


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

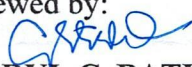
Name of Faculty Member: DARIUS NOEL MIÑOZA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.98 x50%= 2.49	
b. Students (50%)		4.88 x50%=2.44	
Total for Instruction	95%	4.93	4.683
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%	4.835	0.241
5. Production TOTAL	100%		4.925

EQUIVALENT NUMERICAL RATING: 4.925
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.925

ADJECTIVAL RATING: OUTSTANDING


Prepared by: 
DARIUS NOEL MIÑOZA
 Name of Faculty

Reviewed by: 
CHERYL C. BATISTEL
 Department Head

Recommending Approval:


GLENN G. PAJARES
 Dean/Director

Approved:


ROTACIO S. GRAVOSO
 Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DARIUS NOEL MINOZA**, a faculty member of the **DEPARTMENT OF BIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the following accomplishment in accordance with the indicated measures for the period **January - June 2024**.

DARIUS NOEL C. MIÑOZA

Asst. Prof IV

Date: July 5, 2024

Approved:

CHERYL C. BATISTEL

Head, DBS

Date: July 22, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation								
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
		Number of instructional materials developed								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs	A 1. Number of programs	Prepares documents and /or							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	50	34.60	5	5	5	5.00	Handles and teaches lecture for Biol 122, MarB 12, Bsci 101, Biol 138, Biol 198
	PI 11: Number of new	A 3. Number of new revised curricular	Contributes to the submission							


	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	60%	100.00%	5	5	5	5.00	All subjects taught have approved syllabi
	PI 14: Percentage of	A 5. Percentage of courses offered with	Teaches subjects with							
	PI 15: Number of	A 6. Number of Instructional Materials	Prepares and submits IMs for							
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100.00%	5	5	5	5.00	All grades were submitted on time
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		80%	100.00%	5	5	5	5.00	All subjects taught have either VS or Outstanding evaluation by the students
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	21	5	5	5	5.00	Administers and checks long examination for subjects taught
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	35	70	5	5	5	5.00	Prepares and checks quizzes for subjects taught
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10						No lab sections Last January
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		1					
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research	A 15. Number of research outputs in	Conducts research for possible							
	PI 2: Number of research	A 16. Number of research outputs	Conducts and completes							
	PI 3: Number of research	A 17. Number of research outputs	Prepares, submits and							
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active	A 32. Number of active partnerships	Identifies and links with							

	PI 2: Number of trainees	A 33. Number of trainees weighted by	Conducts trainings among							
	PI 3: Number of extension	A 34. Number of extension programs								
	PI 4: Percentage of	A 35. Percentage of beneficiaries who	Provides quality and relevant							
	PI 5: Number of	A 36. Number of technical/expert	Provides the technical and							
		a. Peer reviewer of journal/book								
		b. Review of research and extension								
		c. Resource speaker/person (panelist,								
		d. accreditor								
		e. consultancy								
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for							
	PI 7: Number of extension	A 38. Number of extension proposals	Follow ups submitted and							
	PI 8: Number of extension	A 39. Number of extension proposals	Implements duly approved							
	PI 9: Number of extension	A 40. Number of extension outputs	Prepares, submits and							
		a. International								
		b. National								
		c. Regional or Institutional Conferences								
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities							
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora							
	PI 12: Number of IEC	A 43. Number of IEC materials developed	Develop IEC materials							
	PI 13: Number of IEC materials distributed	A 44. Number of IEC materials distributed								
	PI 14: Number of extension articles derived from	A 45. Number of extension articles	Submits extension articles							
	PI 15: Number of extension articles derived from	A 46. Number of extension articles	Follow ups submitted extension							
	PI 16: Amount of research	A 47. Amount of extension money	Requests for extension money							
	PI 17: Amount of research	A 48. Amount of extension money	Requests for extension money							
	PI 18: Additional outputs *	A 49. No. of extension-related awards								
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1	6	5	5	5	5.00	


