SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DONNA M. GUARTE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.91 x50%= 2.455	
b. Students (50%)		5.00x50%= 2.5	
Total for Instruction	95%	4.955	4.707
2. Research			
a. Client/Dir. for Research (50%)	5%	4.67	0.234
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production TOTAL	100%		4.941

EQUIVALENT NUMERICAL RATING: 4.941
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.941

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

DONNA M. GUARTE   **ANALYN M. MAZO**
Name of Faculty   Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Donna M. Guarte, a faculty member of the __DEPARTMENT OF BIOLOGICAL SCIENCES__ commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January-June 2023

	Approved:	
DONNA M. GUARTE	**ANALYN M. MAZO**	**MA. THERESA P. LORETO**
Instructor I	Department Head	College Dean
Date:	Date: 7/26/2023	Date: JUL 2 7 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	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										
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*	45	24.75	5	4	5	4.67	target is for Jan-Jun 2023
		A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	10	8	5	5	5	5.00	Accomplishment is from Jan-June 2023
		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	4	2	5	5	5	5.00	INC students in Zool 11 2nd Sem SY 2021-2022 (Jan-June accomplishment)
		A12. *Number of trainings attended related to instruction*	Attend mandated trainings	3	2	5	4	5	4.67	Accomplishment is from Jan-June 2023
		A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	15	12	5	5	5	5.00	Accomplishment is from Jan-June 2023 (MarB 131, Biol 199, Ecol 21, Ecol 21n)
		A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	50	37	5	5	5	5.00	Accomplishment is from Jan-June 2023 (MarB 131, Biol 199, Ecol 21, Ecol 21n)

	PI	A (Indicator)	Description	Target	Accomp.	Q	E	T	Ave.	Remarks
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	35	33	5	5	4	4.67	Accomplishment is from Jan-June 2023 (MarB 131, Biol 199, Ecol 21, Ecol 21a)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	15	26	5	5	5	5.00	Accomplishment is from Jan-June 2023
		A17. Number of students advised on thesis/ field practice/special	As Thesis Adviser	2	3	5	5	4	4.67	BSBio and Marine Bio students
		As SRC Chairman	Advises, and corrects research outline and	2	4	5	5	5	5.00	BSBio and Marine Bio students
		As SRC Member	Advises and corrects research outline and	2	2	5	5	5	5.00	BSBio and Marine Bio students
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	100	60	5	5	5	5.00	Academic and thesis advisess and students of handled subjects
	PI 9: Number of student	A19. Number of Student	Advises student							
		A20. Number of Student	Assists student							
	PI 10: Number of	A 21 : Number of on-line course	Prepares and submits for							
		On-line ready courseware	Prepares Instructional module/laboratory	1						
		Supplemental learning resources	Prepares Power Point	40	50	5	5	5	5.00	Accomplishment is from
		Assessment tools	Prepares assessment	65	42	5	5	5	5.00	Accomplishment is from
		A 23 : Number of on-line course	Submits the course ware							
		A 24 : Number of virtual classroom	Creates virtual classroom	1	1	5	5	5	5.00	Virtual Classroom for
	PI 11. Additional outputs	A 25. Number of Additional								
		Program accreditation/evaluation	Prepares documents and /or		2	5	5	5	5.00	COPC application and
		Agency/firm/Industry linkages	Coordinates with potential firms		1	5	5	4	4.67	facilittated MOA between
		A 26. Other outputs implementing	Designs experiential learning							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research	A27. Number of research outputs in	Conducts research for							
	PI 2. Number of research	A 28. Number of research outputs	Conducts and completes							
	PI 3. Percentage of	A 29. Percentage of research outputs	Writes publishable							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research	A 30. Number of research outputs	Prepares, submits and							
		In int'l fora/conferences		1						
		In nat'l/regional fora/conferences		1						
	PI 5. Percent of research	A 31. Percentage of of research	Prepares research	1	1	5	5	4	4.67	submitted project proposal
	PI 6. Additional outputs*	A 32. No. of research-related								
		A 33. Number of journal	Acts as peer reviewer of	1						
		A 34. Number of UMs submitted	Prepares and submits							
		A 35. Other outputs implementing	Designs research related							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active	A 36. Number of active	Identifies and links with							
	PI 2. Number of trainees	A 37. Number of trainees weighted	Conducts trainings among							
	PI 3. Number of	A 38. Number of extension	Implements duly approved							

PI 4. Percentage of	A 39. Percentage of beneficiaries	Provides quality and							
PI 5. Number of	A 40. Number of technical/expert	Provides the technical and							
Research	Research Mentor								
Peer	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
	Convenor/Organizer								
Consultancy	Consultant								
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								
	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	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		zero non-conformity					
	A 45. Compliance to all requirements	Prepares required		100% compliant					
	On program accreditations								
	On institutional accreditations								

UMFO 6 General Admin & Support Services

PI 2. Zero percent	A 46. Customerly friendly frontline	Provides customer friendly		Zero % complaint					
PI 3: Additional Outputs	A 47. Number of /new initiatives	Initiates/introduces							
	A 48. Other outputs implementing	Designs							
Total Over-all Rating								88.33	
Average Rating								4.91	
Adjectival Rating								Outstanding	

Comments and Recommendations for Development Purpose: Submit research proposals to potential funding agencies

Evaluated & Rated by:

ANALYN M. MAZO
Department Head
Date: 7/26/2023

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: JUL 27 2023

Approved by

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 7/27/23

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Donna G. Valida
Performance Rating: Outstanding

Aim: To develop and submit research proposal for funding

Proposed Interventions to Improve Performance:

Date: July 2023   Target Date: December 2023

First Step:

Identify research problem

Result:
Develop research proposal after the research problem has been identified
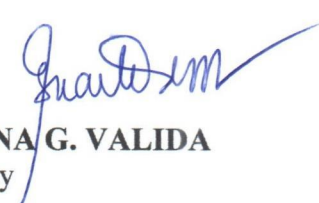
Date: _____   Target Date: Jan-June 2024

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:

ANALYN M. MAZO
Unit Head

DONNA G. VALIDA
Faculty