

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MA. GRACE C. SUMARIA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.35	
b. Students (50%)		2.19	
Total for Instruction	80%	4.54	3.63
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension	5%	5.00	0.25
4. Administration & Support to Operations	5%	5.00	0.25
5. Production			
TOTAL			4.63


EQUIVALENT NUMERICAL RATING: 4.63

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING: **Outstanding**


Prepared by:


MA. GRACE C. SUMARIA
Name of Faculty

Reviewed by:


ELDON P. DE PADUA
Department Head

Recommending Approval:


JANNET C. BENCURE, Ph.D.
Dean/Director

Approved:


BEATRIZ S. BELONIAS, Ph.D.
Vice President



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF AGRICULTURAL
AND BIOSYSTEMS ENGINEERING**

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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. GRACE C. SUMARIA, a faculty member of the DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING 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 July to December 2022.

MA. GRACE C. SUMARIA
Instructor
Date: 1/5/23

Approved:
ELDON P. DE PADUA
Department Head
Date: 1/5/23

JANNET C. BENCURE
Dean, CET
Date: 1/10/23

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 value 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,	A1. Actual Faculty's FTE	Handles							
	PI 8: Number of graduate	A2. Number of students	Acts as academic							

		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 purposes	Entertains students seeking consultation with faculty							
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning	Prepares Power Point							

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line	Submits the course							
		A 7 : Number of virtual	Creates virtual							
	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							
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		46.11	5	5	5	5.00	Jan-June: 23.05 (2nd Sem 2021-2022) Jul-Dec: 46.11 (Midyear 2021-2022;
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	4	5	4	5	4.67	Jan-June: 4 (ABEn 156; ABEn 174) Jul-Dec: 4 (ESci 131,ABEn 163)
		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	1	5	5	4	4.67	Jan-June: 2 Jul-Dec: 1

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	4	5	4.67	Jan-Jun: 3 (Faculty On-Boarding; Faculty On-Boarding; CET OBE Syllabus & TOS Preparation Workshop) Jul-Dec: 2 (Workshop on OBE Syllabus and TOS; Faculty On-boarding)
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	3	4	5	5	4.67	Jan-June: 4 (ABEn 156; ABEn 174) Jul-Dec: 3 (ESci 131, ABEn 145, ABEn 163)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	11	5	4	5	4.67	Jan-June: 11 (ABEn 156; ABEn 174) Jul-Dec: 11 (ESci 131, ABEn 145, ABEn 163)
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	21	5	5	5	4	4.67	Jan-June: 11 (ABEn 156; ABEn 174) Jul-Dec: 4 (ESci 131, ABEn 145, ABEn 163)
	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:		3	6	5	5	4	4.67	Jan-June: 5 (Thesis Advisees) Jul-Dec: 6 (Various 4th & 3rd year Students)
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	1	5	4	5	4.67	Jan-June: 6 (Thesis Advisees) Jul-Dec: 1 (Thesis Advisee)

		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	4	4.67	Jan-June: 10 (Thesis Advisees) Jul-Dec: 3 (Thesis Advisees)
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	82	100	5	5	4	4.67	Jan-June: 100 (Thesis Advisees; Various 4th & 3rd year Students) Jul-Dec: 100 (Thesis Advisees; Various 4th & 3rd year Students)
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Jan-June: 1 (VSU-PSABE) Jul-Dec: 1 (VSU-PSABE)
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	Jan-June: 1 (VSU-PSABE) Jul-Dec: 1 (VSU-PSABE)
	PI 10: Number of instructional materials developed *	A21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	5						Jan-June 2022: (4)
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	6						Jan-June 2022: (7)

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	15	15	4	5	4	4.33	Jan-June 2022: (17)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	20	5	4	5	4.67	Jan-June 2022: (12)
		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	4						Jan-June 2022: (2)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	2	5	5	5	5.00	Jan-June 2022: (2)
	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		1	5	5	5	5.00	Jan-June: 2 (Narrative reports for AACUP Level IV Accreditation: Area 1 and Area 4) Jul-Dec: 1 (4th IQA)

		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	5	4	5	4	4	4.33	Jan-June 2022: (3)
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	1						Jan-June 2022: (2) (i) Comparative Characterization of Charcoal Produced By Different Pyrolyzing Techniques, (ii) Assessment of Groundwater Nitrate Concentration in the Island Municipality of Panglao, Bohol, Philippines
	PI 2. Number of research	A 28. Number of research	Conducts and							

	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1						
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>		1						
	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 scienfic for a/conferences							
		<i>In int'l fora/conferences</i>			1	5	5	5	5.00	
		<i>In nat'l/regional fora/conferences</i>			1	5	5	5	5.00	
	PI 5. Percent of research	A 31. Percentage of of	Prepares research							
	PI 6. Additional outputs*	A 32. No. of research-								
		A 33. Number of journal	Acts as peer							
		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 of extension activities	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		1	5	5	5	5.00	Jan-June 2022: (1) LGU Baybay
PI 2. Number of trainees	A 37. Number of trainees	Conducts trainings							
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	Implements duly approved extension projects		1	5	5	5	5.00	Jan-June 2022: (1) Pilot testing of Hydraulic Ram Pump of RERC
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							
PI 5. Number of	A 40. Number of	Provides the							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer								
Resource Persons	Resource Persons			1	5	5	5	5.00	ABE Review Licensure Class
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
Evaluator	Evaluator								
PI 8. Percent of extension	A 41. Percent of extension	Prepares							


	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							
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	zero non-conformity	5	5	5	5.00	
		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	100% compliant	5	5	5	5.00	
		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	Zero % complaint	5	5	5	5.00	
	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							
		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								124.67	
	Average Rating								4.79	
	Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purposes:

I recommend her to be engaged with more R&D activities in the department and university as a whole


Evaluated & Rated by:


ELDON P. DE PADUA
 Department Head
 Date: 1/5/23

Recommending Approval:


JANNET C. BENCURE
 Dean, CET
 Date: 1/10/23

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

PERFORMANCE MONITORING FORM


Name of Employee: **MA. GRACE C. SUMARIA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	7-1-2022	12-31-2022	12-31-2022	VI	VS	ESci 131n, ABEn 145 & ABEn 163
3	Research services	Research Conducted	7-1-2022	12-31-2022	12-31-2022	VI	O	Hydraulic Ram Pump Dev't for Small Irrigation System of Upland Barangays; Spatial and Multi-temporal Assessment of Groundwater Quality
4	Extension services	Extension Conducted	7-1-2022	12-31-2022	12-31-2022	VI	VS	ABE Review Licensure Class
5	Support to operations	Varied ISO & acad. documents and services	7-1-2022	12-31-2022	12-31-2022	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2022	12-31-2022	12-31-2022	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


ELDON P. DE PADUA
 Head, DABE