

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

Name of Faculty Member: SUZETTE B. LINA (Associate Professor V)

Program Involvement (1)	Percentage Weight of (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Dean	20	4.988	1.00
b. Students	20	4.17	0.83
Total for Instruction	40		<b>1.83</b>
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director	20	5.00	1.00
Total for Research	20		<b>1.00</b>
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	10	4.92	0.49
Total for Extension	10		<b>0.49</b>
4. Administration	30	5.00	1.50
5. Production			
TOTAL	<b>100</b>		<b>4.8236</b>

EQUIVALENT NUMERICAL RATING: **4.8236**

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: **4.824**


ADJECTIVAL RATING:

**OUTSTANDING**


Prepared by:

Reviewed by:

  
SUZETTE B. LINA  
Name of Faculty

  
VICTOR B. ASIO  
Dean

Approved:


  
BEATRIZ S. BELONIAS  
Vice President, Academic Affairs

Visayas State University  
College of Agriculture and Food Science  
**DEPARTEMENT OF SOIL SCIENCE**  
Visca, Baybay City, Leyte  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, SUZETTE B. LINA, Associate Professor I of the Department of Soil Science, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2021 (Accomplishments).

  
SUZETTE B. LINA, Ph.D.  
Ratee (Dept Head)

Date:

Approved:   
**VICTOR B. ASIO, Ph.D.**  
Dean, CAFS

Date: 07 Aug 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported)
						Quality	Efficiency	Timeline	Average	
UMFO 1: Advanced Education Services										
Graduate Degree Program Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	(SS 291 Lec & Lab)	3.33	7.5	5	5	5	5.00	
		A2. Number of graduate degree specializations monitored	Monitors MS Soil Science degree program and evaluates and recommends graduate students	1	1	5.0	5.0	5.0	5.00	
		A3. Number of graduate students enrolled	Monitors graduate students enrolled in the department	15	29	5.0	5.0	5.0	5.00	

		A4. Percentage increase in number of graduate students who graduated within prescribed period	Recommends graduate students for graduation (as adviser, Department Head and GAC)	60%	54%	5.0	5.0	4.8	4.93	
Graduate Student Management Services										
	PI 8: Number of graduate students advised *	A5. Number of students advised	Reads and approves thesis outline	2	6	5	5	5	5	
		A6. Number of students advised on thesis/special project	Reads, provides suggestions for improvement and approve graduate manuscript (as adviser, GAC member & Dept head)	2	6	5	5	5	5	
		As GAC Chairman								
		As GAC Member	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	3	3	5	5	5	5	Other will graduate during in December
		As Department Head	Advised and read and approved research outline and thesis/SP/dissertation manuscript	3	6	5	5	5	5	
		A7. Number of students entertained for consultation purpose	Entertains students seeking consultation with faculty	2	10	5	5	5	5.00	
		A8: Number of graduate students awarded with scholarship/ assistantship	Monitors graduate students in the department awarded with scholarship under my advisorship	1	4	5	5	5	5	
		A9: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Monitors and recommended graduate students awarded with scholarship for graduation (Chairman/GAC Member)	1	2	5	5	5	5.0	Asencion & Ocoy



		A10. Number of graduate students gainfully employed in jobs related to their graduate program	Recommends graduate students as Instructor of SUC	1	1	5	5	4.8	4.83	
	PI 9: Number of instructional materials developed *	A11. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5.00	
		A12 : 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						Ongoing
		A13 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	
	PI 10. Additional outputs:	A14. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	
UMFO 2 Higher Education Services										
Under Graduate Degree Program Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A15. Number of FTE	Teach: SS 24 lec (59 students) SS 24 (104 students) SS 22 (46 students)	7.00	11.633	5	5	5	5.0	
		A16. Number of degree of specialization compliant to CMO supervised and monitored	Supervised and monitored IBSA-Soil Science program compliant to CMO	1	1	5	5	5	5.0	
		A17. Percentage increase in number of students who graduated within prescribed period	Recommended undergraduate students for graduation (as Dept. Head)	4	4	5	5	5	5.0	
		A18. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	1	5	5	4.5	4.8	

	<b>A19.</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	0						
	<b>A20.</b> Number of trainings attended related to instruction	Attend mandated trainings/seminars	2	2	5	5	5	5.0	
	<b>A21.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5.0	
	<b>A22.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	335	5	5	5	5.0	Students' outputs
	<b>A23.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0						No lab reports
<b>Undergraduate Student Management Services</b>									
	<b>PI 8:</b> Number of students advised: *	<b>A24.</b> Number of students advised: <i>Guided the students during enrolment on what courses to take and approved COR</i>	8	15	5	5	5	5	
		<b>A25.</b> Number of students advised on thesis/ field practice/special problem:							
	<i>As Department Head</i>	Read, reviewed and approved thesis outline as dept. head	4	8	5	5	5	5	
	<i>As SRC Chairman</i>	Read, reviewed and approved thesis outline as Chairman	1	2	5	5	5	5	
	<i>As SRC Member</i>	Read, reviewed and approved thesis outline as SRC member	2	2	5	5	5	5	
		<b>A26.</b> Number of students entertained for consultation purposes	5	25	5	5	5	5	
	<b>PI 9:</b> Number of student organizations assisted *	<b>A27.</b> Number of student-related activities assisted	0						
	<b>PI 10:</b> Number of instructional materials developed *	<b>A28 :</b> Number of on-line course ware developed and submitted ;	1						
	<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	0	1	5	5	5	5.0	



