

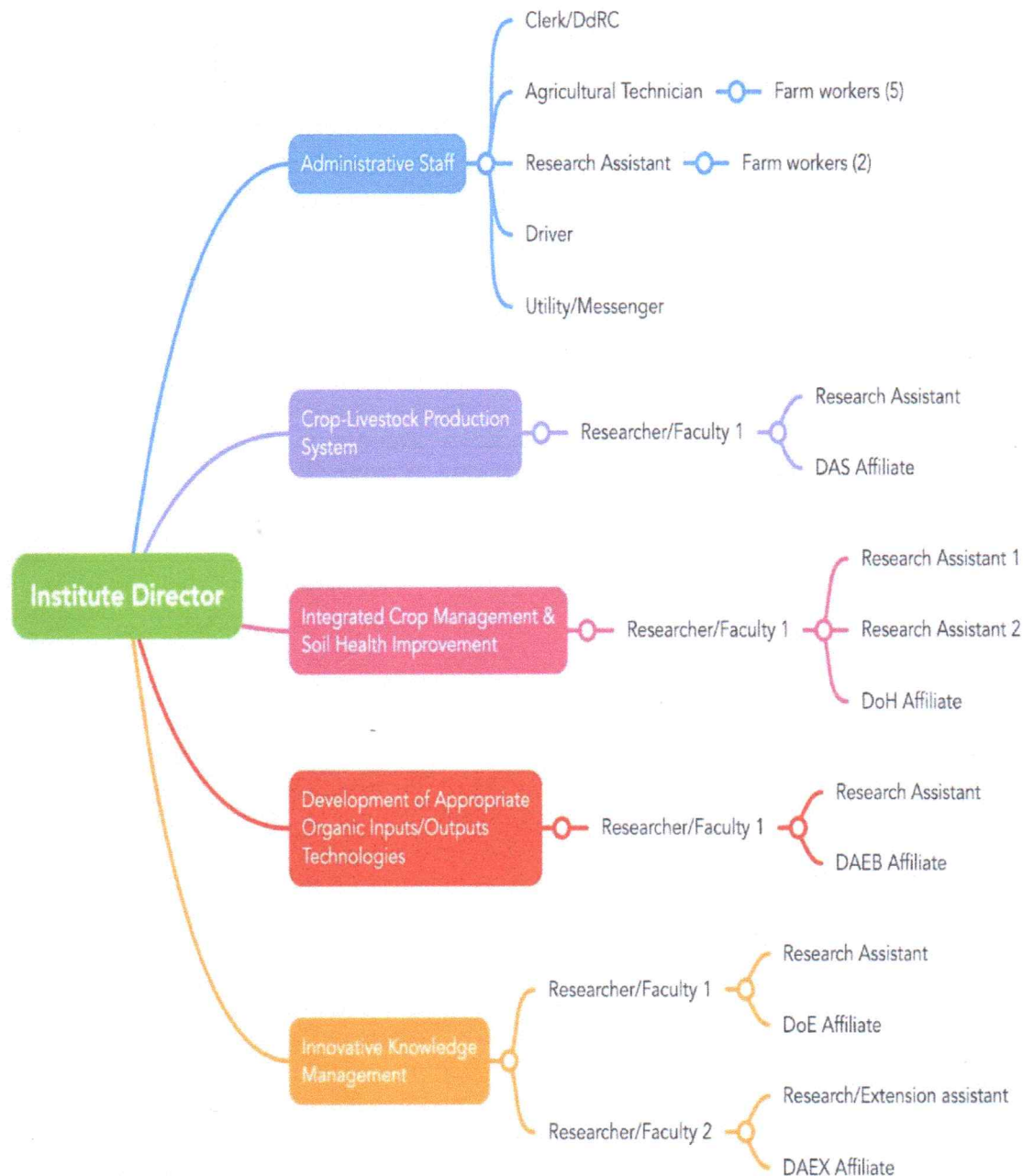


## CY 2022 Manpower Review (Presentation Format)

Name of College/Center/Department/Unit: Eco-FARMI

Name of Dean/Director/Head: DHENBER C. LUSANTA

### I. Organizational Chart



### II. Functional Chart

### III. Over-all Functions of the Office

a. **RESEARCH, EXTENSION AND INNOVATION (REI)** - Designed to develop sustainable farming systems for different agro ecosystems in the Visayas. Develop concepts, knowledge, and practices on ecological and sustainable management of farm and landscape resources focusing on four major themes

- (1) Eco functional crop and animal production system
- (2) Integrated Crop Management (ICM) and soil health improvement
- (3) Appropriate technologies for the development of ecological farming inputs and outputs and
- (4) Innovative knowledge management to mainstream ecological farming

b. **PRODUCTION** – engaging into income-generating projects such as productions of poultry and livestock animals, rice, fruits and vegetables, vermicast, concoctions, forage planting materials, and vetiver grass.

