

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

Name of Faculty Member: ANALYN M. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
g. Head/Dean (50%)		5x100% = 5.00	
h. Students (50%)			
Total for Instruction	50%	5.00	2.50
2. Research			
g. Client/Dir. for Research (50%)			
h. Dept. Head/Center Director (50%)			
Total for Research	25%	5	1.25
3. Extension			
i. Client/Dir. For Extension (50%)			
j. Dept Head/Center Director (50%)		5	0.25
Total for Extension			
4. Administration	20%	5	1.00
5. Production			
TOTAL	100%		5.00

EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any: none

TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING:

**OUTSTANDING**

ANALYN M. MAZO  
Name of Faculty

Recommending Approval:

*mtphneta*  
MA. THERESA P. LOKETO  
CANDELARIO L. CALIBO  
Dean/Director

Approved:

*kyt*  
BEATRIZ S. BELONIAS  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANALYN M. MAZO, 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:

*ANALYN M. MAZO*  
ANALYN M. MAZO

Assoc. Prof. V

Date: *Feb 12, 2021*  
*Jan 12, 2021*

*CANDELARIO L. CALIBO*  
CANDELARIO L. CALIBO

College Dean

Date: *Jan 12, 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	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 8: Number of graduate students advised *	A2. Number of students advised	Facilitate the implementation of graduate offering in the department	2	2	5	5	5	5	Facilitate the offering of Master in Education major in Biology and MSc Botany
		As GAC Chairman								
		As GAC Member								

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	Handles and teaches courses assigned	0.6	4.8	5	5	5	5	Handled lecture and laboratory classes in MarB 115
		A10. Number of grade sheets submitted within prescribed period	N/A							
		A11. Number of INC forms with grade submitted within prescribed period	Facilitate the completion of INC by the students	2	2	5	5	5	5	two students completed their INC
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	5	5	5	5	5	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman								
		As thesis adviser	Advises students and reviews thesis outline and manuscript	1	2	5	5	5	5	Thesis adviser of: Ms. Padilla and member of Ms. Abelida
		As Department head	Reviews thesis outline							



		As SRC Member	Advises and corrects research outline	1	1	5	5	5	5	Corrected thesis outline
		<u>A18</u> : Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	5	5	Advise students doing thesis proposal and manuscripts
	PI 10: Number of instructional materials	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5	Finished Lesson volume 1 in MarB 115 Learning guide
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	9	5	5	5	5	Prepared and uploaded PowerPoint presentations including recorded videos.
		Syllabus	Develops syllabus for the course taught	1	1	5	5	5	5	Developed syllabus for MarB 115
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5	created virtual classroom for MarB 115 in VSU-EE
	PI 11: Other accomplishments	<u>A 25</u> : Number of learning guides reviewed	Reviews all the learning guides produced by the faculty members as chair of the DIMRC	10	24.00	5	5	5	5	Reviewed all learning guides produced by the faculty members as chairperson of the
		<u>A 26</u> : Number of virtual classrooms evaluated	Evaluates all the virtual classrooms	10	34.00	5	5	5	5	Evaluated all the virtual classrooms of the faculty members either moodle or Google classroom
		<u>A 27</u> : Number of TOS reviewed	Reviews all the TOS per subject produced by the faculty members	10	26					Reviewed the TOS for midterm and final exam of various courses offered in the department
		<u>A 28</u> : Number of syllabus reviewed	Review syllabus developed by faculty members	10	26					Reviewed all the syllabus developed by the faculty members

UMFO 3 . RESEARCH SERVICES										
	PI 2. Number of research outputs completed within the year *	A 29. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	4	5	5	5	5	Conducted 4 studies under 4 projects completed within the year
	PI 3. Other accomplishments	Number of research output presented/contributed during Annual Inhouse Review	Present/contribute research highlights during the AIHR	1	4	5	5	5	5	Presented the highlights of project 2 in the CHED DARE TO project and contributed the study highlights to the 3 projects presented during the AIHR
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional 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 College/department under ISO 9001:2015*	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 his/her functions as faculty member	85%	100%	5	5	5	5	All OFI were complied
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	100% compliant	5	5	5	5	Complied all the requirements for COPC in BS Bio and BS Marine Bio
		On program accreditations	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	2	2	5	5	5	5	Prepared documents needed for the issuance of COPC for BS Bio and BS Marine Bio (Jan-
		On institutional accreditations	Member of the committee that complied the requirements for QS Stars Evaluation							

UMFO 6. General Admin. & Support Services									
<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5	
<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
	<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		Facilitated the processing of clearance of graduate (MEd) and undergraduate students who graduated during the 2nd semester (SY 2019-2020)	5	13	5	5	5	5	
		Conducted online interview of applicants for teaching positions at DBS	1	3	5	5	5	5	
<b>Total Over-all Rating</b>								5	
<b>Average Rating</b>								5	
<b>Adjectival Rating</b>								5	

**Comments and Recommendations for Development Purposes:**

*Keep up with the outstanding performance at DBS!*

Evaluated & Rated by:

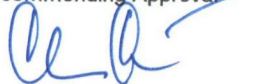


**CANDELARIO L. CALIBO**

Dean, CAS

Date:

Recommending Approval



**CANDELARIO L. CALIBO**

Dean, CAS

Date:

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/17/21



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analyn M. Mazo

Performance Rating: Outstanding

Aim: To make more publications

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: July 2020

First Step:

Identify topics in research for possible publication

Result:

Identified topics for possible publication

Date: Jan 2021 Target Date: December 2021

Next Step:

Do the writing of the article and look for possible journals to submit said article

Outcome:

Finalize article for submission to the identified journal

Final Step/Recommendation:

Submit article to the identified journal

Prepared by:

*mtplntr*  
**MA. THERESA P. LORETO**  
Immediate Supervisor

Conforme:

*A. Mazo*  
**ANALYN M. MAZO**  
Associate Professor V