

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HONEYLENE V. ONGY

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.87 x50% = 2.435	
b. Students (50%)		5.00x50%= 2.50	
Total for Instruction	80%	4.935	3.948
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension	20%	4.67	0.934
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.882

EQUIVALENT NUMERICAL RATING: 4.882
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.882

ADJECTIVAL RATING: OUTSTANDING

HONEYLENE V. ONGY

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, HONEYLENE V. ONGY, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June 2023


HONEYLENE V. ONGY

Instructor I, DBS

Date: 7/24/23

Approved:


ANALYN M. MAZO

Department Head

Date: 7/26/23


MA. THERESA P. LORETO

College Dean

Date: JUL 27 2023

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 denominators)
						Quality	Efficiency	Timeliness	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	BIOL205	0.5	2.5	5	5	5	5.00	BIOL205/TREC205
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	10	12	5	5	4	4.67	Med-Biol students
		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	Entertains students seeking consultation with faculty	3	5	5	5	5	5.00	Previous and current TREC/BIOL205 students consulting on their projects and grades.

	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	1	2	5	5	5	5.00	BIOL205/TREC205
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	BIOL205/TREC205
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.00	BIOL205/TREC205
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	6	5	5	5	5.00	BIOL205/TREC205
		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 Moddle or Google Classroom (TREC205)	1	1	5	5	5	5.00	BIOL205/TREC205
	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	1	2	5	5	5	5.00	Lab activity on Vegetation assessment, poster project on invasive species
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	Ecol 21 lec and lab, MarB 18 lec and lab, Biol 200.2	13	29.15	5	5	5	5.00	Ecol 21n lec and lab, MarB 18 lec and lab, and Biol 200.2/MarB 200 class
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	4	4.67	
	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	2	2	5	5	5	5.00	Ecol 21 lec
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	5	5	5	5.00	Mandatory re-orientation of Academic Advisers
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	5	5	5.00	Midterm and Final Exams for MarB 18 lec and lab, Ecol 21 lec and lab, BIOL205 final exam
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	21	5	5	5	5.00	Quizzes/ Learning Tasks for MarB 18 lec and lab, Ecol 21 lec and lab
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	18	5	5	5	5.00	Lab reports for MarB 18, Ecol 21
PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	10	38	5	5	5	5.00	BSBio 1st year (21 students), BSBio 4th yr (7 students), BSMB 2nd year (11students)
	A17. Number of students advised on thesis/ field practice/special problem:	As Thesis Adviser	2	7	5	5	5	5.00	Dan Guido Tomol, Donna Trangia, Judy Mae Asis, Michelle Jaducan, Princess Jholia Clapano, Mark Guillen, Jezrel Gloria
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	Trisha Trigosa, Michael Pajo, Anoos Flores,
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1		5	5	5	5.00	Justinne Hannah Halasan, Mathew Enales, Loella Mate, Elsie Nina Paulo, Louis Nino Cabanero, Lylette Corona
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	6	15	5	5	5	5.00	Entertain inquiries of students under my subjects (Ecol 21n lec and lab, MarB 18 lec and lab). Advises my thesis advisee and SRC students with their thesis outline/ manuscript; InquiHelp students in their enrollment as the
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	5	5	5	5.00	OBioS
	A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	1	1	5	5	5	5.00	OBioS Meetings, Implementation of SOWA Project
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	2	5	5	4	4.67	Lab manual for MarB 18 and Ecol 21
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments	1	15	5	5	4	4.67	Created and updated powerpoint presentations, Provided links to video clips, and gave reading assignments for Ecol 21n lec and lab and MarB 18 lec and lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	5	5	4	4.67	long exams, learning tasks, assessments, lab reports, reporting (group and individual), video presentation, IEC material, critique paper
		A 23 : Number of on-line course ware reviewed by TRP & edited by	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 Google Classroom for MarB18 and Ecol21 class	2	2	5	5	4	4.67	MarB 18, Ecol 21n (lec and lab combined in 1 classroom)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or	1	2	5	5	4	4.66667	Prepared documents for CHED accreditation for BSBio
		Agency/firm/Industry linkages	Coordinates with potential firms							
		A 26. Other outputs implementing	Designs experiential learning	2	5	5	5	4	4.66667	Some laboratory activities and learning tasks given for
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							BIO-CAMMP
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		1						
	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							
		In refereed int'l journals								
		In refereed nat'l/regional journals								

	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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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								
		A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs.	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs.	Identifies and links with probable partners for	1	1	5	5	4	4.67	TrEcH
	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							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and	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	1	2	5	5	4	4.67	Training on the Development of a Tropical Ecosystem Health (TrEcH) Scorecard (Coastal and Downstream); Training on the Development of a Tropical Ecosystem Health (TrEcH) Scorecard (Midstream and Upstream)
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons	1	2	5	5	4	4.67	Training on the Development of a Tropical Ecosystem Health (TrEcH) Scorecard (Coastal and Downstream):	
	Convenor/Organizer	Convenor/Organizer	1	2	5	5	4	4.67	Training on the Development of a Tropical Ecosystem Health (TrEcH) Scorecard (Coastal and Downstream):	
	Consultancy	Consultant	1	8	5	5	4	4.67	Plant identification for Student's thesis especially for Biotech and BSChem students	
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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 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		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 dents/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							165.67	
	Average Rating							4.87	
	Adjectival Rating							Outstanding	
									Comments & Recommendations for Development Purpose: Publish research outputs

Evaluated & Rated by:

ANALYN M. MAZO
ANALYN M. MAZO

Head, DBS

Date: *7/27/23*

Recommending Approval

MA. THERESA P. LORETO
MA. THERESA P. LORETO

Dean, CAS

Date: *JUL 27 2023*

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: *7/27/23*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Honeylene V. Ongy
Performance Rating: Outstanding

Aim: To publish research outputs

Proposed Interventions to Improve Performance: To conduct research

Date: July 2023 Target Date: December 2023

First Step:

Identify topic and possible Scopus-indexed journal

Result:

Topic and journal identified hence to start drafting article

Date: Jan 2024 Target Date: July 2024

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


HONEYLENE V. ONGY
Instructor I