –June 2022

First Step:

Attend every possible training/workshop on research proposal writing

Result:

Ready to develop a research proposal

Date:


Target Date: Jan-Dec 2022

Next Step: Develop a research proposal for submission to a potential funding agency

Outcome: Research proposal developed for possible submission to funding agencies

Final Step/Recommendation:

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**DONNA M. GUARTE**  
Faculty