

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: CARESSA MARIELLE D. POLIQUIT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.89	2.45
b. Students (50%)	50%	4.83	2.42
TOTAL for Instruction	80%	4.86	3.89
2. Research	10%	5.00	0.50
3. Extension			
4. Support to Students	10%	4.88	0.49
5. Production			
TOTAL	100%		4.88

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: Outstanding

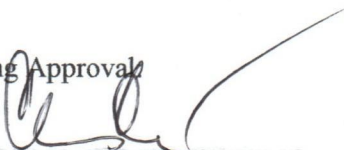
Prepared by:

  
**CARESSA MARIELLE D. POLIQUIT**  
Name of Faculty


Reviewed by:

  
**MA. THERESA P. LORETO**  
Head, Biotechnology

Recommending Approval

  
**CANDELARIO L. CALIBO**  
Dean, CAS

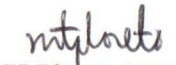
Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CARESSA MARIELLE D. POLIQUIT**, of the Department of Biotechnology commits the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1 - June 30, 2019.

  
**CARESSA MARIELLE D. POLIQUIT**  
 Ratee

  
 Approved: **MA. THERESA P. LORETO**  
 Head of Unit

MFO No.	MFO & PAPs	Success/Performance Indicators (IP)	Program/Activities/Projects	Tasks Assigned	Target	Details of Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO:2	Higher Education Services	PI 1. Full Teaching Equivalent (FTE)	Instruction	Btec 134 (lec), Btec 134 (lab), Btec 21 (lec), Scts 11 (lec)	8	16.5	5	5	5	5.00	Teacher's Leave
		PI 2. Number of instructional materials developed/ revised and utilized	Instruction	Lab manual	1	1	5	5	4	4.67	Btec 134
MFO 3:	Research Services	PI.3 Seminars attended	Research services	No. of seminars attended	1	4	5	5	5	5.00	Seminar on "How to be productive in the workplace with less amount of stress"; Wellness Seminar; PSBMB Regional Symposium-Visayas chapter; Forum on "Mga Haligi ng Lahi sa Agham at Teknolohiya & Modernization of Agriculture"
MFO 5:	Support to Students	PI 1. Student advising and consultation services:									
		PI 2. Number of hours spent on student consultation	Support to students	Students taking biotechnology subjects	20	20	5	5	5	5.00	BS Biotech
				student consultation	20	20	5	5	5	5.00	BS Biotech
				as adviser of student thesis outline/manuscript	3	3	5	5	5	5.00	Nayre, Torreon, Vega
				as SRC Member	5	5	5	5	4	4.67	Astudillo, Caseres, Lugsanay, Manapsal, Mazo
				as SRC Chairman	1	1	5	5	4	4.67	Eliseo



		PI 3. Number of student-related activities assisted	Support to students	Assisted student activities	1	4	5	5	5	5.00	VBS Biotech Week Opening Program, VBS GMO Awareness Seminar, VBS Brainfreeze Quiz Show, VBS Biotech Week Closing Program
		P4. Number of students advised	Support to students	serves as academic adviser	35	35	5	5	4	4.67	BS Biotech
		P5. Number of student organizations advised	Support to students	Advised student organizations	1	1	5	5	5	5.00	VSU Biotechnological Society
MFO:6	Gen Administration & Support Services (GASS)										
	Efficient & Customer friendly	Zero percent complaint from client served	Gen Services	Entertained students, parents, faculty, farmers, staff & visitors	0% complaint	zero complaint	5	5	5	5.00	No complaint received
				Total			58.68				
				Ave Rating			4.89				
				Adjectival Rating			Outstanding				

Average Rating (Total Over-all rating divided by 12)		4.89
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING		4.89
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:
Ms. Poliquist should pursue graduate studies.

Evaluated & Rated by:

*MA. THERESA P. LORETO*  
**MA. THERESA P. LORETO**  
 Head, Biotechnology

Date: \_\_\_\_\_

Recommending Approval:

*CANDELARIO L. CALIBO*  
**CANDELARIO L. CALIBO**  
 Dean, CAS

Date: \_\_\_\_\_

Approved:

*BEATRIZ S. BELONIAS*  
**BEATRIZ S. BELONIAS**  
 VP for Instruction

Date: \_\_\_\_\_

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Caressa Marielle D. Poliquit

Performance Rating: Very Satisfactory

Aim: To assess the potential of Ms. Poliquit for graduate studies

Proposed interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: March 2019

Target Date: May 2019

First Step: I asked Ms. Poliquit re: update on her plans for graduate studies.

Result: Ms. Poliquit was admitted at Wageningen University, The Netherlands in February 2019. She was told that the university will find an appropriate scholarship for her, however, she was informed in April 2019 that she can not be given a scholarship because B.S. in Biotechnology is not the banner program of the Visayas State University.

Date: July 2019


Target Date: August 2019

Next Step: I advised her to seek admission at the University of the Philippines, Los Baños, Laguna to pursue M.S. in Molecular Biology & Biotechnology.

Outcome: Ms. Poliquit was accepted at the University of the Philippines, Los Baños, Laguna under the M.S. in Molecular Biology & Biotechnology.

Final Step/Recommendation: Ms. Poliquit's contract as a substitute instructor of the Department of Biotechnology ended on July 31, 2019. She is now studying M.S. in Molecular Biology & Biotechnology at the University of the Philippines, Los Baños on her own but is applying for a DOST scholarship.

Prepared by:



MA. THERESA P. LORETO  
Head, Dept. of Biotechnology

PERFORMANCE MONITORING & COACHING JOURNAL

√	1 <sup>st</sup>	QUARTER
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Employee: Caressa Marielle D, Poliquit

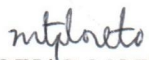
Name of Office: Department of Biotechnology

Number of Personnel: 2

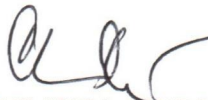
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Other (Pls. specify)	
	One-on-One	Group			
Monitoring	I encouraged Ms. Poliquit to continually update her class lectures and read journals to keep abreast of recent developments in Biotechnology.				Ms. Poliquit heeded my advice.
Coaching	I praised Ms. Poliquit for the Very Satisfactory and Outstanding TPES results she got and told her to continue such commendable performance.				Ms. Poliquit promised to maintain her commendable performance.

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

Conducted by:

  
MA. THERESA P. LORETO  
Immediate Supervisor

Noted by:

  
CANDELARIO L. CALIBO  
Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO