

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DONNA M. GUARTE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.95 x50%= 2.475	
b. Students (50%)		4.62x50%= 2.31	
Total for Instruction	85%	4.785	4.067
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	10%	4.925	0.492
4. Administration	5%	4.966	0.248
5. Production TOTAL	100%		4.807

EQUIVALENT NUMERICAL RATING: 4.807
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.807

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

DONNA M. GUARTE

Name of Faculty

Reviewed by:

CHERYL C. BATISTEL

Department Head

Recommending Approval:

GLENN G. PAJARES

Dean/Director


Approved:

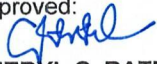
ROTACIO S. GRAVOSO

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **DONNA M. GUARTE**, a faculty member of the **DEPARTMENT OF BIOLOGICAL SCIENCES** commit to the deliver and agree to be rated on the the following accomplishment in accordance with the indicated measures for the period **January - June 2024**.


DONNA M. GUARTE
 Asst. Prof IV
 Date: July 2, 2024

Approved: 
CHERYL C. BATISTEL
 Head, DBS
 Date: July 22, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan. - Dec)	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 1: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 10 . Additional outputs:	A 2. Number of students advised	Acts as academic adviser to graduate students							
	PI 10 . Additional outputs:	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							
Number of instructional materials developed										

UMFO 2. HIGHER EDUCATION SERVICES										
OVPI MFO 3. Higher Education Management Services										
	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							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	50	32.4	5	5	5	5.00	accomplishment is for Jan-Jun 2024
	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		1	5	5	5	5.00	accomplishment is for Jan-Jun 2024; revision of BS Marine Biology curriculum
	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	60%	100%	5	5	5	5.00	accomplishment is for Jan-Jun 2024; for subjects MarB 124, Marb 110 and MarB 131
	PI 14: Percentage of courses offered with IMs	A 5. Percentage of courses offered with approved IMs	Teaches subjects with approved IMs	60%	40%	5	5	5	5.00	accomplishment is for Jan-Jun 2024; for subject MarB 124; other IMs in drafting stage; not yet complete
	PI 15: Number of	A 6. Number of Instructional Materials	Prepares and submits IMs for							
	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	100%	100%	5	5	5	5.00	accomplishment is for Jan-Jun 2024; for subjects MarB 124, Marb 110 and MarB 131
	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)		80%	100%	5	5	5	5.00	accomplishment based on 1t sem (Jun-Dec 2023) for subjects Biol 152, MarB 111, MarB 117, MarB 121 and MarB 131; TPES for 2nd sem Jan-Jun 2024 not yet
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	20	12	5	5	5	5.00	accomplishment is for Jan-Jun 2024; for subjects MarB 124, Marb 110 and MarB 131
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	80	45	5	5	5	5.00	accomplishment is for Jan-Jun 2024; for subjects MarB 124, Marb 110 and MarB 131
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	27	5	5	4.5	4.83	accomplishment is for Jan-Jun 2024; for subjects MarB 124, Marb 110 and MarB 131

		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		1	5	5	5	5.00	accomplishment is for Jan-Jun 2024; facilitated SinagTala Project of OBioS
UMFO 3 . RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A 15. 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 16. Number of research outputs completed within the year *	Conducts and completes research project within the year	1						All projects are ongoing
	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 scienfic fora/conferences							
		a. International		1						target conferences on Oct/Nov
		b. National								
		c. Regional or Institutional Conferences								
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	A 32. 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	1	2	5	4.5	5	4.83	accomplishment is for Jan-Jun 2024; LGU Baybay and LGU Inopacan
	PI 2: Number of trainees weighted by the length of	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for							
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects		1	3	5	5	4.5	4.83	accomplishment is for Jan-Jun 2024; AR Project, CRM Project; Balik Scienist Engagement
	PI 4: Percentage of beneficiaries who rated the training course/s as	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality	Provides quality and relevant training courses		92%	5	5	5	5.00	accomplishment is for Jan-Jun 2024; Reef Fish Assessment Training
	PI 5: Number of technical/expert services rendered	A 36. Number of technical/expert services rendered as/in:	Provides the technical and expert services requested by beneficiaries		3	5	5	5	5.00	accomplishment is for Jan-Jun 2024; Reef Fish Assessment Training; SCUBAsurero; CIPLS Habitat Assessment
		a. Peer reviewer of journal/book			1	5	5	5	5.00	accomplishment is for Jan-Jun 2024; reviewed a paper on Kuroshio Science Journal


