

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **ZENAIDA C. GONZAGA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.9x100%= 4.9	
b. Students (50%)			
Total for Instruction	40%	4.86	1.94
2. Research			
a. Client/Dir. for Research (50%)		5 x 50% = 2.5	
b. Dept. Head/Center Director (50%)		5 x 50% = 2.5	
Total for Research	30%	4.86	1.45
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50%) = 2.5	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	5	0.75
4. Administration	10%	5	0.5
5. Production	5%	5	0.25
TOTAL			4.89

EQUIVALENT NUMERICAL RATING: 4.89

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.89ADJECTIVAL RATING: Outstanding

Prepared by:

ZENAIDA C. GONZAGA

Name of Faculty

Reviewed by:

ROSARIO A. SALAS

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ S. BELONIAS


Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ZENaida C. GONZAGA, a faculty member of the DEPARTMENT OF HORTICULTURE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY - DECEMBER 2020.

  
**ZENaida C. GONZAGA**  
Professor V  
Date:

Approved:   
**ROSARIO A. SALAS**  
Department Head  
Date:

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	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	6.83	6.83	5	5	5	5	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	8 (Emie Omila, Ana Linda Gorme, Jacquilyn Golle, Marivel Ortega, Ryan Quirante, Hubert Dimabuyu, Sherlyn Sampang, Kristine Aban)	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	5	7 (Emie Omila, Ana Linda Gorme, Jacquilyn Golle etc.)	5	5	5	5	

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	5 (Rommel Agunos, Glory Mae Beloy)	5	5	5	5	
		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	35	5	5	5	5	
	<b>PI 9</b> : Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	2	5	5	5	5	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	8	5	5	5	5	
		A 6 : 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	1	2	5	5	5	5	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2 (Hort 241 and Hort 299)	5	5	5	5	
	<b>PI 10</b> . Additional outputs:	<b>A 8</b> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	-	1	5	5	5	5	
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										



	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	37.3	37.3	4	4	4	4	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	6	5	5	5	5	
		<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 grade within prescribed period	3	4	5	5	5	5	
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	5	9 Webinars	5	5	5	5	
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	10	4	4	4	4	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	24 quizzes (13 quizzes Hort141 & 11 quizzes Hort22)	5	5	5	5	
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	20	5	5	5	5	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	20	36 advisees	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	15	16 advisees	5	5	5	5	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	11 students	5	5	5	5	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	65	5	5	5	5	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		<b>A20.</b> Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>							

	<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	2	3	5	5	5	5	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	5	5	5	5	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	14	43 (16 Hort22 and 27 Hort141)	5	5	5	5	
		<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	2	2	4	4	4	4	
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	3	3	4	4	4	4	
	<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							
		<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	4	7 (2 Vegetable Grafting, Detasseling, Pruning, Organic Concoctions, Varietal Trial, Planting Density Trial)	5	5	5	5	
	<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	3	3 YRRP Projects (as scheduled)	4	4	4	4	
	<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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	9	10 publishable materials	5	5	5	5	
		<i>In refereed int'l journals</i>			1 Accepted for publication	5	5	5	5	Growth, yield and postharvest quality of ampalaya ( <i>Momordica charantia</i> L.)
		<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 for a/conferences							
		<i>In int'l fora/conferences</i>			1 Oral Presentation	5	5	5	5	Growth, yield and postharvest quality of ampalaya
		<i>In nat'l/regional fora/conferences</i>			2 Poster Presentation and 1 Oral Presentation	5	5	5	5	Flowering response and postharvest quality of tissue
	<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	1	-					
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<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	2	4	4	4	4	
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	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	1	2	5	5	5	5	
<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	10	20 LGU's (Baybay, Ormoc, Tabon2x, Merida, San Isidro, Burauen, Alang2x, Pastrana, Carigara, Silago, So. Leyte), DA ATI RTC-8, East West Seed Company, Landcare Philippines	5	5	5	5	
	<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							
	<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	3	4 Extension projects (3 DA Funded Projects and 1 COVID 19 Mitigation)	5	5	5	5	
	<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							
	<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		25	11 graduate students, 26 undergraduate students	5	5	5	5	



	Peer reviewers/Panelists	Peer reviewers/Panelists		2	1					
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	2	5	5	5	5	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<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		zero non-conformity					
		<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		100% compliant	5	5	5	5	
		On program accreditations								



		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</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		Zero % complaint	5	5	5	5	
	<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>Average Rating</b>									
	<b>Adjectival Rating</b>									

Evaluated & Rated by:

*RSal*  
**ROSARIO A. SALAS**  
 Department Head  
 Date:

Recommending Approval

*VBS*  
**VICTOR B. ASIO**  
 Dean, CAFS  
 Date:

Approved by:

*Kyr*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date:

\* Comments and Recommendations  
 for Development purposes:  
 Should publish article in  
 referral journal

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: ZENAIDA C. GONZAGAPerformance Rating: OUTSTANDINGAim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: July, 2020 Target Date: December, 2020

## First Step:

- \_\_\_\_\_ To revise horticulture undergraduate and graduate teaching guides
- \_\_\_\_\_ To publish scientific paper in referred journal
- \_\_\_\_\_ To attend trainings/seminars, scientific conference related to agriculture
- \_\_\_\_\_ To continue establish strong linkage with LGU, Landcare Phil., Eastwest seed co., and ATI-8 on extension related activities

## Result:

- \_\_\_\_\_ Had prepared learning modules in graduate (Hort 241 and Hort 299) and undergraduate horticulture courses (Hort 22 and Hort 141 for both online and offline teaching modalities
- \_\_\_\_\_ Had published scientific paper in referred journal
- \_\_\_\_\_ Had attended training/seminars/scientific conferences related to agriculture
- \_\_\_\_\_ Had established strong linkage with LGU, Landcare Phil., Eastwest seed. Co., and ATI on extension related activities

Date: July 2021Target Date: December 2021


## Next Step:

- \_\_\_\_\_ To teach horticulture graduate and undergraduate courses through online and off line modalities
- \_\_\_\_\_ To publish scientific paper in referred journal
- \_\_\_\_\_ To attend trainings/seminars, scientific conference related to agriculture
- \_\_\_\_\_ To continue establish strong linkage with LGU and ATI-8 on extension related activities
- \_\_\_\_\_ To write and submit research proposal to funding agencies
- \_\_\_\_\_ To maintain and improve the manage demonstration/learning site
- \_\_\_\_\_ To advise horticulture graduate and undergraduate students

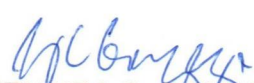
Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
ROSARIO A. SALAS  
 Unit Head

Conforme:

  
ZENAIDA C. GONZAGA  
 Name of Ratee Faculty/Staff