### IV. Existing Manpower and its Tasks, Accomplishments and Performance Rating

Name of Staff/ Position/Employment Status	Assigned Tasks	Accomplishment		Performance Evaluation*	
		Target	Actual	IPCR Rating (Jan-June 2021)	Self- rating
Lilibeth Victoria V. Pagalan Admin Aide IV Permanent	<ul style="list-style-type: none"> <li>• Serves as Admin Aide</li> <li>• Receives, records, releases and monitors documents of Eco-FARMI</li> <li>• Prepares financial documents, personnel documents, monthly production and sales disposal report of Seedbank C project</li> <li>• Delivers/processes office documents when no messenger available, serves as stock clerk, and make emergency purchase of office/project supplies</li> </ul>				
Gelberto P. Valdevieso Driver Permanent	<ul style="list-style-type: none"> <li>• Drive Eco-FARMI vehicles for out and in-campus trips like service for visitors, withdrawing supplies, hauling of garbage, etc.</li> <li>• Assists in the delivery &amp; follow-up of the office documents.</li> <li>• Checkup vehicles and does minor repairs.</li> <li>• Helps in maintaining &amp; repairing the Unit's motorcycles and generator</li> <li>• Maintains cleanliness of the vehicles, Eco-FARMI</li> </ul>				



	garage and its surroundings. • Assists in the up-keep of FARM I building.				
Odelo B. Baldos Ag.Tech. II Permanent	• Supervise the day to day activities at the Eco-FARM I • Monitor the daily activities of the assigned farm workers • Gather data on the experiment and crop/animal production established in the Eco-FARM I. • Conduct training on Natural/Organic Farming Technology Systems • Make monthly farm production report				
Reynante G. Macapanas Science Research Assistant Permanent	• Conducts research on yield comparison of selected vegetables using inorganic fertilizers and vermicast • Maintains vermiworm collection and mass propagation of vermicast for enterprise enhancement; • Supervises field laborers • Prepares monthly report				
Wendy M. Oquias Science Research Assistant JO	• Maintain order and cleanliness of the Demo Farm • Assists daily farm routines • Maintain daily production cost and sales of vermiculture, vegetable, rice and livestock production • Gathers data for the participatory Eco-Farming program for the Visayas project • Prepares materials needed in the trainings/seminars and other activities of Participatory eco-farming program of the Visayas project				
Fernando D. Bolastig Laborer JO	• Acts as farm guard including weekends • Farm Animal care taker • Formulates organic feeds • Maintains the herbs, legumes and forage grasses.				

Esteban Sauro Laborer JO	<ul style="list-style-type: none"> <li>• Maintain the rice field\</li> <li>• Maintain areas planted with lemonsito and fruit trees</li> <li>• Maintain the vetiver contour hedgerows</li> </ul>				
Faustino D. Sauro Laborer JO	<ul style="list-style-type: none"> <li>• Maintain the nursery and vegetable production areas</li> <li>• Formulate bio-fertilizers &amp; plants and maintains the rootcrops</li> <li>• Repair and maintain the farm structures</li> </ul>				
Marnel B. Espenile Laborer JO	<ul style="list-style-type: none"> <li>• In-charge and focus on contour farming,</li> <li>• Maintain the herbs, legumes, and forage grasses,</li> <li>• Repair and maintain the farm structures</li> </ul>				
Mharlon Cailing Laborer JO	<ul style="list-style-type: none"> <li>• In-charge and focus on contour farming,</li> <li>• Maintain the herbs, legumes, and forage grasses,</li> <li>• Repair and maintain the farm structures</li> </ul>				
Jonel H. Ababat Utility/Messenger JO	<ul style="list-style-type: none"> <li>• Maintain the cleanliness of the unit and the unit grounds,</li> <li>• Assists in the processing and follow up office documents,</li> <li>• As alternate dDRC, assists the dDRC in filing and record keeping;</li> <li>• Monitor and upkeep office supplies, materials and equipment</li> </ul>				
Vanessa May B. Milan Office Clerk JO	<ul style="list-style-type: none"> <li>• Perform the function as Deputy Document and Records Controller within the unit;</li> <li>• Filing and record keeping;</li> <li>• Prepare administrative and financial documents;</li> <li>• Assists in the processing of documents</li> </ul>				

\* Legend:

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements



V. Projected Additional Staff Needed

Position (ie. Clerk, Lab Tech, etc)	Quantity			Justification (i.e. new function, offering of curricular programs, student enrolment)
	CY 2022	CY ____	CY ____	
Research Assistant	1			Assist extension project and vegetable production
Field workers	2			Establishment of hedgerows/contour and maintenance

VI. Proposed Training/Orientation/Seminars for Administrative Staff.

Name Staff	Title or Topics of Needed Trainings/Seminars/Workshops	Estimated Cost per Attendance
Lilibeth Victoria V. Pagalan	Office management system, document control, recording and filing, training on basic and advanced MS Office and other applications, e.g. Publisher, Photoshop, Xara	5,000.00
Gelberto P. Valdevieso	Training on repair and maintenance of farm tools, equipment and vehicles	5,000.00
Odelo B. Baldos and Reynante G. Macapanas	TESDA NC II training on Organic Agriculture Production (OAP), Attend webinars on organic farming system	10,000.00

VII. Staff Development Plan (if needed)

NAME OF STAFF	STATUS	DATE OF BIRTH	DEGREE FINISHED	DEGREE/SPECIALIZATION TO BE PURSUED BY STAFF			Year	School	Possible Scholarship to avail
				B.S. degree	Master's degree	Ph.D. degree			
Reynante G. Macapanas	Casual	4/20/1996	BSA(Soil Science)		Soil Science		2024	VSU	DOST
Odelo B. Baldos	Permanent	4/10/1984	BS Forestry		Extramural - Agronomy		2023	VSU	DOST
Lilibeth Victoria Paglan	Permanent	4/25/1967	BSA (Agronomy)			Agronomy/ Soil Science	2023	VSU	DOST

Note: Please prepare 5 printed copies and send e-copy through email ([odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph)) or IP message. Thank you.

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