

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%)		4.79 x50%= 2.395	
b. Students (50%)		4.43x50%=2.215	
Total for Instruction	95%	4.61	4.379
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%	4.33	0.216
5. Production TOTAL	100%		4.596

EQUIVALENT NUMERICAL RATING: 4.596
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.596

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:


BERNA LOU A. REGIS

Name of Faculty


CHERYL C. BATISTEL


Department Head

Recommending Approval:


GLENN G. PAJARES

Dean/Director

Approved:


ROTACIO S. GRAVOSO

Vice President

	PI 6: Number of programs accredited	A 1. Number of programs accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	10	36.60	5	5	5	5.00	Handled Micr 24 lec, Biol 115 lec, Envi 122 lec
	PI 11: Number of new revised curricular proposals submitted	A 3. Number of new revised curricular proposals submitted	Contributes to the submission of a new revised curricular proposals							
	PI 13: Percentage of courses offered with approved course syllabi	A 4. Percentage of courses offered with approved course syllabi	Teaches subjects with approved course syllabi	50%	75.00%	5	5	5	5.00	
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs							
	PI 15: Number of Instructional Materials approved	A 6. Number of Instructional Materials approved	Prepares and submits IMs for review and approval							
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 7. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	70%	60.00%	5	4	3	4.00	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	A 8. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)		70%	100.00%	5	5	5	5.00	
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	4	4	4.33	Midterm and Final Exam of all subject
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	For subjects Micr 24, Biol 115 and Envi 122 lec
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	6	5	5	4	4.67	Envi 122 and MarB 112
		A 14. Number of Student	Assists student organizations							

UMFO 3 . RESEARCH SERVICES										
PI 1: Number of research	A 15. Number of research outputs in	Conducts research for possible								
PI 2: Number of research	A 16. Number of research outputs	Conducts and completes								
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 17. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	1							
	a. International									
	b. National									
	c. Regional or Institutional Conferences									
UMFO 4. EXTENSION SERVICES										
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
PI 7: Number of trainings,	A 50. Number of training, seminars, <i>seminars and conferences attended</i>	Attends training, seminars, and <i>conferences attended</i>								
	International									
	National									
	Regional/Institutional									
OVPI MFO 3. Registration Services										
PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	70%	100%	5	5	5	5.00	All student advisees were validated within the prescribed period	
PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	10	26	5	5	5	5.00	Adviser for BSBio and BSMB	
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs	A 53. Number of IMs reviewed by the	Submits IMs for review								
PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	2						Subjects taught with syllabus already	
PI 14: Number of OJT MOAs	A 55. Number of OJT MOAs prepared	Coordinates with potential firms								
PI 15: Number of student	A 56. Number of student interns	Acts as student internship								
PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:		1	4	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	1	4	5	5	5	5.00	
	PI 17: Number of exchange	A 58. Number of exchange students	Acts as exchange student							
	PI 18: Number of students	A 59. Number of students from other	Acts coordinator/facilitator for							
	PI 19: Number of external	A 60. Number of external	Facilitates in assisting of the							
	PI 20: Number of students	A 61. Number of students from other	Facilitates in assisting students							
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	25	5	5	5	5.00	
UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 9: Percentage of submitted DTR within 20 days after the last day of the month	A 73. Percentage of submitted DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	70%	45%	4	4	3	3.67	
	PI 10: Percentage of	A 74. Percentage of complaints, if any,	Addresses complaints on time							
	PI 12: Percentage of	A 76. Percentage of monthly	Submits monthly							
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	6	5	5	5	5.00	Jan-June 2024
		A 81. Number of new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
	Total Over-all Rating								76.67	
	Average Rating								4.79	
	Adjectival Rating								Outstanding	

Evaluated & Rated by:


CHERYL C. BATISTEL

Head, DBS

Date: July 22, 2024

Recommending Approval:


GLENN G. PAJARES

Dean, CAS

Date: July 23, 2024

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: July 25, 2024

Comments & Recommendations for Development Purpose:

Conduct research & extension works.
Congratulations in finishing PhD!

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	4th	

Name of Office: DBS


Head of Office: CHERYL C. BATISTEL

Number of Personnel: 17


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching		/		Everyone is reminded to submit TOS, grades and DTR on time	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


CHERYL C. BATISTEL
 Immediate Supervisor

Noted by:


GLENN G. PAJARES
 Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS


Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Q	2 nd Q	3 rd Q	4 th Q	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
PI 3:	Total FTE monitored			/	/			
MFO 2 HIGHER EDUCATION SERVICES (50%)								
PI 4:	Percentage of students enrolled on schedule	All faculty		/				
PI 5:	Percentage increase in enrolment	All faculty		/	/			
PI 6:	Number of programs accredited	All faculty		/	/			
PI 10:	Total FTE monitored *	All DBS and affiliate faculty		/	/			
PI 11:	Number of new revised curricular proposals submitted	All faculty		/	/			
PI 12:	Number of new revised proposal approved by UCC	All faculty		/				
PI 17:	Percentage of faculty rated at least VS in the Teaching Performance Evaluation by Students (TPES)	All faculty			/			
PI 18:	Percentage of faculty rated at least VS by Supervisor	All faculty			/			
PI 2:	Number of research outputs completed	EKLS		/				
PI 4:	Number of research proposals submitted	RJPD, CCB, EKLS, FOP, HVO, RMM, DNM, EOB		/				
PI 1:	Number of active partnerships with	DMGV, RJPD,		/	/			

	LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities * (MOUs/MOAs)	SAC						
PI 2:	Number of trainees weighted by the length of training *	SAC			/			
PI 3:	Number of extension programs and projects	DMGV, SAC		/	/			
PI 4:	Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance*	DMGV, SAC,			/			
PI 5: Number of expert services rendered:	1. Peer reviewers of journal/book	CCB, RMM		/	/			
	2. Review of research and extension proposal	SAC			/			
	3. resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	SAC, RJPD			/			
PI 6:	Number of extension proposals submitted	DMGV			/			
PI 8:	Number of Extension projects implemented	DMGV, AMM		/	/			
PI 10:	Number of extension activities conducted	DMGV, RJPD, SAC		/	/			
PI 11:	Number of trainings, seminars and fora conducted	DMGV, SAC		/	/			

PI 18:	Additional outputs							
	Number of specimens identified	AMM, HVO, EOB		/	/			
OVPI MFO 1. Faculty Development Services								
PI 1:	Number of faculty pursuing advanced research degrees	JGB, JCE, ARRF, BLAR, SAC, EOB		/	/			
PI 7:	Number of faculty sent to trainings, seminars and conferences	AMM, DNM, SAC, HVO, RMM, EKLS, EOB		/	/			
OVPI MFO 3. Registration Services								
PI 9:	Percentage of students enrolled and validated within the registration period	All faculty		/				
PI 10:	Number of students advised during the registration period	All faculty		/				
OVPI MFO 4. Curricular Program Management Services								
PI 11:	Number of curricular reviews conducted	All faculty		/	/			
PI 13:	Number of course syllabi and TOs reviewed and approved	All faculty		/	/			
PI 14:	Number of OJT MOAs prepared	RMM, DMGV			/			
PI 16:	Number of thesis students advised	CCB, SAC, AMM, DMG, EKLS, FOP, DNM, BLAR, RMM, HVO, EOB, RJD, BSB		/	/			
MFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)								
PI 1.	Number of departments/institutes/offices supervised	AMM, CCB		/	/			
PI 2.	Number of management	DBS Faculty &		/	/			

	meetings conducted	Staff						
PI 3.	Number of committee meetings conducted	AMM, CCB		/	/			
PI 4.	Number of routinary documents acted	AMM, CCB		/	/			
PI 5.	Number of requests acted	AMM, CCB		/	/			
PI 6.	Number of memoranda prepared	AMM, CCB			/			
PI 9:	Percentage of faculty and staff who submitted a DTR every month	All faculty		/	/			
PI 12:	Monthly accomplishment report submitted on time			/	/			
PI 13:	Number of classrooms and Lab rooms constructed and renovated				/			
PI 14:	Percentage budget utilization (GAA)			/	/			
	Percentage budget utilization (STF)			/	/			

Prepared by:


CHERYL C. BATISTEL
 Head, DBS

EMPLOYEE DEVELOPMENT PLAN

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

Aim: Finish graduate studies (PhD)

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

Write-up/revisions of dissertation

Result:

Submit manuscript and defend dissertation

Date: January 2024 Target Date: December 2024

Next Step:

Complete/finish graduate program (PhD)

Outcome: Graduate on August 2-3, 2024

Prepared by:



CHERYL C. BATISTEL
Unit Head

Conforme:



BERNA LOU A. REGIS
Assistant Prof. IV



TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Biological Science

Semester and Academic Year: First Semester 2023-2024

College: College of Arts and Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANALYN MENDOZA MAZO	4	4.50	90.00 %	Outstanding
BEATRIZ SATENTES BELONIAS	2	5.00	100.00 %	Outstanding
BERNA LOU ABA REGIS	7	4.43	88.57 %	Very Satisfactory
CHERYL COSTILLAS BATISTEL	4	4.50	90.00 %	Outstanding
CLARISSA MAE LAROA SAS	9	4.89	97.78 %	Outstanding
DARIUS NOEL MINOZA	8	4.88	97.50 %	Outstanding
DONNA GUARTE	8	4.62	92.50 %	Outstanding
EUNICE KENEE LABONITE SERIÑO	5	4.80	96.00 %	Outstanding
FRETZELJANE OLOR POGADO	6	4.50	90.00 %	Outstanding
GIDEON RELENTE YEPES	7	4.86	97.14 %	Outstanding
HONEYLENE VALENZONA ONGY	5	5.00	100.00 %	Outstanding
JUDY MAE GILSANO ASIS	8	4.50	90.00 %	Outstanding
LEONARDO DULOJAN CADAVOS	9	5.00	100.00 %	Outstanding
NICOLE CHELSEA . MANGUIAT	7	4.86	97.14 %	Outstanding
RIS MENOEL ROMEN MODINA	5	4.80	96.00 %	Outstanding
ROSALINA DIALIMAS POLIQUIT	6	4.67	93.33 %	Outstanding
SENONA ARAZO CESAR	8	4.50	90.00 %	Outstanding
TED DOMINIQUE S. BELONIAS	8	4.44	88.75 %	Very Satisfactory
YASSER LIM MECATE	9	4.89	97.78 %	Outstanding
Department Mean		4.72	94.34%	Outstanding

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: April 24, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: April 24, 2024

Received by:

Received by:

nm
ANALYN MENDOZA MAZO

Name and Signature of Department head

Date: *5/21/24*

mtl
MA. THERESA POSAS LORETO

Name and Signature of College Dean

Date: *May 21, 2024*

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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