

**Exhibit K**

# **SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: ROSALINA D. POLIQUIT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.83 x50%= 2.415	
b. Students (50%)		4.67 x50%= 2.335	
Total for Instruction	95%	4.75	4.512
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	5%	4.50	0.225
TOTAL	100%		4.737

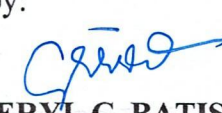
EQUIVALENT NUMERICAL RATING: 4.737  
 Add: Additional Points, if any: none  
 TOTAL NUMERICAL RATING: 4.737

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
ROSALINA D. POLIQUIT  
 Name of Faculty

Reviewed by:

  
CHERYL C. BATISTEL  
 Department Head

Recommending Approval:


  
GLENN G. PAJARES  
 Dean/Director

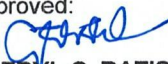
Approved:

  
ROTACIO S. GRAVOSO  
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROSALINA D. POLIQUIT**, 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**.

  
**ROSALINA D. POLIQUIT**  
 Assoc. Prof. III  
 Date: July 8, 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. - June)	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 manuscript	1	4	5	5	5	5.00	Acted as GAC member of 2 MS Forestry students (Mr. Roi Caballes and Ms. Jing Omoso) and 2 MS Hort students (Mr. Benz Cruzada and Mr. Rhian Laniba)
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	4	5	5	5	5.00	
		Number of instructional materials developed								
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other							



PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	5	6	5	5	5	5.00	handled and taught courses in Biol 25 lec, Biol 25 lab, Biol 141 lec, Botn 113 lec, Botn 115 lab, Botn 113 lec
PI 11: Number of new revised curricular proposals	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular							
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	70%	100%	4.9	4.9	4.5	4.76	all courses handled have approved course syllabi
PI 14: Percentage of courses offered with approved IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs							
PI 15: Number of Instructional Materials	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval							
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	80%	90%	5	5	4	4.66	Submitted grades of students to registrars office
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%	5	5	5	5.00	Obtained Outstanding and Very Satisfactory ratings on courses taught
PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	15	24	5	5	4.5	4.80	Prepared and checked 4 long examinations for each of the courses handled
	A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	60	5	5	4.5	4.80	Prepared and checked 10 quizzes for each of the courses handled
	A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	304	5	5	4.5	4.80	checked term paper in Biol 115 (1 term paper, 8 lab reports ), Biol 113 (5 for 5 students ), Biol 25 (29
	A 14. Number of Student	Assists student organizations							
<b>UMFO 3. RESEARCH SERVICES</b>									
PI 1: Number of research	A 15. Number of research outputs in the	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								
PI 7: Amount of research money obtained from	A 21. Amount of research money	Requests for research money							
<b>UMFO 4. EXTENSION SERVICES</b>									
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 proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects							
PI 9: Number of extension outputs presented in int'l	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in							
	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							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 1. Faculty Development Services</b>									
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	2	4.5	4.5	4.5	4.50	Attended seminar on "Financial Management Forum" held on March 20, 2024 and Faculty Onboarding Seminar on Feb 23, 2024
	International								
	National								
	Regional/Institutional								
<b>OVPI MFO 3. Registration Services</b>									
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	Validated courses enrolled by students and printed RFs
PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	10	24	5	5	5	5.00	Advised and assist students on registration related concerns
<b>OVPI MFO 4. Curricular Program Management Services</b>									
PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	1						



<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	1	5	5	4	4.66	Submitted course syllabus in Botn 205 (Plant Photophysiology) for review and approval
<b>PI 16:</b> Number of student theses advised	<b>A 57.</b> Number of students advised on theses <i>As SRC Chairman</i>	Advises and corrects research							
	<i>As SRC Member</i>	Advises and corrects research							
<b>PI 18:</b> Number of students	<b>A 59.</b> Number of students from other	Acts coordinator/facilitator for							
<b>PI 19:</b> Number of external	<b>A 60.</b> Number of external	Facilitates in assisting of the							
<b>PI 20:</b> Number of students	<b>A 61.</b> Number of students from other	Facilitates in assisting students							
<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	120	5	5	5	5.00	Entertained queries of students on subject related concerns
<b>UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>									
<b>PI 9:</b> Percentage of	<b>A 73.</b> Percentage of submitted DTR	Submits DTR within 20 days							
<b>PI 10:</b> Percentage of	<b>A 74.</b> Percentage of complaints, if any,	Addresses complaints on time							
<b>PI 11:</b> Percentage of action	<b>A 75.</b> Percentage of action plans	Implements and monitors							
<b>PI 12:</b> Percentage of monthly	<b>A 76.</b> Percentage of monthly	Submits monthly							
<b>PI 13:</b> Number of classroom and lab rooms constructed	<b>A 77.</b> Number of approved and implemented requests for classroom	Requests and monitors approval and implementation of							
<b>PI 14:</b> Percentage budget	<b>A 78.</b> Percentage budget utilization								
<b>PI 15:</b> Percentage budget utilization (STE)	<b>A 79.</b> Percentage budget utilization (STE)								
<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	9	10	4.5	4.5	4.5	4.5	attended monthly meetings of the dept and university meetings
	<b>A 81.</b> Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
<b>Total Over-all Rating</b>								72.48	
<b>Average Rating</b>								4.83	
<b>Adjectival Rating</b>								Outstanding	

**Comments & Recommendations for Development Purpose:**  
*Do research & extension works. HGA, Finish PhD studies!*

Evaluated & Rated by:

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

Recommending Approval

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

Approved by:

*ROTACIO S. GRAVOSO*  
**ROTACIO S. GRAVOSO**  
 Vice President for Academic Affairs  
 Date: *July 25, 2024*

## PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	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 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> 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		/	/			
<b>OVPI MFO 1. Faculty Development Services</b>								
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		/	/			
<b>OVPI MFO 3. Registration Services</b>								
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		/				
<b>OVPI MFO 4. Curricular Program Management Services</b>								
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		/	/			
<b>MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)</b>								
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: Rosalina D. Poliquit  
Performance Rating: Outstanding

Aim: Finish graduate studies (PhD)

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: December 2024

First Step:

Submit Proposal

Result:

Revision of submitted proposal

Date: January 2024 Target Date: December 2024

Next Step:

Outcome: Conduct dissertation

Prepared by:

  
**CHERYC. BATISTEL**  
Unit Head

Conforme:

  
**ROSALINA D. POLIQUIT**  
Associate Professor



## 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:



Received by:

*nm*  
**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.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2  
FM-ODI-12

1st23-24sdDBS-02