


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: CHERYL C. BATISTEL

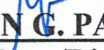
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0 x50%= 2.50	
b. Students (50%)		4.50 x50%= 2.25	
Total for Instruction	80%	4.75	3.8
2. Research			
Client/Dir. for Research (50%)			
Dept. Head/Center Director (50%)			
Total for Research	10%	5.00	0.5
3. Extension			
Client/Dir. for Extension (50%)			
Dept Head/Center Director (50%)			
Total for Extension	5%	5.00	0.25
4. Administration	5%	5.00	0.25
5. Production			
TOTAL	100%		4.8

EQUIVALENT NUMERICAL RATING: 4.8
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.8

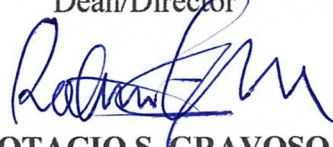
ADJECTIVAL RATING: OUTSTANDING


CHERYL C. BATISTEL
 Name of Faculty

Recommending Approval:

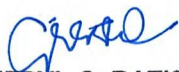

GLENN C. PAJARES
 Dean/Director


Approved:


ROTACIO S. GRAVOSO
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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


CHERYL C. BATISTEL
 Assoc. Prof. II
 Date: July 8, 2024

Approved:

GLENN G. PAJARES
 Head, DBS
 Date: July 23, 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							
	PI 10. Additional outputs:	A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research							
		AS GAC Member	Advises and corrects research							
		A4. Number of students entertained for consultation	Entertain 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							
	PI 10: Total FTE, coordinated, implemented and monitored *	A 2. Actual Faculty's FTE	Handles and teaches courses assigned	20	13.65	5	5	5	5.00	Taught Ecol 183 Lec & Lab, Biol 198 & Ecol 21 in 2nd sem AY 2023-2024
	PI 11: Number of new	A 3. Number of new revised curricular	Contributes to the submission							
	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	70%	100	5	5	5	5.00	All courses handled has an approved syllabus.
	PI 14: Percentage of	A 5. Percentage of courses offered with	Teaches subjects with							
	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	70%	60	5	5	5	5.00	Submitted Biol 200, MarB 200, Biol 198 grade sheets within allowable period
	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	5	5	5	5.00	For subjects handled in 1st sem SY 2023-2024 Biol 11 & Ecol 142 Lec (Outstanding); Ecol 142 Lab & Ecol 172 (Very Satisfactory)
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	10	5	5	5	5.00	For Ecol 183 Lec & Lab, Biol 198 & Ecol 21 in 2nd sem AY 2023-2024
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	15					For Ecol 183 Lec & Lab, Biol 198 & Ecol 21 in 2nd sem AY 2023-2024
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	6	5	5	5	5.00	For Ecol 183 Lab in 2nd sem AY 2023-2024
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Supported OBioS activities during OBioS Week
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	1	1	5	5	5	5.00	Study Leader of TrEcH project - Soil & Water Quality Monitoring & Pollution Assessment Component
	PI 2: Number of research	A 16. Number of research outputs	Conducts and completes							
	PI 3: Number of research	A 17. Number of research outputs	Prepares, submits and							
		a. International								
		b. National								
		c. Regional or Institutional Conferences		1	1	5	5	5	5.00	Prepared TrEcH research project report for In-House review
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	1	5	5	5	5.00	Existing TrEcH project collaborators: LGU Baybay, UP-Diliman, University of Maryland
	PI 2: Number of trainees	A 33. Number of trainees weighted by	Conducts trainings among							
	PI 3: Number of extension	A 34. Number of extension programs								

