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

Name of Faculty Member: FRETZELJANE O. POGADO

Program Involvement	Percentage	Numerical	Equivalent
(1)	Weight of	Rating	Numerical
	Involvement	(Rating x%)	Rating
	(2)	(3)	
6. Instruction	(2)	(3)	(2x3)
Head/Dean (50%)		4.95x100% = 4.95	
Students (50%)			
Total for Instruction	80%	4.94	3.952
7. Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	20%	5	1.00
8. Extension			1.00
Client/Dir. For Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension			
9. Administration			
10. Production			
TOTAL	100%		4.952

EQUIVALENT NUMERICAL RATING:

4.952

Add: Additional Points, if any:

none

TOTAL NUMERICAL RATING:

4.952

ADJECTIVAL RATING:

**OUTSTANDING** 

O. POGADO

Department Head

Name of Faculty

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director

Approved:

Vice President

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Fretzeljane O. Pogado</u>, 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 targets in accordance with the indicated measures for the period <u>JULY-DECEMBER 2020</u>

Approved:

RETZELJANE O. POGADO

Instructor I

Date: 03 04 2001

ANALYN M. MAZO
Department Head

Date: March 5 por 1

MA. THERESA P. LORETO

College Dean

Date: 16 Mar 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in
					Accomplishment	Quality	Eficiency	Timeliness	Average	percentage should be supported with numerical values in numerators and denominators)
UMFO	1. ADVANCED EDUCATION SE	RVICES								
OVPI N	MFO 2. Graduate Student Manag	gement Services								
UMFO	2. HIGHER EDUCATION SERVICE	CES								
OVPIL	JMFO 3. Higher Education Mana	gement Services								
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	To handle Zool 11- Fundamentals of Zoology (Lec); BSci 103- Anatomy and Physiology (Lec); Zool 128-Human Anatomy and Physiology (Lab); Zool 125- Comparative Vertebrate Anatomy (Lab), and MarB15-General Physiology (Lab)	15	32.1	5	5	5	5.00	Handled Zool 11 (lec); BSci 103 (lec); Zool 128 and Zool 125 (Lab); and MarB15 (Lab)
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2						No gradesheets submitted yet since the classes just started October 2020

	A 11. Number of INC forms with grade submitted within prescribed period	and submits completion forms with grade within							
	A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Attended ISO Awareness Webinar at Visayas State University Attended webinar series on Museum Management facilitated by Museo Kordilyera and UP Baguio from October 2- November 27, 2020
	A13. Number of long	Administers and checks	8	2	5	5	4.5	4.83	Midterm exam Zool 11 lec
	A14. Number of quizzes administered and checked	Prepares learning task and assessments	20	10	5	5	5	5.00	Learning task and activities in Zool 11 and Bsci 103 lec
	A15. Number of lab reports and	Checks lab reports and							
PI 8: Number of students advised: *		Acts as academic adviserto students	5	8	5	5	5	5.00	Acted as Academic adviser to students who are mostly irregular and shiftee in the BSBiology Program
	A17. Number of students advised								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Advised 1 student (Meljean Rojas) for her thesis manuscript writing
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Acted as SRC member for 2 students and facilitated timely returns of
	<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	3	5	5	5	5.00	Entertained via e-mail or facebook chat
PI 9: Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USSO	1	_ 1	5	5	5	5.00	Co-Adviser of the Organization of Biology Students

	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	2	4	5	5	4.5	4.83	Prepared and submitted for review Zool 11 learning guide; Zool 11 lab manual, Zool 128 Lab manual and MArB15 lab manual
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	2	5	5	4.5	4.83	Prepared Zool 128 laboratory and Zool 11 labaoratory
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00	Powerpoint for Zool 128 and Zool 11 lab, Zool 11 lec, Zool 125 lab and MarB15 lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	4.5	4.83	Prepared learning tasks/assessments for Zool 128 lab, Zool 125 lab, Zool 11 lec, MarB 15 Lab
		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	2	5	5	5	4.5	4.83	Submitted Zool 11 learning guide and lab manual, Zool 128 lab manual, MarB15 lab manual and Bsci 103 Learning guide
		A 24 : Number of virtual	Creates virtual classroom	2	3	5	5	5	5.00	Created virtual classrooms
UMFO	3 . RESEARCH SERVICES									
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	in the last three (3) years utilized	Conducts research for possible utilization by industry or other beneficiaries	1	1	5	5	5		Study leader for Species composition, abundance and sucession of macroinvertebrates (including meiofauna) in Artificial and Natural Reefs of Baybay City and other municipalities in the Fifth Distrcit of Leyte
	4. EXTENSION SERVICES									
UMFO	5. SUPPORT TO OPERATIONS	tutional Approditation Comits								
	OVPI MFO 4. Program and Insti	tutional 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	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	zero non-conformity			
		requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the	100% compliant			
		On program accreditations					
		On institutional accreditations					
UMFO	6. General Admin. & Support Se	rvices (GASS)					
	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	introduced resulting to best	Initiates/introduces improvements in performfing functions resulting to best practice				
		the new normal due to covid 19	Designs administration/manageme nt related activities and other outputs to implement new normal				
	Total Over-all Rating					79.17	
	Average Rating					4.95	
	Adjectival Rating					Outstanding	
					Commer	ts and Rec	ommendations for

Comments and Recommendations for Development Purpose: She needs to finish her graduate studies

Evaluated & Rated by:

ANALYN M. MAZO Head, DBS Date: March S

Recommending Approval

MA. THERESA P. LORETO MA. THENDE Dean, CAS Date: IC May 2021

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 3/17/2/

## EMPLOYEE DEVELOPMENT PLAN

Prepared by:
Approved thesis manuscript
Final Step/Recommendation:
Outcome: Manuscript for approval
Next Step:  Data analysis and writing of manuscript
Date: Jan 2021 Target Date: December 2021
Result: Data gathering complete
First Step: Continue the data gathering
Date: Jan 2020 Target Date: December 2020
Proposed Interventions to Improve Performance: Come up with a timeline
Aim: Finish Masteral Degree
Name of Employee: Fretzeljane O. Pogado Performance Rating: Outstanding
Name of Employees Employees O. D. and I.

Conforme:

FRETZELJANE O. POGADO