

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ANALYN M. MAZO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.94x50% = 2.47	
b. Students (50%)		5x50%= 2.50	
Total for Instruction	50%	4.97	2.485
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	25%	4.67	1.167
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	25%	5	1.25
5. Production			
TOTAL	100%		4.902

EQUIVALENT NUMERICAL RATING: 4.902Add: Additional Points, if any: noneTOTAL NUMERICAL RATING: 4.902ADJECTIVAL RATING: OUTSTANDINGANALYN M. MAZO

Name of Faculty

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

for Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANALYN M. MAZO**, 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 **JAN-JUN 2022**.

Approved:

ANALYN M. MAZO

Associate Prof. V

Date: 7/26/2022

MA.THERESA P. LORETO

College Dean

Date: 7/27/2022

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, 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	4	4	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							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	5	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 Moodle 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	6	13.5	5	5	5	5.00		
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1						Jul-Dec	
		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								
		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	2	1	5	5	4	4.67		
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	7	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	10	10	5	5	4	4.67	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	25	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Adviser	Advises, and corrects research outline and thesis/SP manuscript	1	5	5	5	5	5.00	Advisees: Padilla, LJ; Manguiat, NC; Bustillo, NB; Carungay, M; Salinasal, A.
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	SRC (Chair) of: Latorino, RP, Rosa, JM; Gloria, H; Igloria, J; Laroa, S
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	1	5	5	5	5.00	Roxas, M
		As Head	Advises and corrects research outline and thesis/SP manuscript	10	56	5	5	5	5.00	Reviewed and approved all thesis proposals and manuscripts of BS Bio and BS Marine Bio students
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	50	5	5	5	5.00	Entertained consultations thru emails and F2F
	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							
		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.	2	7	5	5	5	5.00	term exams, quizzes, assignments, oral presentations, video presentations, laboratory reports, reaction paper, synthesis of scientific articles
		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	1	5	5	5	5.00	For second sem 2021-2022 only
	PI 11 . Additional outputs	A 25 . Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	1	5	5	4	4.67	Prepared the the supporting documents and Narative Profile for Area 4 (International linkage and consortia) during the Level IV AACCUP accreditation of BS Biology Program
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	5	5	5	5.00	Made initial coordination with SEAFDEC for possible acceptance of our OJT students
		Number of syllabi reviewed as head	Review the submitted sullabi by faculty members	5	5	5	5	5	5.00	
		Number of TOS reviewed as head	Review the submitted TOS by the faculty members	10	47	5	5	5	5.00	Reviewed and approved all TOS of faculty members
		A 26 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	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	CHED-funded 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							

[illegible]

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 Mentor								
	Peer reviewers/Panelists								
	Resource Persons								
	Convenor/Organizer								
	Consultant								
	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 (extrn. 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 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							
	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	1		5	5	5	5.00	Planned the compliance of all recommendations of AACUP accreditors during the Level III accreditation of the BS Bio curriculum

		On program accreditations	Assigned in Area 4 (International linkage and consortium)	1		5	5	5	5.00	
		On identifying supporting documents	Facilitated the identification of documents for the Compliance (Level III recommendations) and the five different areas for Level IV AACCU accreditation of BS Bio and helped in identifying documents for Area 2 during the Institutional accreditation	1		5	5	5	5.00	
		On institutional accreditations	Assigned in Area 2, Parameter B during the Level IV Institutional Accreditation	1	1	5	5	5	5.00	
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					
	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 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							
		Number of meetings conducted in the department	Continue to conduct monthly meeting with the faculty and staff	10	7	5	5	5	5.00	
		Number of CAS Execom meeting attended	Attend regular CAS Execom meeting and act as secretary	5	6	5	5	5	5.00	
Total Over-all Rating									128.33	
Average Rating									4.94	
Adjectival Rating									Outstanding	

Evaluated & Rated by:

mtplneta
MA. THERESA P. LORETO
 Dean, CAS
 Date: *7/27/2022*

Recommending Approval

mtplneta
MA. THERESA P. LORETO
 Dean, CAS
 Date: *7/27/2022*

Approved by:

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

Comments & Recommendations for Development Purpose:

Dr. Mazo must continue her research projects which are commendable.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Analyn M. Mazo
Performance Rating: Outstanding

Aim: To make more publications

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: December 2022

First Step:

Identify research output to develop into a publishable article

Result:

Identified research output developed into an article

Date: July 2022 Target Date: December 2022

Next Step:

Identify the journal to publish the article

Outcome:

ISI or CHED-recognized scientific journal identified

Final Step/Recommendation:

Submission of article for publication

Prepared by:


MA. THERESA P. LORETO
Immediate Supervisor

Conforme:


ANALYN M. MAZO
Associate Professor V