PI 4: Percentage of	A 35. Percentage of beneficiaries who	Provides quality and relevant							
PI 5: Number of	A 36. Number of technical/expert	Provides the technical and							
	a. Peer reviewer of journal/book		1	1	5	5	5	5.00	Reviewed manuscript for publication in Aquatic Botany Journal
	b. Review of research and extension								
	c. Resource speaker/person (panelist,								
	d. accreditor								
	e. consultancy								
PI 6: Number of extension	A 37. Number of extension proposals	Prepares extension project							
PI 7: Number of extension	A 38. Number of extension proposals	Follow ups submitted and							
PI 8: Number of extension	A 39. Number of extension proposals	Implements duly approved							
PI 9: Number of extension	A 40. Number of extension outputs	Prepares, submits and							
	a. International								
	b. National								
	c. Regional or Institutional Conferences								
PI 10: Number of extension	A 41. Number of extension activities	Conducts extension program							
PI 11: Number of trainings,	A 42. Number of trainings, seminars,	Conducts trainings, seminars,							
PI 12: Number of IEC	A 43. Number of IEC materials	Develop IEC materials							
PI 13: Number of IEC	A 44. Number of IEC materials								
PI 14: Number of extension	A 45. Number of extension articles	Submits extension articles							
PI 15: Number of extension	A 46. Number of extension articles	Follow ups submitted extension							
PI 16: Amount of research	A 47. Amount of extension money	Requests for extension money							
PI 17: Amount of research	A 48. Amount of extension money	Requests for extension money							
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	A 50. Number of training, seminars, and conferences attended	Attends training, seminars, and conferences attended							
	International								
	National								
	Regional/Institutional		1	1	5	5	5	5.00	Attended the Faculty Onboarding
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	Validated students enrollment of academic advisees within the registration 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	20	30	5	5	5	5.00	Advised 20 BS Bio and 10 BSMB students
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	10	6	5	5	5	5.00	Submitted TOS for Ecol 183 Lec, Biol 198 & Ecol 21 MT and Final Exams
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:			3	5	5	5	5.00	Served as Thesis adviser of Jgallardo, LCorona and Dcondes
	<i>As SRC Chairman</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	Served as SRC Chairman of CJJabillo and Mbablonia
	<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	Served as SRC Member of SGVillaluz, RLuzon, BJPosas, MRMontajes
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 institutions/agencies conducting benchmarking activities served	A 60: Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities		1	5	5	5	5.00	Assisted the Educational Tour of RTR (Tacloban) Medical Students during their visit at DBS
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	10	30	5	5	5	5.00	Entertained thesis students, Ecol 183 and Biol 198 students
	A 63: Number of on-line course ware	Prepares on-line course ware							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	25	5	5	5	5.00	Prepared exams and quizzes for subjects taught
	A 64: Number of virtual classroom created/operational		2	3	5	5	5	5.00	Ecol 21, Ecol 183 and Biol 198

UMFO 6. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
	PI 1: Number of departments/institutes/offices supervised	A 65. Number of departments/institutes/offices supervised	Acts as head of office		1	5	5	5	5.00	Appointment and acted as head of DBS from 22 May 2024
	PI 2: Number of management meetings conducted	A 66. Number of management meetings conducted	Presides departmental meetings		1	5	5	5	5.00	Presided June 2024 monthly meeting
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman		1	5	5	5	5.00	DBS Admissions Committee (Jan-May)
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents		>50	5	5	5	5.00	Signed various documents (thesis, DTRs, letter requests, etc.)-May 22-June
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests		10	5	5	5	5.00	Acted on varoius requests (i.e use of lab equipment)
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda		2	5	5	5	5.00	DTR submission & DBS Committes
	PI 7: Percentage of IFWs	A 71. Number of IFWs submitted to	Monitors submission of IFWs							
	PI 8: Percentage of Report	A 72. Percentage of Report of Actual	Monitors submission of ATL 30							
	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	80%	100	5	5	5	5.00	Submitted DTR from Jan-June 2024 on time
	PI 10: Percentage of	A 74. Percentage of complaints, if any,	Addresses complaints on time							
	PI 12: Percentage of monthly accomplishment report	A 76. Percentage of monthly accomplishment report submitted	Submits monthly accomplishment report							
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	14	5	5	5	5.00	Attended/presided DBS monthly meetings; Attended CAS EXECOM, OVPA, Research Office, Graduate School, QAC, UAC meetings
		A 81. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
	Total Over-all Rating								150.00	
	Average Rating								5.00	
	Adjectival Rating									Outstanding

Comments & Recommendations for Development Purpose: Continue to set your goals and achieve them. Keep up the good work.

Evaluated & Rated by:

GLENN G. PAJARES

Dean, CAS

Date: July 23, 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

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: Cheryl C. Batistel
Performance Rating: Outstanding

Aim: Develop more research proposals for submission to funding agencies

Proposed Interventions to Improve Performance

Date: July 2024

Target Date: December 2025

First Step:

Identify priority research topics/areas and develop proposal.

Result:

Draft proposal

Date: January 2025

Target Date: December 2025

Next Step:


Revise proposal

Outcome:


Submit final draft to possible funding agency

Final Step/Recommendation:

Prepared by:


GLENN C. PAJARES
CAS, Dean

Conforme:


CHERYL C. BATISTEL
Assoc. Prof. II



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*

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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