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		<i>b. Review of research and extension proposal</i>								
		<i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)</i>		1						target conferences on Oct/Nov
		<i>d. accreditor</i>								
		<i>e. consultancy</i>								
	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	5	4.5	5	4.83	accomplishment is for Jan-Jun 2024
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1						
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	5	4.5	5	4.83	accomplishment is for Jan-Jun 2024; AR Project, CRM Project
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	1						target conferences on Jul, Oct/Nov
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>								
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	3	5	5	5	5.00	accomplishment is for Jan-Jun 2024; Reef Fish Assessment Training; SCUBAsurero; CIPLS Habitat
	PI 11: Number of trainings, seminars, fora conducted	A 42. Number of trainings, seminars, fora conducted	Conducts trainings, seminars, and fora	1	2	5	5	5	5.00	accomplishment is for Jan-Jun 2024; Reef Fish Assessment Training; PhilJapKus Webinar
	PI 12: Number of IEC	A 43. Number of IEC materials developed	Develop IEC materials							2
	PI 13: Number of IEC	A 44. Number of IEC materials distributed								
	PI 14: Number of extension articles derived from	A 45. Number of extension articles derived from approved extension	Submits extension articles derived from approved							
	PI 15: Number of extension articles derived from approved extension projects	A 46. Number of extension articles derived from approved extension	Follow ups submitted extension articles derived from approved							
	PI 16: Amount of research money obtained from external sources	A 47. Amount of extension money obtained from external sources	Requests for extension money from external sources	100,000.00						
	PI 17: Amount of research money obtained from internal	A 48. Amount of extension money obtained from internal sources	Requests for extension money from internal sources							
	PI 18: Additional outputs *	A 49. No. of extension-related awards								
UMFO 5. SUPPORT TO OPERATIONS										


OVPI MFO 1. Faculty Development Services									
PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1						
	<i>International</i>								
	<i>National</i>								
	<i>Regional/Institutional</i>			2	5	5	5	5.00	accomplishment is for Jan-Jun 2024; Reef Fish Assessment Training; PhilJapKus Webinar
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	80%	100%	5	5	5	5.00	accomplishment is for Jan-Jun 2024
PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	50	40	5	5	5	5.00	accomplishment is for Jan-Jun 2024
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	1	3	5	5	4.5	4.83	accomplishment is for Jan-Jun 2024
PI 14: Number of OJT MOAs prepared	A 55. Number of OJT MOAs prepared	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU, and prepares MOA for the student internship program		6	5	5	5	5.00	accomplishment is for Jan-Jun 2024; UPV, NFDI, Rare, CENRO Tagbilaran, CENRO Baybay, CRFMO Baybay; CCEF, BFAR 8
PI 15: Number of student interns deployed and monitored	A 56. Number of student interns deployed and monitored	Acts as student internship program coordinator	15	26	5	5	5	5.00	accomplishment is for Jan-Jun 2024
PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:		11	8	5	5	4.5	4.83	accomplishment is for Jan-Jun 2024; four are graduating
	<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	4.5	4.83	accomplishment is for Jan-Jun 2024
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	10	5	5	4.5	4.83	accomplishment is for Jan-Jun 2024
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	130	75	5	5	5	5.00	accomplishment is for Jan-Jun 2024; all students taught, academic advisees
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	90%	100%	5	5	5	5.00	accomplishment is for Jan-Jun 2024; DTR submitted within 1 week from the end of the month
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)		1	5	5	4.5	4.83	accomplishment is for Jan-Jun 2024; complaint on grades
	PI 12: Percentage of monthly accomplishment report submitted	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report		1	5	5	5	5.00	accomplishment is for Jan-Jun 2024; quarterly report
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	20	18	5	5	5	5.00	accomplishment is for Jan-Jun 2024; DBS monthly meeting, OJT, Ugrad, Project meetings, UAC
		A 81. 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		1	5	5	5	5.00	accomplishment is for Jan-Jun 2024; undergrad citation and reference format prepared for DBS graduating students
	Total Over-all Rating								188.17	
	Average Rating								4.95	
	Adjectival Rating								Outstanding	

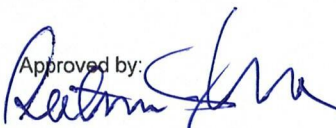
Evaluated & Rated by:


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:

Submit research proposals to possible funding agencies

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: Donna M. Guarte-Valida

Performance Rating: Outstanding

Aim: To develop and submit research proposal for funding

Proposed Interventions to Improve Performance:

Date: July 2023 Target Date: December 2023

First Step:

Identify research problem

Result:

Developed research proposal after the research problem has been identified

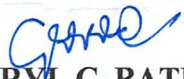
Date: Jan. 2024 Target Date: December 2024


Next Step: To develop another research proposal for funding (VSU or DOST) since the proposal submitted to DOST early this year was rejected as this was not aligned with their priority areas/field.

Outcome: One collaborative project (me as study leader) has already been approved by DOST and will commence late this year or early 2025, depending on the release of budget.

Final Step/Recommendation:

Prepared by:


CHERYL C. BATISTEL
Unit Head


DONNA M. GUARTE
Asst. 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:

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.

Received by:

nmv
ANALYN MENDOZA MAZO

Name and Signature of Department head

Date: *5/21/24*

mtldncto
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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