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)
1. Instruction			
a. Head/Dean (50%)		4.96 4x50% = 2.48	
b. Students (50%)		5.00x50%= 2.50	
Total for Instruction	80%	4.98	3.984
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	4.835	0.967
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.951

EQUIVALENT NUMERICAL RATING: 4.951
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.951

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

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 accomplishment in accordance with the indicated measures for the period **July-Dec 2023**.

FRETZELJANE O. PODAGO Instructor I Date: 1/20/2024	Approved: **ANALYN M. MAZO** Department Head Date: 1/23/2024	**MA. THERESA P. LORETO** College Dean Date: JAN 2 3 2024

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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		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							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

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	15.00	38.10	5	5	5	5.00	Taught 1 Zool 11 Lec, Zool 128 Lab , 1 Zool 125 Lab, 1 Bsci 103 Lec and Lab and Biol 200
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2						Grades are submitted on January after finals
	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	1	1	5	5	5	5.00	

	PI	Activity	Description							Remarks
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3						
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	4	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	3	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*	10	35	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	10	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	5	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 activities*							
	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	2	5	5	5	5.00	Bsci 103, Zool 128 Lab, Zool 125 Lab

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	4	5	5	5	5.00	Bsci 103, Zool 128 Lab, Zool 125 Lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	5	5.00	
		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	2	4	5	5	5	5.00	Zool 11, Bsci 103, Zool 128 Lab, Zool 125 Lab
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other		1	5	5	5	5.00	BSMB AACCUP PSV
		Agency/firm/Industry linkages	Coordinates with potential firms							
		A 26. Other outputs implementing	Designs experiential learning							
UMFO 3 . RESEARCH SERVICES										
	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		1	5	5	4	4.67	TrEcH
	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	1	1	5	5	4	4.67	HUMAIN Project
	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							
		In refereed int'l journals			1	5	5	5	5.00	Published in Journal of Wetlands Biodiversity
		In refereed nat'l/regional journals		1						
	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							

					1	1	5	5	5	5.00	CEBREM 2023
		In int'l fora/conferences									
		In nat'l/regional fora/conferences			1						
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and	Prepares research proposals, submits and follows up its								
	PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by									
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific papers reviews								
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated								
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to								
UMFO 4. EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs	**A 36**. Number of active partnerships with LGUs, industries, NGOs, NGAs	Identifies and links with probable partners for extension activities								
	PI 2. Number of trainees weighted by the length of	**A 37**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for								
	PI 3. Number of extension programs organized and supported consistent with	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects								
	PI 4. Percentage of beneficiaries who rated	**A 39**. Percentage of beneficiaries who rated the training course/s and	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								
	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								
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by 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	**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			zero non-conformity					

		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% compliant				
		On program accreditations							
		On institutional accreditations							
UMFO 6. General Admin. & Support Services									
	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	**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							84.33	
	Average Rating							4.96	
	Adjectival Rating					Outstanding			

Comments & Recommendation for Development Purpose: Publish research outputs

Evaluated & Rated by:

ANALY M. MAZO
Head, DBS
Date: 1/23/2024

Recommending Approval

mtjdneto

MA. THERESA P. LORETO
Dean, CAS
Date: JAN 2 3 2024

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 01/31/2x

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fretzeljane O. Pogado
Performance Rating: Outstanding

Aim: To publish research outputs

Proposed Interventions to Improve Performance:

Date: July 2023   Target Date: Dec 2023

First Step:
Identify topic and possible Scopus-indexed journal

Result:
Topic and journal identified hence to start drafting article

Date: Jan 2024   Target Date: December 2024

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

FRETZELJANE O. POGADO
Instructor I