

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ERN OLIVER C. BALONDO


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
16. Instruction			
s. Head/Dean (50%)		4.75x50%= 2.37	
t. Students (50%)		4.05x50%=2.02	
Total for Instruction	100%	4.750	4.750
17. Research			
s. Client/Dir. for Research (50%)			
t. Dept. Head/Center Director (50%)			
Total for Research			
18. Extension			
u. Client/Dir. for Extension (50%)			
v. Dept Head/Center Director (50%)			
Total for Extension			
19. Administration			
20. Production			
TOTAL	100%		4.750


EQUIVALENT NUMERICAL RATING: 4.750
 Add: Additional Points, if any: none
 TOTAL NUMERICAL RATING: 4.750

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:



ERN OLIVER C. BALONDO
 Name of Faculty


ANALYN M. MAZO
 Department Head

Recommending Approval:


MA. THERESA P. LORETO
 Dean/Director

Approved:


BEATRIZ S. BELONIAS
 Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ern Oliver C. Balondo, 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 January to June, 2021

E. Balondo
ERN OLIVER C. BALONDO
 SUBSTITUTE INSTRUCTOR
 Date: August 04, 2021

Approved:
May
ANALYN M. MAZO
 Department Head
 Date: *Sept 20, 2021*

m. Loreto
MA. THERESA P. LORETO
 College Dean
 Date: *Oct. 4, 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 denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A 9. Actual Faculty's FTE	To handle lecture and laboratory classes assigned for teaching and courseware developments	25	29.85	5	5	4	4.67	Handled lecture: BScie 102, MarB 12; Handled Laboratory: Biol 141n, Biol 127n, MarB 12, BScie 102
		A 10. Number of grade sheets submitted within prescribed period	Prepares gradesheet in BScie 102 and MarB 12 and submit on or before deadline	2	1	5	5	4	4.67	Bscie 102 Lec Grade Midterm
		A 12. Number of trainings attended related to instruction	Attend mandated trainings/seminar/workshops	1	2	5	5	5	5.00	Attended the 38th ASBP Conference, 22nd Annual Scientific Meeting of the Mycological Society of the Philippines
		A 13. Number of long examinations administered and checked	To administers and checks long examination for subjects taught	8 (2/subject taught)	9	5	5	4	4.67	2 Major Exams in Bscie 102 Lec and Lab; 1 Major Exam in Biol 127n Lab; 2 Major Exam in MarB 12 Lecture; 1 Major Exam MarB 12 Lab, 1 Major Exam Biol 141n Lab
		A 14. Number of quizzes administered and checked	Prepares quizzes for lecture and laboratory classes	20 (10 quizzes/lecture class)	38	5	5	4	4.67	14 quizzes in BScie 102 Lec; 24 quizzes for MarB 12 Lec

		A 15. Number of lab reports and term papers checked and graded	To checks lab reports and term papers submitted as required	16 (4 laboratory reports/subject taught)	24	5	5	4	4.67	8 laboratory reports in BScie 102 Lab; 3 laboratory reports in Biol 141n Lab; 8 laboratory reports in MarB 12 Lab; 5 laboratory reports in Biol 127n Lab
		A 18. Number of Students entertained for consultation purposes	Entertain students for consultation purposes in relation to subject taught	70	107	5	5	5	5.00	41 students in BScie 102 Lec and Lab, 21 students in MarB 12 Lec and Lab; 29 students in Biol 141n Lab, 16 students in Biol 127n Lab
	PI 10: Number of instructional materials developed*	A 21 : Number of on-line course ware developed and submitted								
		On-line ready courseware	Prepares Learning Guide and Laboratory Manuals	2	4	5	5	4	4.67	Biol 127n Lab, Biol 141n Lab, MarB 12 Lec and Lab
		Supplemental learning resources	Give links to videos, articles and website attached to learning guides.	20 (5/subject taught)	42	5	5	4	4.67	18 videos (MarB 12 Lec and Lab); 15 videos/virtual laboratory simulation in Bscie 102 Lec and Lab; 3 videos for Biol 141n Lab; 6 videos in Biol 127n Lab
		Assessment tools	Prepares assessment tools such as long exam and quizzes	30 (20 quizzes, 2 long exams for lec; 2 exams for laboratory classes)	35	5	5	4	4.67	14 quizzes for BScie 102 Lec and 2 exams for the Lab; 16 learning tasks and 16 assessment for MarB 12 Lec and 1 exam for the Lab: 1 exam for Biol 141n Lab, 1 exam for Biol 127n Lab
		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	1	1	5	5	4	4.67	MarB 12- Lecture
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	MarB 12- Lecture
UMFO 3 . RESEARCH SERVICES										
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 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 (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						
	Total Over-all Rating							57.00	
	Average Rating							4.75	
	Adjectival Rating							Outstanding	
Comments and Recommendations for Development Purpose: Must finish his Masteral degree.									

Evaluated & Rated by:

mar
ANALYN M. MAZO
 Department Head
 Date: *Sept 30, 2021*

Recommending Approval

mtplncto
MA. THERESA P. LORETO
 Dean,
 Date: *Oct. 4, 2021*

Approved by:

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BEATRIZ S. BELONIAS
 Vice President for Academic Affairs
 Date: *Oct. 18, 2021*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Ern Oliver Balondo

Performance Rating: Outstanding

Aim: Pursue Finish graduate studies

Proposed Interventions to Improve Performance:

Date: June 2021 Target Date: August 2022

First Step:

Finish data gathering

Result:

Has finished data gathering

Date: August 2021 Target Date: December 2022

Next Step:


Start write up

Outcome:


Final Step/Recommendation:

Fast Track Application

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme:


ERN OLIVER BALONDO
Instructor I