

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**


Name of Faculty Member: **JEROME O. ARRIBADO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.85 x 50% = 2.42	
b. Students (50%)		4.67 x 50% = 2.34	
Total for Instruction	25%	4.76	1.19
2. Research			
a. Dept. Head/Center Director		4.67 x 100 % = 4.67	
Total for Research	15%	4.67	.70
3. Extension			
a. Dept Head/Center Director (100%)		4.94 x 100% = 4.94	
Total for Extension	30%	4.94	1.48
4. Administration	30%	4.94	1.48
5. Production			
TOTAL			4.85


EQUIVALENT NUMERICAL RATING: 4.85
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: **Outstanding**


Prepared by:


VANESSA MAY B. MILAN
Admin Aide


Reviewed by:


ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:


DENNIS P. PEQUE
VP for Research, Extension and Innovation

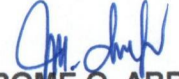
Approved:



DANIEL LESLIE S. TAN
OIC President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEROME O. ARRIBADO**, Head of the **Ecological Farm Resources and Management Institute (Eco-FARMI)** commit to deliver and agree to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **July to December 2023**.


JEROME O. ARRIBADO
 Director, Eco-FARMI
 Date: Jan. 8, 2024

Approved: 
DENNIS P. PEQUE
 VP, REI
 Date: Jan. 17, 2024

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	Timelines	Average	
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	9	8.6	5	5	5	5.00	The 13.5 total FTE was already claimed for the first half of 2023
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	2	5	5	4	4.67	2 numbers of grade sheets were submitted during the IPCR accomplishment submission for the half of 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							

		A12. Number of trainings attended related to instruction	Attend mandated trainings	1						1 training attended related to the instruction was claimed for January to June submission of IPCR accomplishments for 2023
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught		1	5	5	5	5.00	
		A14. Number of term exam administered and checked	Administers and checks midterm and final examination for subjects taught	2	2	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	7	5	5	5	5.00	the 10 quizzes were administered and checked during the January to June submission of IPCR accomplishments for 2023
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15						I have no laboratory subject handled for this period, but I have handled lecture classes
		A. 15 Number of lecture class handled	conduct lecture classes		2	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Thesis Adviser	Advises, and corrects research outline and thesis/SP manuscript	4						It was claimed for the first period January to June 2023

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	10	5	5	4	4.67	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1						It was claimed for the first period January to June 2023
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1						It was claimed for the first period January to June 2023
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	15	5	5	5	4	4.67	the 10 supplemental learning resources (Powerpoint presentations) were claimed for the January to June 2023
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	4	4.67	
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1						It was already claimed for the first period of January to June 2023

	PI 3. Number of research proposal created and approved within the year *	A 28. Number of research proposal created and approved within the year *	Create and conduct approved research	1						I am part of the VSU team proposal on One Health (Antimicrobial Resistance/AMR) but it has not yet been implemented because the proposal is under evaluation, and hopefully, it will be implemented by 2025. I am also adjusting my first time appointment as the Director of our Institute.
		A 29. Number of research proposal created within the year	create research proposal for internal and/or external funding		1	4	5	5	4.67	
	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

	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 faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		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, industries, NGOs, NGAs, SMEs, and other stakeholders as a result	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	3						It was already claimed for the first period January to June 2023
	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	25	41	5	5	5	5.00	

	PI 2. Number of training conducted under extension project	A 38. Number of training conducted under extension project	Conducts trainings under the extension program	4	1	5	5	5	5.00	the 3 trainings conducted were claimed during the January to June submission of the IPCR accomplishments for 2023
	PI 2. Number of trainees participated the training	A 38. Number of trainees participated the training	Conducts trainings under the extension program	100	41	5	5	5	5.00	the 49 trainees who participated in the training were claimed during the submission of IPCR accomplishments for January to June 2023. We are also dependent of the requesting farmers association, LGU, etc for the conduct of training.
	PI 2. Number of OJT/Intern students accepted within the year	A 38. Number of OJT/Intern students accepted within the year	Accepts and assists OJTs/Intern students	3						It was claimed for the first period January to June 2023
	PI 2. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	A 38. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	Entertains and assists Demofarm visitors	100	147	5	5	5	5.00	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects	1						the 1 project program was already claimed from January to June 2023

	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	50.00%	95%	5	5	5	5.00	
	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>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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							
		A 43. Number of leaflets distributed to the farmers and interested individuals within the year	Design, print, and distribute leaflets to the farmers and interested individuals within the year	200	131	4	5	5	4.67	174 leaflets were already distributed from January to June 2023

		<u>A 44.</u> No. of video clips on th preparation of concoction developed								
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	<u>PI 8.</u> 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*	<u>A 44.</u> 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							
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations								
		On institutional accreditations								
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> 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							

Evaluated & Rated by:


ROSA OPHELIA D. VELARDE

Director for Research

Date: Jan. 17, 2024

Approved by:


DENNIS P. PEQUE

VP for Research, Extension and Innovation

Date: Jan. 17, 2024

Comments and Recommendations for
Development Purpose:

Attend training and workshop
related to research and extension
writing proposal and publication.

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July-December 2023

	1 st	Q U A R T E R
	2 nd	
√	3 rd	
√	4 th	

Name of Officer : JEROME O. ARRIBADO

Head of Office : DENNIS P. PEQUE

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Discussion of farm updates and monthly accomplishments Meeting and discussion of the Eco-FARMI planning forms Farm visit and update (crops and animals) Farm Animal Inventory Conducts meeting and discuss MOA for the upcoming collaboration in Albuera, Leyte	Every last week of the month	July 4, 2023 Aug. 2, 2023, Sept. 15, 2023, Oct. 12, 2023, Nov. 15, 2023, Dec. 14, 2023 Dec. 20, 2023			
Once every month					
November 28, 2023					
Coaching Conducted consultations	July & October 2023				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by


 DENNIS P. PEQUE

Immediate Supervisor

Noted by:


 DANIEL LESLIE S. TAN

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July - December 2023

Name of Employee: JEROME O. ARRIBADO
Performance Rating: _____

Aim: To enhance knowledge on research, extension and development related to live-stock and natural farming system. Enhancement on leadership and management ability.

Date: July **Target Date:** within 3rd quarter of 2023

First Step:

Allow the faculty to attend training/workshop/seminar related to livestock production and sustainable farming as a whole.

Allow the faculty to attend managerial/leadership related training/workshop/seminar

Result:

Attendance to training on livestock production and sustainable farming

Attendance to managerial/leadership related training.

Date: October **Target Date:** within 4th quarter of 2023

First step

Application of the information and techniques on livestock production and sustainable farming at the demo farm

Application or adaptation of the learnings from the managerial or leadership training to colleagues

Outcome:

Conduct training related to sustainable farming for clients and serve as one of the facilitators.

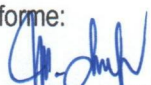
Final Step/Recommendation:

Prepared by:


DENNIS P. PEQUE

VP for Research, Extension and Innovation

Conforme:


JEROME O. ARRIBADO
Name of Ratee