		International								
		National								
		Regional/Institutional								
OVPI MFO 3. Registration Services										
PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	80%	100%	5	5	5	5.00	All student advisees were validated within the prescribed period	
PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	30	45	5	5	5	5.00	Act as academic adviser of BS Bio students	
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review								
PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	8	5	5	5	5.00	Submitted TOS for midterm and Final Exams	
PI 14: Number of OJT MOAs	A 55. Number of OJT MOAs prepared	Coordinates with potential firms								
PI 15: Number of student interns deployed and	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator								
PI 16: Number of student	A 57. Number of students advised on									
	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript		5						
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	1	5	5	5	5.00		
PI 17: Number of exchange students supervised	A 58. Number of exchange students supervised	Acts as exchange student program coordinator/facilitator								
PI 18: Number of students from other schools having summer program	A 59. Number of students from other schools having summer program	Acts coordinator/facilitator for students from other schools								
PI 19: Number of external	A 60. Number of external	Facilitates in assisting of the								
PI 20: Number of students from other academic institutions	A 61. Number of students from other academic institutions	Facilitates in assisting students from other academic institutions								
PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	60	5	5	5	5.00	Entertains students consulting on subject taught, thesis and grades	

		A 63. Number of on-line course ware developed and submitted	Prepares on-line course ware							
		On-line ready courseware	Prepares Instructional							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	40	60	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	5	5	5.00	
		A 64. Number of virtual classroom created/operational		3	4	5	5	5	5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	50%	50%	5	5	4	4.67	
	PI 10: Percentage of submitted DTR within 20 days after the last day of the month	A 74. Percentage of complaints, if any, submitted	Addresses complaints on time							
	PI 12: Percentage of submitted DTR within 20 days after the last day of the month	A 76. Percentage of monthly submitted DTR	Submits monthly							
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	7	5	5	5	5.00	Attend departmental meetings
		A 81. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
	Total Over-all Rating								84.67	
	Average Rating								4.98	
	Adjectival Rating								Outstanding	

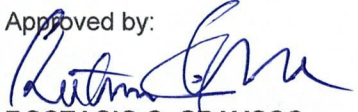
Evaluated & Rated by:


CHERYL C. BATISTEL
 Head, DBS
 Date: July 22, 2024

Recommending Approval:


GLENN G. PAJARES
 Dean, CAS
 Date: July 23, 2024

Approved by:


ROSTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: July 15, 2024

Comments & Recommendations for Development Purpose:

Submit research proposals for funding

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	4th	

Name of Office: DBS

Head of Office: CHERYL C. BATISTEL

Number of Personnel: 17

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		/		Everyone is reminded to submit TOS, grades and DTR on time	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:



CHERYL C. BATISTEL
Immediate Supervisor

Noted by:



GLENN G. PAJARES
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS


Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Q	2 nd Q	3 rd Q	4 th Q	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
PI 3:	Total FTE monitored			/	/			
MFO 2 HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	All faculty		/				
PI 5:	Percentage increase in enrolment	All faculty		/	/			
PI 6:	Number of programs accredited	All faculty		/	/			
PI 10:	Total FTE monitored *	All DBS and affiliate faculty		/	/			
PI 11:	Number of new revised curricular proposals submitted	All faculty		/	/			
PI 12:	Number of new revised proposal approved by UCC	All faculty		/				
PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	All faculty			/			
PI 18:	Percentage of faculty rated at least VS by Supervisor	All faculty			/			
PI 2:	Number of research outputs completed	EKLS		/				
PI 4:	Number of research proposals submitted	RJPD, CCB, EKLS, FOP, HVO, RMM, DNM, EOB		/				
PI 1:	Number of active partnerships with	DMGV, RJPD,		/	/			

	LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)	SAC						
PI 2:	Number of trainees weighted by the length of training *	SAC			/			
PI 3:	Number of extension programs and projects	DMGV, SAC		/	/			
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*	DMGV, SAC,			/			
PI 5: Number of expert services rendered:	1. Peer reviewers of journal/book	CCB, RMM		/	/			
	2. Review of research and extension proposal	SAC			/			
	3. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	SAC, RJPD			/			
PI 6:	Number of extension proposals submitted	DMGV			/			
PI 8:	Number of Extension projects implemented	DMGV, AMM		/	/			
PI 10:	Number of extension activities conducted	DMGV, RJPD, SAC		/	/			
PI 11:	Number of trainings, seminars and fora conducted	DMGV, SAC		/	/			

