

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(January – June)**

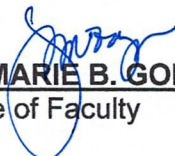
Name of the Faculty Member: ROSEMARIE B. GONZAGA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
26. Instruction			
k. Head/Dean (50%)		$4.25 \times 100\% = 4.25$	
l. Students (50%)		No TPES, study leave	
Total for Instruction	40%	4.25	1.70
27. Research			
k. Client/Dir. for Research (50%)			
l. Dept. Head/Center Director (50%)			
Total for Research	20%	4.0	0.80
28. Extension			
k. Client/Dir. for Extension (50%)			
l. Dept. Head/Center Director (50%)			
Total for Extension	20%	4.0	0.80
29. Administration	20%	4.0	0.80
30. Production			
TOTAL			4.10

EQUIVALENT NUMERICAL RATING: 4.10  
 Add: Additional Points, if any: 0.0  
 TOTAL NUMERICAL RATING: 4.10

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

  
ROSEMARIE B. GONZAGA  
 Name of Faculty

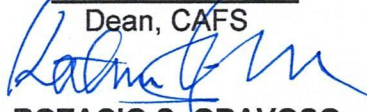
Reviewed by:

  
LIJUERAJ J. CUADRA  
 Department Head

Recommending Approval:

  
SUZETTE B. LINA  
 Dean, CAFS

Approved:

  
ROTACIO S. GRAVOSO  
 Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSEMARIE B. GONZAGA, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from April-June 2024.

Approved:

ROSEMARIE B. GONZAGA

Instructor III

Date: July 25, 2024

LIJUERA J. CUADRA

Department Head

Date: July 26, 2024

SUZETTE B. LINA

College Dean

Date: October 7, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values 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, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	3	4.33	4	4	4	4.00	AgEx 244 =3x3/9= 1 AgEx 244e= 3x 10/9 =3.33 Total =4.33
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	-						
		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	1	1	4	4	4	4.00	Badino, Derilyn



[illegible]

[illegible]



	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel								
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	-							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	-							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	-							
		<b>A 23 :</b> 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								
		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	-							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	1	5	5	5	5.00		LGU -Baybay
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement 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>A27.</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>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	95%	98%	4	4	4	4.00	
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by									
		<b>A 33.</b> 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		2	4	4	4	4.00	
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement 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 activities	<b>A 36.</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	1	4	4	4	4	4.00	LGU Baybay, Hilongos, Silago, Hinunangan



	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	20	25	4	4	4	4.00	Organizational Capacity Building and Business Management & Entrepreneurship Seminar workshop at Silago
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implementes duly approved extension projects	1	1	4	4	4	4.00	Strengthening Farmers Associations to increase vegetable production in Silago Southern Leyte
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	95%	98%	4	4	4	4.00	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	95%	98%	4	4	4	4.00	
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement 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 thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</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 with in the performance of his/her functions as faculty member	85%	85%	5	5	5	5.00	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients	0% complaint	0% complaint	4	4	4	4.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
<b>Total Over-all Rating</b>					<b>99.00</b>		<b>Comments &amp; Recommendations for Development Purpose:</b>  Good job!				
<b>Average Rating</b>					<b>4.13</b>						
<b>Adjectival Rating</b>					<b>VERY SATISFACTORY</b>						

Evaluated & Rated by:

**LIJUEAN J. CUADRA**

Head, DAEEx

Date: July 26, 2024

Recommending Approval:

**SUZETTE B. LINA**

Dean, CAES

Date: October 7, 2024

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date: 10/07/24



## PERFORMANCE MONITORING & COACHING JOURNAL

/	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 Office: Department of Agricultural Education and Extension (DAEEx)


Head of Office: Lijeraj J. Cuadra

Number of Personnel: 8

Number of Personnel: 6		Mechanism			Remarks
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The undersigned asks for updates on the various assignments from each faculty and staff to ensure that targets are met and quality expected complied are complied.	-The faculty and staff have shown dedication in their respective responsibilities as observed by the undersigned. The undersigned encouraged them to continue doing their best. This is done during informal and formal meetings -.Regular sending of reminders thru chat group using messenger	NA	Notice of meeting (February 14, 2024, June 24, 2024)	Faculty and Staff continue to do their best
Coaching/ Mentoring	<ul style="list-style-type: none"><li>Each one has adequate capabilities for their respective responsibilities. Each however is encouraged to upgrade their capabilities thru appropriate trainings and attendance to conferences/fora.</li><li>Some faculty were also reminded of their obligations as government employee in terms of on time submission of needed documents to the administration/offices needing data/reports</li></ul>	Having done their best, each faculty and staff were encouraged to keep up the good work. They are also reminded to revise their syllabi ready for flexible or blended learning.  Junior faculty are also involved in the research and extension projects lead by senior faculty. This is an opportunity where they can be mentored in preparing reports, presenting reports to an audience and on how to manage projects.  New SRA was introduced and mentored to what she will be doing and what papers to prepare.	NA	NA	

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

Conducted by:

  
**LIJUERAJ J. CUADRA**  
Immediate Supervisor

Cc: OVPAA  
HRMO  
RSPPRO

Noted by:

  
**SUZETTE B. LINA**  
CAFS Dean



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rosemarie B. Gonzaga

Performance Rating: Outstanding

Aim: Send Miss Gonzaga to a local or international training/conference either as a trainee or paper presenter.

Proposed Interventions to Improve Performance: Attend relevant local or international training.

Date: February 2024 Target Date: Within June 2024

First Step: Approved by the department's personnel committee, particularly on educational Administration supervision web-based learning education monitoring and evaluation.

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Result: Miss Gonzaga look for relevant local or international training/conferences.

Date: July 2024 Target Date: Within October-December 2024

Next Step: Miss Gonzaga to apply for participation to a local or international training/conference

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Outcome: Attended local or international training/presented paper in a local or international conference in 2024.

Final Step/Recommendation:

The department strongly recommends her to attend local or international training/conference.

Prepared by:

LIJUERA J. CUADRA  
DAEEx Head

Conforme:

ROSEMARIE B. GONZAGA  
Name of Ratee Faculty/Staff