SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:　　SENONA A. CESAR

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1.　Instruction			
a.　Head/Dean (50%)		4.93x100%= 4.93	
b.　Students (50%)			
Total for Instruction	70%		3.451
2.　Research			
a.　Client/Dir. for Research (50%)			
b.　Dept.　Head/Center　Director (50%)			
Total for Research	30%	5x30%	1.5
3.　Extension			
a.　Client/Dir. for Extension (50%)			
b.　Dept　Head/Center　Director (50%)			
Total for Extension			
4.　Administration			
5.　Production			
TOTAL	100%		4.951

EQUIVALENT NUMERICAL RATING:　　　4.951
Add:　Additional Points, if any:　　　none
TOTAL NUMERICAL RATING:　　　　　4.951

ADJECTIVAL RATING:　　　　**OUTSTANDING**

Prepared by:　　　　　　　　　　　Reviewed by:

SENONA A. CESAR　　　　　　　**ANALYN M. MAZO**
Name of Faculty　　　　　　　　　Department Head

Recommending Approval:

CANDELARIO L. CALIBO　　OIC 12/21/21
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SENONA A. CESAR, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JAN -JUNE 2020.

SENONA A. CESAR	Approved: **ANALYN M. MAZO**	**CANDELARIO L. CALIBO** OIC
Assoc Prof V	Department Head	College Dean
Date: 12/11/20	Date: 12/11/21	Date: 12/21/21

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines s	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	11	5	5	5	5.00	
	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	2	2	5	5	5	5.00	facilitated 2 virtual comrehensive examinations & was an observer for an MSc thesis defense for Agronomy student
		A.9. Act as GAC for Master in Education students								
		As GAC Chairman	Acts as GAC Chairman	3	4					2 graduated
		AS GAC Member	Acts as GAC Member	2	9					

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	13.2 (ScTS 11=5.7 ; Ecol 21n=5.4 ; Zool 128=2.1)	13.2 (ScTS 11=5.7 ; Ecol 21n=5.4 ; Zool 128=2.1)	5	5	5	5.00	also handled additional ScTS section in lieu of BLARegis while on maternity leave
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	4	5	5	4.5	4.83	only first long examination for each subject were implemented.
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	13 (ScTS =5; Ecol 21n =4; Zool 128=4)	39 (ScTS =22; Ecol 21n =13; Zool 128=4)	5	5	4.5	4.83	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	2	10	5	5	5	5.00	based on cumulus
	A17. Number of students advised on thesis/ field practice/special problem:		2	2	5	5	5	5.00	1 was able to conduct the field study while the other 1 is still on proposal stage
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	4.5	4.83	Castro, De la Rama, Baltazar,
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	4.5	4.83	Ybanez, Soria, Jarnin
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	25	5	5	5	5.00	
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	1	1					ScTS was already started by June
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4.5	4.83	ScTS was already started by June
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	4.5	4.83	looked for reading assignment articles for MarB 11 (1), prepared to load the videos for ScTS 11 (3), looked for ebooks for Zool 128 (4)

				C1	C2	C3	C4	C5	C6	Remarks
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	4.5	4.83	ScTS 11 for Modules 1-4 (4 pre assessments and 4 post assessments)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	2	5	5	5	5.00	1 classroom for practice for google and moodle
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	2	2	5	5	5	5.00	
UMFO 4. EXTENSION SERVICES										
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 theQMS 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		zero non-conformity					
		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											
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 performfing 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									74.00		
Average Rating									4.93		
Adjectival Rating									OUTSTANDING		

Evaluated & Rated by:

ANALYN M. MAZO
Department Head, DBS
Date: 12/11/2020

Recommending Approval

CANDELARIO L. CALIBO O/C 12/21/20
Dean, CAS
Date: Dec. 21, 2020

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Comments & Recommendations for Development
Purpose: Needs to give priority on finishing her PhD

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Senona A. Cesar
Performance Rating: Outstanding

Aim: Finish graduate studies

Proposed Interventions to Improve Performance: Come up with a timeline of activities related to dissertation

Date: June 2020   Target Date: December 2020

First Step:

Deload from research engagements

Result:

Finish dissertation proposal ready for approval

Date: Jan 2021   Target Date: December 2021
Next Step:
Set target date to submit approved proposal

Outcome:

Approved proposal for implementation
Final Step/Recommendation:

Dissertation approved

Prepared by:

ANALYN M. MAZO
Unit Head

Conforme:

SENONA A. CESAR