PI 18:	Additional outputs							
	Number of specimens identified	AMM, HVO, EOB		/	/			
OVPI MFO 1. Faculty Development Services								
PI 1:	Number of faculty pursuing advanced research degrees	JGB, JCE, ARRF, BLAR, SAC, EOB		/	/			
PI 7:	Number of faculty sent to trainings, seminars and conferences	AMM, DNM, SAC, HVO, RMM, EKLS, EOB		/	/			
OVPI MFO 3. Registration Services								
PI 9:	Percentage of students enrolled and validated within the registration period	All faculty		/				
PI 10:	Number of students advised during the registration period	All faculty		/				
OVPI MFO 4. Curricular Program Management Services								
PI 11:	Number of curricular reviews conducted	All faculty		/	/			
PI 13:	Number of course syllabi and TOs reviewed and approved	All faculty		/	/			
PI 14:	Number of OJT MOAs prepared	RMM, DMGV			/			
PI 16:	Number of thesis students advised	CCB, SAC, AMM, DMG, EKLS, FOP, DNM, BLAR, RMM, HVO, EOB, RJD, BSB		/	/			
MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)								
PI 1.	Number of departments/institutes/offices supervised	AMM, CCB		/	/			
PI 2.	Number of management	DBS Faculty &		/	/			

	meetings conducted	Staff						
PI 3.	Number of committee meetings conducted	AMM, CCB		/	/			
PI 4.	Number of routinary documents acted	AMM, CCB		/	/			
PI 5.	Number of requests acted	AMM, CCB		/	/			
PI 6.	Number of memoranda prepared	AMM, CCB			/			
PI 9:	Percentage of faculty and staff who submitted a DTR every month	All faculty		/	/			
PI 12:	Monthly accomplishment report submitted on time			/	/			
PI 13:	Number of classrooms and Lab rooms constructed and renovated				/			
PI 14:	Percentage budget utilization (GAA)			/	/			
	Percentage budget utilization (STF)			/	/			

Prepared by:


CHERYL C. BATISTEL
 Head, DBS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Darius Noel C. Miñoza

Performance Rating: Outstanding

Aim: To develop and submit research proposal for funding

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: December 2024

First Step:

Identify research problem

Result:

Start writing research proposal after the research problem has been identified

Date: Jan. 2024 Target Date: December 2024

Next Step

Outcome:

Final Step/Recommendation:

Prepared by:



CHERYL C. BATISTEL
Unit Head

Conforme:



DARIUS NOEL C. MIÑOZA
Asst. Prof. IV



TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Biological Science

Semester and Academic Year: First Semester 2023-2024

College: College of Arts and Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANALYN MENDOZA MAZO	4	4.50	90.00 %	Outstanding
BEATRIZ SATENTES BELONIAS	2	5.00	100.00 %	Outstanding
BERNA LOU ABA REGIS	7	4.43	88.57 %	Very Satisfactory
CHERYL COSTILLAS BATISTEL	4	4.50	90.00 %	Outstanding
CLARISSA MAE LAROA SAS	9	4.89	97.78 %	Outstanding
DARIUS NOEL MINOZA	8	4.88	97.50 %	Outstanding
DONNA GUARTE	8	4.62	92.50 %	Outstanding
EUNICE KENEE LABONITE SERIÑO	5	4.80	96.00 %	Outstanding
FRETZELJANE OLOR POGADO	6	4.50	90.00 %	Outstanding
GIDEON RELENTE YEPES	7	4.86	97.14 %	Outstanding
HONEYLENE VALENZONA ONGY	5	5.00	100.00 %	Outstanding
JUDY MAE GILSANO ASIS	8	4.50	90.00 %	Outstanding
LEONARDO DULOJAN CADAVOS	9	5.00	100.00 %	Outstanding
NICOLE CHELSEA MANGUIAT	7	4.86	97.14 %	Outstanding
RIS MENOEL ROMEN MODINA	5	4.80	96.00 %	Outstanding
ROSALINA DIALIMAS POLIQUIT	6	4.67	93.33 %	Outstanding
SENONA ARAZO CESAR	8	4.50	90.00 %	Outstanding
TED DOMINIQUE S. BELONIAS	8	4.44	88.75 %	Very Satisfactory
YASSER LIM MECATE	9	4.89	97.78 %	Outstanding
Department Mean		4.72	94.34%	Outstanding

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 24, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 24, 2024

Received by:

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Received by:

nmv
ANALYN MENDOZA MAZO

Name and Signature of Department head

Date: *5/21/24*

mtloredo
MA. THERESA POSAS LORETO

Name and Signature of College Dean

Date: *May 21, 2024*

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.
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