

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JAYZON G. BITACURA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
c. Head/Dean (50%)		$4.96 \times 100\% =$ 4.96	
d. Students (50%)			
Total for Instruction	50%	4.88	2.44
2. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research	45%	5.00	2.25
3. Extension			
e. Client/Dir. for Extension (50%)			
f. Dept Head/Center Director (50%)			
Total for Extension	5%	5.00	0.25
4. Administration			
5. Production			
TOTAL	100%		4.94

EQUIVALENT NUMERICAL RATING: 4.94
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: OUTSTANDING


JAYZON G. BITACURA
 Name of Faculty


ANALYN M. MAZO
 Department Head

Recommending Approval:


MA. THERESA P. LORETO
 Dean/Director

Approved:


BEATRIZ S. BELONIAS
 Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JAYZON G. BITACURA, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020.

Approved:

J. Bitacura
JAYZON G. BITACURA
Assistant Professor III
Date: *March 15, 2021*

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ANALYN M. MAZO
Department Head
Date: *March 15, 2021*

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MA. THERESA P. LORETO
College Dean
Date: *16 Mar 2021*

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
						Quality	Efficiency	Timeline	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							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	Accomplished during Jan-June					
		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	2	Accomplished during Jan-June					

	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:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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	Biol 138n lec, MarB13 lec, Zool 115 Lecnad micr 23n	5	12.15					
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	Accomplished during Jan-June					
		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 prescribed period							

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	Accomplished during Jan-June					
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	Accomplished during Jan-June					
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	Accomplished during Jan-June					
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	10	Accomplished during Jan-June					
		A17. Number of students advised on thesis/ field practice/special problem:								
	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	1	6	5	5	4.5	4.83	I have prepared learning guides for Biol 128n, Micr 23n, Zool 115, Bsci 101, Biol 22, Biol 25
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	Prepared review powerpoints for MarB 13, Biol 138n & Micr 23n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	Accomplished during Jan-June					
		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	1	2	5	5	4.5	4.83	I have made virtual classrooms for Zool 115 & Biol 138n
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or							
		Agency/firm/Industry linkages	Coordinates with potential							
		A 26. Other outputs implementing the	Designs experiential learning							
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 oroject within the year	1	2	5	5	5	5.00	Completed 2 studies under the VSU water resources 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							
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	My paper was recommended for publication in ATR
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>			1	5	5	5	5.00	Presented research poster during the Eastern Visayas Health Research and Development Consortium
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper		2	5	5	5	5.00	I have reviewed 1 paper for UPVTC journal and 1 paper for ATR
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the Research related awards	Designs research related		1	5	5	5	5.00	1 st Place Best Research
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	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	3	Accomplished during Jan-June					
	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 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		100% compliant				
		On program accreditations							
		On institutional accreditations							
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 to implement new normal						
	Total Over-all Rating							44.67	
	Average Rating							4.96	
	Adjectival Rating							Oustanding	

Comments and Recommendations for Development Purpose: He can pursue his PhD

Evaluated & Rated by:

ANALYN M. MAZO

Head, DBS

Date: March 8, 2021

Recommending Approval

MA. THERESA P. LORETO

Dean, CAS

Date: 16 Mar 2021

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 3/17/21

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jayzon G. Bitacura

Performance Rating: Outstanding

Aim: Conduct research on molecular biology

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: July 2021

First Step:

Come up with research proposal

Result:

Proposal ready for submission to funding agency

Date: July 2021 Target Date: December 2021

Next Step:

Submit proposal to prospective funding agency


Outcome:

Research proposal submitted to funding agency


Final Step/Recommendation:

Implementation of approved research proposal

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


JAYZON G. BITACURA
Assistant Professor III