

Exhibit K

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

Name of Faculty Member: ROMEL B. ARMECIN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.752 x 100% = 4.752	
Total for Instruction	60%	4.752	2.851
2. Research			
a. Dept. Head/Center Director (100%)		4.890 x 100% = 4.890	
Total for Research	30%	4.890	1.467
3. Extension			
a. Dept Head/Center Director (100%)		5.000 x 100% = 5.000	
Total for Extension	10%	5.000	0.500
4. Administration			
5. Production			
TOTAL			4.818

EQUIVALENT NUMERICAL RATING: 4.818  
 Add: Additional Points, if any:  
 TOTAL NUMERICAL RATING: 4.818

ADJECTIVAL RATING: **Outstanding**

Prepared by:

ROMEL B. ARMECIN  
 Name of Faculty

Reviewed by:

JOSE L. BACUSMO  
 Director for Research

Recommending Approval:

Approved:

OTHELLO B. CAPUNO  
 VP for Research & Extension


EDGARDO E. TULIN  
 President

"Exhibit B"

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte, Philippines

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **ROMEL B. ARMECIN**, a faculty member of the **Ecological Farm and Resource Management Institute (Eco-FARMI)**, commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January** to **June 2020**.

  
**ROMEL B. ARMECIN**  
Professor IV  
Date: \_\_\_\_\_

Approved:  
  
**OTHELLO B. CAPUNO**  
VP for Res. & Extension  
Date: \_\_\_\_\_

MFO No.	Description of MFOs/PAPs	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE coordinated, implemented & monitored	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised	A2. Number of students advised	Advise graduate students	1	3	5	5	5	5	
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	4	5	4.67	
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	4	5	5	4.67	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	3	4	5	5	4.67	
	PI 9: Number of instructional materials developed	A5. Number of on-line ready courseware 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 resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
		A6. Number of on-line ready courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor							



		<b>A7.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI 10:</b> Additional outputs	<b>A8.</b> Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
	<b>PI 5:</b> Total FTE coordinated, implemented & monitored	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	2	2	4	5	5	4.67	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preapres grade sheets and submits on or before deadline	2	2	4	5	5	4.67	
		<b>A11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grades							
		<b>A12.</b> Number of trainings attended related to instruction	Attends mandated trainings							
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	4	5	5	4.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lecture and laboratory	3	3	4	5	5	4.67	

		<b>A15.</b> Number of laboratory reports and term papers checked and graded	Checks laboratory reports and terms papers submitted as required							
	<b>PI 8:</b> Number of students advised	<b>A16.</b> Number of students advised	Acts as academic adviser to students	2	3	5	5	5	5	
		<b>A17.</b> Number of students advised on thesis/field practice/special problem								
		As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	4	5	5	4.67	
	<b>PI 9:</b> Number of student organizations advised/assisted	<b>A19.</b> Number of student organizations advised	Advises student organizations recognized by USSO							
		<b>A20.</b> Number of student organizations assisted on student-related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed	<b>A21.</b> Number of on-line courseware developed and submitted	Prepares and submits for review by the Technical Review Panel	1	1	4	5	5	4.67	
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	5	4.67	

		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
		<b>A22.</b> Number of on-line courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor	1	1	4	5	5	4.07	
		<b>A23.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	4	5	5	4.47	
	<b>PI 11:</b> Additional outputs	<b>A24.</b> Number of additional outputs accomplished								
		Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program instructional/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							



		<b>A25.</b> Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal							
<b>UMFO 3. RESEARCH SERVICES</b>										
	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	<b>A26.</b> 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							
	<b>PI 2:</b> Number of research outputs completed within the year	<b>A27.</b> Number of research outputs completed within the year	Conducts and completes research project within the year	1	1	4	5	5	4.67	
	<b>PI 3:</b> Number of research outputs published in internationally-refereed or CHED-recognized journal within the year	<b>A28.</b> Number 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							
		In refereed international journals								
		In refereed national/regional journals		1	1	5	5	5	5	
	<b>PI 4:</b> Number of research outputs presented in regional/national/international fora/conferences	<b>A29.</b> Number of research outputs presented in regional/national/international fora/conferences	Prepares, submits and presents research paper in scientific fora/conferences							
		In international fora/conferences								

