

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%)		4.90x50% = 2.45	
b. Students (50%)		4.43x50%= 2.215	
Total for Instruction	80%	4.665	3.732
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5.0	1.0
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.732

EQUIVALENT NUMERICAL RATING: 4.732
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.732

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 January-June 2022.

FRETZELJANE O. PODAGO

Instructor I

Date: July 27, 2022

Approved:

ANALYN M. MAZO

Department Head

Date: 7/27/22

MA. THERESA P. LORETO

College Dean

Date: 7/28/2022

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	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated,	A1. Actual Faculty's FTE	Handles subjects/courses							
	PI 8: Number of graduate	A2. Number of students advised	Acts as academic adviser to							
		A3. Number of students advised on thesis/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation							
		A4. Number of students entertained for consultation	Entertains students seeking consultation with faculty							
	PI 9: Number of	A5. Number of on-line ready coursewares developed and	Converts the existing instructional materials into							
		On-line ready courseware	Prepares instructional module/laboratory							
		Supplemental learning resources	Prepares Power Point presentation, video clips							
		Assessment tools	Prepares assessment tools							
		A 6 : Number of on-line course were reviewed by TRP & edited by	Submits the course ware duly reviewed by TRP for editing							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to							

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	<i>Handles and teaches courses assigned</i>	30.00		5	5	5	5.00	Handled 1 Biol141n lec and 2 Biol141n lab, 1 Biol127s lab and lec, 1 MarB16 lec and Lab, 2- SctS11b
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and	5	4	5	5	5	5.00	
		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	3	1	5	5	5	5.00	
		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	4	4	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	4	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4	4	5	5	4	4.67	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	10	3	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	3	1	5	5	4	4.67	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	4	4.67	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5.00	
	PI 9: Number of student organizations advised/	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							

		A20. Number of Student organizations assisted or student implementing student related	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	1	5	5	5	5.00	Biol127s lab
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	Biol141n Lec and Lab, Marb16 lec and lab, Biol17s lec and lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	Biol141n Lec and Lab, Marb16 lec and lab, Biol17s lec and 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	3	5	5	5	5.00	Biol141n Lec and Lab, MarB16 lec and Lab, Biol127s Lab
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or							
		Agency/firm/Industry linkages	Coordinates with potential firms							
		A 26. Other outputs implementing	Designs experiential learning	1						
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3)	A27. Number of research outputs in the last three (3) years utilized by the	Conducts research for possible utilization by industry or other							
	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		5	5	5	5.00	to be completed on Dec 2022
	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	2	5	5	5	5.00	Submitted a paper to Philippine Journal of Science and accepted for publication; Submitted to Journal of Wetlands Biodiversity
		In refereed nat'l/regional journals		1						
	PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and presents							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1						
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its	1	1	5	5	5	5.00	Part of the newly approved Internationalization program
	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	Prepares and submits application							
		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	A 36. Number of active partnerships	Identifies and links with probable							
	PI 2. Number of trainees	A 37. Number of trainees weighted	Conducts trainings among							
	PI 3. Number of extension programs organized and	A 38. Number of extension programs/projects implemented	Implements 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							
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services	Provides the technical and expert services requested by							
	Research Mentoring	Research Mentor								
	Peer	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							
	PI 11. Additional outputs *	A 42. No. of extension-related								
		A 43. Other outputs implementing	activities and other outputs to							

UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
PI 8. Compliance to all	A 44. Compliance to all requirements of	Ensures that all the QMS core	zero non-conformity						
	A 45. Compliance to all requirements of	Prepares required documents	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	initiates/introduces improvements in performing 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								83.33	
Average Rating								4.90	
Adjectival Rating								Outstanding	
Comments & Recommendation for Development Purpose: Attend trainings, especially on invertebrate physiology									

Evaluated & Rated by:

ANALY M. MAZO
Department Head
Date: 7/24/2022

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: 7/24/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7-28-22

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Fretzeljane O. Pogado

Performance Rating: Outstanding

Aim: To improve knowledge and skills on physiological studies of invertebrate animals

Proposed Interventions to Improve Performance:

Date: January 2021 Target Date: Dec 2022

First Step:

Look for possible trainings local and abroad

Result:

Identified trainings

Date: _____ Target Date: September-December _____

Next Step:


Request for funds

Outcome:

Funds provided for the training

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


FRETZELJANE O. POGADO
Instructor I