SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BERNA LOU A. REGIS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.86x50%= 2.43	
b. Students (50%)		4.43x50%=2.215	
Total for Instruction	95%	4.645	4.412
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%	5.0	0.25
5. Production TOTAL	100%		4.662

EQUIVALENT NUMERICAL RATING: 4.662
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.662

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

BERNA LOU A. REGIS   **ANALYN M. MAZO**
Name of Faculty   Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)   **"Exhibit B"**

I, Berna Lou A. Regis, a faculty member of the __DEPARTMENT OF BIOLOGICAL SCIENCES__ commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for   July to December, 2021

Ayal 3/7/2022

BERNA LOU A. REGIS
Assistant Professor II
Date:

Approved:

ANALYN M. MAZO
Department Head
Date: 3/8/2022

mtolneto

MA. THERESA LORETO
College Dean
Date: 3/8/2022

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	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1.** Actual Faculty's FTE	Handles subjects/courses assigned	3	26.7	4	4	4	4.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	2	2	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	9	5	5	5	5.00	
	PI 9: Number of instructional materials developed *	**A5**. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : 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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	38	22.2	5	4	4	4.33	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	5	5	5	4	4.67	
		A 11 . 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 prescribed period	10	2	5	5	5	5.00	As of December, only 20% of students with INC complied
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	125	5	5	4	4.67	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	60	345	5	5	4	4.67	

PI	Activity	Description	Target	Actual				Average	Remarks
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	410	5	5	4	4.67	
PI 8: Number of students advised *	A16. Number of students advised:	Acts as academic adviser to students	10	10	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:		1	1	5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related							
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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1 per subject	1 per subject	5	5	4	4.67	1- Bsci 104 (lec and lab) 1- Micro 23 (lec) 1- BIOL 293 (lec and lab), 1- Zool 21b (lec)
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1 per subject	1 per subject	5	5	5	5.00	1- Bsci 104 (lec and lab) 1- Micro 23 (lec) 1- BIOL 293 (lec and lab) 1- Zool 21 (lec)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	(1)- long exams (Bsci 104 lec and lab, Micro 23 lec and BIOL 293 lec and lab), (2)- quizzes for all subjects, (3)-
	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							

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1 per subject	1 per subject	5	5	5	5.00	1- Bsci 104 (lec and lab) 1- Micro 23 lec 1- BIOL 293 (lec and lab) and Zool 21b (lec)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or	1	1					
		Agency/firm/Industry linkages	Coordinates with potential firms and			5	5	5	5.00	AACUP Compliance report
UMFO 3 . RESEARCH SERVICES		A 26. Other outputs implementing	Designs experiential learning							
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1	5	5	5	5.00	
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							

		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							

UMFO 4. EXTENSION SERVICES

PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership						
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer						
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects						
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services						
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries						
Research Mentoring	Research Mentor							
Peer reviewers/Panelists	Peer reviewers/Panelists							
Resource Persons	Resource Persons							
Convenor/Organizer	Convenor/Organizer							
Consultancy	Consultant							
Evaluator	Evaluator							
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation						
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
	A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						

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 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	5	5	5	5.00	
	A 45. Compliance to all requirements of theprogram and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant	5	5	5	5.00	
	On program accreditations								
	On institutional accreditations								

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	
PI 3: Additional Outputs	**A 47**. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating									
Average Rating								116.67	
Adjectival Rating								4.86	
								Outstanding	

Comments & Recommendation for Development Purpose:

Evaluated & Rated by:

ANALYN M. MAZO
Department Head
Date: March 7, 2022

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: 3/8/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 3/11/2022

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Berna Lou A. Regis
Performance Rating: Outstanding

Aim: Finish graduate studies (PhD)

Proposed Interventions to Improve Performance:

Date: Jan 2021   Target Date: August 2021

First Step:
Submit first draft of dissertation

Result:
Submitted first draft

Date: Aug 2021 Target Date: December 2021

Next Step:
Revise draft

Outcome: Write up in progress

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

BERNA LOU A. REGIS
Asst. Prof. II