		In regional/national fora/conferences								
	<b>PI 5:</b> Number of research proposals approved	<b>A30.</b> Number of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up approval for immediate implementation							
	<b>PI 6:</b> Additional outputs	<b>A31.</b> Number of research-related awards								
		<b>A32.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts a peer reviewer of journal articles/scientific papers and returns duly reviewed paper	2	3	5	5	5	5	
		<b>A33.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology-generated research output							
		<b>A34.</b> Other outputs implementing the new normal due to Covid-19	Designs research-related activities and other outputs to implement the new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension services	<b>A35.</b> 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							
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A36.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							



	<b>PI 3:</b> Number of extension programs organized and supported consistent with the SUC's mandate and priority programs	<b>A37.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							
	<b>PI 4:</b> Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	<b>A38.</b> Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	<b>PI 5:</b> Number of technical/expert services	<b>A39.</b> Number of technical/expert services	Provides technical and expert services as requested by beneficiaries							
	Research Mentoring	Research Mentor		1	1	5	5	5	5	
	Peer reviewer/Panelist	Peer reviewer/panelist								
	Resource person	Resource person								
	Convenor/organizer	Convenor/organizer								
	Consultancy	Consultancy								
	Evaluator	Evaluator								
	<b>PI 8:</b> Number of extension proposals approved	<b>A40.</b> Number of extension proposals approved	Prepares extension project proposals, submits and follow up approval for immediate implementation							
	<b>PI 11:</b> Additional outputs	<b>A41.</b> Number of extension-related awards								

		<b>A42.</b> Other outputs implementing the new normal due to Covid-19	Designs extension-related activities and other outputs to implement the new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8:</b> Compliance to all requirements through the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/Department under ISO 9001:2015	<b>A43.</b> 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 within the performance of functions as faculty	zero non-conformity						
		<b>A44.</b> 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 accreditation								
		On institutional accreditation								
<b>UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)</b>										
	<b>PI 2:</b> Zero percent complaint from clients served	<b>A45.</b> Customer-friendly frontline services	Provides customer-friendly frontline services to clients	zero-percent compliance						


	<b>PI3:</b> Additional outputs	<b>A46.</b> Number of new initiatives introduced resulting to best practice replicated/benchmarked by other departments/agencies	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A47.</b> Other outputs implementing the new normal due to Covid-19	Designs administration/management-related activities and other outputs to implement the new normal							
	<b>Total Over-all Rating</b>									95.71/20
	<b>Average Rating</b>									4.785
	<b>Adjectival Rating</b>									Outstanding


Evaluated and Rated by:

Recommending Approval:

Approved by:

  
**JOSE L. BACUSMO**  
Director for Research

  
**OTHELLO B. CAPUNO**  
VP for Research & Extension

  
**EDGARDO E. TULIN**  
VSU President

Enhance management skill  
in supervising the  
institute  
and administrative



## PERFORMANCE MONITORING &amp; COACHING JOURNAL

Rating Period: January - June 2020

√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Officer : **ROMEL B. ARMECIN**  
Head of Office : **OTHELLO B. CAPUNO**  
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring - conducts meeting with center directors - revisit research agenda related to Natural Fa	Feb. 2020	Jan 2020			
Coaching - consultations	May 2020				

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

Conducted by:

  
**OTHELLO B. CAPUNO**

Immediate Supervisor

Noted by:

  
**EDGARDO E. TULIN**

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

**EMPLOYEE DEVELOPMENT PLAN**

Rating Period: January - June 2020

Name of Employee: ROMEL B. ARMECIN

Performance Rating: \_\_\_\_\_

Aim: To become an effective Director of Eco-FARMI.**Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:**Date: January 2020Target Date: 1st Quarter**First Step:**

\* Be aware of the functions and strategies of an effective administrator.

\* Assess the manpower resources and potential of the Institute and its constituents

**Result:**

\* Strength, weaknesses, and opportunities of the Institute determined and analyzed

Date: April 2020Target Date: 2nd Quarter**Next Step:**

\* Seek or participate in leadership training and other related trainings on improving and enhancing management capabilities of key administrator


**Outcome:**

\* Better managerial capabilities acquired/gained.

**Final Step/Recommendation:**

\* Further exposure and participation in cross visits to observe/benchmark reputable institutions to gain more experiences on office management.

Prepared by:

  
**OTHELLO B. CAPUNO**  
VP for Res. & Extension

Conforme:

  
**ROMEL B. ARMECIN**

Ratee