

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: JAYZON G. BITACURA

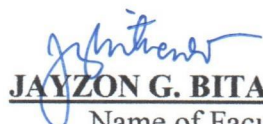
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92x100%= 4.92	
b. Students (50%)			
Total for Instruction	50%		2.46
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	45%	5x45%	2.25
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	5%	5X5%	0.25
4. Administration			
5. Production			
TOTAL	100%		4.96

EQUIVALENT NUMERICAL RATING: 4.96  
Add: Additional Points, if any: none  
TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:


  
**JAYZON G. BITACURA**  
Name of Faculty

  
**ANALYN M. MAZO**  
Department Head

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
Dean/Director


Approved:


  
**BEATRIZ S. BELONIAS**  
Vice President


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JAYZON G. BITACURA, 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 January to June 2020.

  
**JAYZON G. BITACURA**  
 Assistant Professor III  
 Date: Nov. 17, 2020

Approved:  
  
**ANALYN M. MAZO**  
 Department Head  
 Date: 11/17/2020

  
**CANDELARIO L. CALIBO**  
 College Dean  
 Date: 12/21/20 OIC  
12/21/20

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										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned							
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5.00	Two of Master of Education academic advisees already finished last June, 2020
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 . Number of students entertained for consultation purposes</b>	<i>Entertains students seeking consultation with faculty</i>	2	2	5	5	4.5	4.83	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>	<i>Converts the existing instructional materials into flexible learning systems</i>							



<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	5	6.45	5	5	5	5.00	I handled Micr 24 for 2nd semester 2019-2020	
	<b>A10.</b> Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	1	1	5	5	4.5	4.83	I have submitted gradesheet for Micr 24	
	<b>A11.</b> Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>								
	<b>A12.</b> Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	1	2	5	5	5	5.00	I have attended webinar on flexible learning and workshop on Moodle	
	<b>A13.</b> Number of long examinations administered and checked	<i>Administers and checks long examination for subjects taught</i>	1	1	5	5	5	5.00	administered and Checked long exam for Micr 24	
	<b>A14.</b> Number of quizzes administered and checked	<i>Prepares and checks quizzes for lec and lab</i>	3	4	5	5	5	5.00	I have administered and checked quizzes for Micr 24 and Biol 115	
	<b>A15.</b> Number of lab reports and term papers checked and graded	<i>Checks lab reports and term papers submitted as required</i>								
<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	10	10	5	5	4.5	4.83	acted as academic adviser to undergraduate students	
	<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>								
<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	<i>Prepares and submits for review by the Technical Review Panel</i>	1	1	5	5	4.5	4.83	I have prepared online courseware for MarB 13	
	On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	4.5	4.83	I have prepared online-ready courseware for MarB 13	
	Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	4	5	5	4.5	4.83	I have prepared 4 modues for MarB 13	

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	8	5	5	4.5	4.83	I have prepared 8 assessment tools for MarB 13
		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	2	5	5	4.5	4.83	I have made virtual classrooms for MarB 13 nad Micr 23n
<b>UMFO 3 . RESEARCH SERVICES</b>										
	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 oroject within the year	1						
	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						
		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								



		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	3	5	5	5	5.00	* I have revised my paper based on reviewer's comments * I have submitted two papers for publication in Annals of Tropical Research
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	3	5	5	5	5	5.00	I have trained Research assistants and faculty members on basic molecular techniques
	Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	I have organized training on basic molecular techniques last F
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					

		<b>A 45.</b> 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							
<b>UMFO 6. General Admin. &amp; Support Services</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
	<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						
	<b>Total Over-all Rating</b>							78.67	
	<b>Average Rating</b>							4.92	
	<b>Adjectival Rating</b>							OUTSTANDING	

Evaluated & Rated by:

*[Signature]*  
**ANALYN M. MAZO**  
 Department Head, DBS  
 Date: *Nov 12, 2020*

Recommending Approval

*[Signature]*  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date: *12/21/20*

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date:

**Comments & Recommendations for Development**  
**Purpose:** Develop research proposals on molecular studies.

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jayzon G. Bitacura

Performance Rating: Outstanding

Aim: Conduct research on molecular biology

Proposed Interventions to Improve Performance:

Date: July 2020      Target Date: July 2021

First Step:

Come up with research proposal

Result:

Proposal ready for submission to funding agency

Date: July 2021      Target Date: December 2021

Next Step:

Submit proposal to prospective funding agency


Outcome:

Research proposal submitted to funding agency

Final Step/Recommendation:

Implementation of approved research proposal

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**JAYZON G. BITACURA**  
Assistant Professor III