

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

Name of Faculty Member: FRETZELJANE O. POGADO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
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			
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

FRETZELJANE O. POGADO

Name of Faculty

ANALYN M. MAZO

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Fretzeljane O. Pogado, 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 JULY-DECEMBER 2020

Approved:

*[Signature]*  
FRETZELJANE O. POGADO  
Instructor I  
Date: *03/04/2021*

*[Signature]*  
ANALYN M. MAZO  
Department Head  
Date: *March 5, 2021*

*[Signature]*  
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 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	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)
		A10. 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



		<b>A11.</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							
		<b>A12.</b> 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
		<b>A13.</b> Number of long	Administers and checks	8	2	5	5	4.5	4.83	Midterm exam Zool 11 lec
		<b>A14.</b> 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
		<b>A15.</b> Number of lab reports and	Checks lab reports and							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	5	8	5	5	5	5.00	Acted as Academic adviser to students who are mostly irregular and shiftee in the BS Biology Program
		<b>A17.</b> 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 corrections
		<b>A18.</b> 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
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> 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







<u>PI 8.</u> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the	<u>A 44.</u> 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					
	<u>A 45.</u> Compliance to all 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							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>								
<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
<u>PI 3:</u> Additional Outputs	<u>A 47.</u> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice						
	<u>A 48.</u> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
<b>Total Over-all Rating</b>							79.17	
<b>Average Rating</b>							4.95	
<b>Adjectival Rating</b>							Outstanding	

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


Evaluated & Rated by:

  
**ANALYN M. MAZO**  
 Head, DBS  
 Date: *March 5-21*

Recommending Approval

  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: *16 Mar 2021*

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date: *3/17/21*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fretzeljane O. Pogado

Performance Rating: Outstanding

Aim: Finish Masteral Degree

Proposed Interventions to Improve Performance: Come up with a timeline

Date: Jan 2020      Target Date: December 2020

First Step: Continue the data gathering

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Result: Data gathering complete

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Date: Jan 2021      Target Date: December 2021

Next Step:

Data analysis and writing of manuscript

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Outcome:

Manuscript for approval

Final Step/Recommendation:

Approved thesis manuscript

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**FRETZELJANE O. POGADO**