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5.0	Soil 22, Soil 24 and Soil 119C
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	7	5	5	5	5.0	Other were assigned to other faculty
		A29 : 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	0						
		A30 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.0	
		A31. Number of undergraduate students gainfully employed in jobs related to their undergraduate program	Recommended either for scholarship/work	1						Students are candidate for graduation
	PI 11. Additional outputs	A32. Number of Additional outputs accomplished:								
		A33. Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.0	AACCUP
		A34. Other outputs implementing the new normal due to covid 19		0						
					Sub-Total for Instruction				174.60	
					Average				4.988	
					TPES				4.17	
UMFO 3 Research Services										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A35. 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	0						
	PI 2. Number of research outputs completed within the year *	A36. Number of research outputs completed within the year *	Conducts and completes research project within the year	1						Ongoing and will end in December

	<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A37.</u> 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>		1	1	5	5	5	5.0	Carnice & Lina 2021 at MJST
		<i>In refereed nat'l/regional journals</i>		1						
	<u>PI 5.</u> Percent of research proposals approved *	<u>A38.</u> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	2	5	5	5	5.00	Prepared research proposal
	<u>PI 6.</u> Additional outputs*	<u>A39.</u> No. of research-related awards (research conducted by faculty or student w/ faculty)		0						
		<u>A40.</u> 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	5	5	5	5.0	SHJ
MFO 4	Extension Services	<u>A 34.</u> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of							
		<u>A 35.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		<u>A41.</u> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		<u>A42.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
					Sub-Total for Research	15.0				
					Average	5.0				
UMFO 4 Extension										
	<u>PI 1.</u> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	<u>A43.</u> 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	2	5	4.75	4.75	4.8	DA-BAR & SRA



	<b>PI 2.</b> Number of trainees weighted by the length of	<b>A44.</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>A45.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	4.5	4.8	
	<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>A46.</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>A47.</b> Number of technical/expert services as/in:								
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.0	SHJ
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A48.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A49.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A50.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		No. of organization assisted/served	VFES-VEFI Board of Director	0	1	5	5	5	5.0	
					Sub-Total for Extension				19.7	
					Average				4.92	



**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*	A51. 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	5.0		
	A52. 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			100%	5	5	5	5.0		
	On institutional accreditations			100%	5	5	5	5.0		
Faculty Development Services										

**UMFO 6 General Admin and Support Services**

PI 2. Zero percent complaint from clients served	A 53. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00		
	A54. Number of faculty and staff supervised	Department Head - executed/discharged the responsibilities as Dept Head	14	16	5	5	5	5.00		
	A55. Number of documents prepared for the department	Prepared communications, letter requests and related documents	10	>10	5	5	5	5.00		
	A56. Number of department meetings conducted	Regular and emergency meeting	3	5	5	5	5	5.00		
	A57. Involvement in Committees	University, college and department-based committees	4	8	5	5	5	5.00		

	PI 3: Additional Outputs	A 58. 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 (1)Encouraged and conducted activities such as individual or group walking at 4-5 TTh - with social distancing to promote physical/mental fitness of the faculty and staff	0	1	5	5	5	5.00	Ongoing
		A 59. Other Assignments	Designated as SUC-ACAP Secretary and organized virtual meeting and prepared minutes of the virtual meetings and other assignments	0	1	5	5	5	5.00	
		A 60. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal (1)Conducted emergency meeting when necessary and approach the faculty/staff regarding his performance/concerns to solve the issue); (2) We created groupchat/fb page for faculty/staff, major students and DSS alumni for easy communication	0	2	5	5	5	5.00	Ongoing
					Sub-Total for Support to Operations				55.0	
					Average				5.0	
Total Over-all Rating						269.25				
Average Weighted Rating						4.824				
Adjectival Rating						Outstanding				

Evaluated & Reviewed by:

**VICTOR B. ASIO** 

Dean CAFS

Date:

03 Aug 2021

Comments & Recommendations for Development Purpose:

Keep up your outstanding  
accomplishments!

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:

8/4/21



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUZETTE B. LINA

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Full support from the Department of Soil Science, the College of Agriculture and Food Science and from the University in terms of financial support for all the proposals submitted to produce outputs for instruction (ex. Budget for teaching guide preparation), research (Approval and release of budget for research proposal submitted), extension (ex. Time and budget to do the extension activities) and production.

Date: January 2021

Target Date: June 2021

First Step:

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Revise instructional materials to online-ready courseware

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Attend and participate in local and national/international scientific forum (virtually)

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Submission of instruction, research and extension proposals for funding

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Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department

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Review manuscript submitted in the journal as peer-reviewer and SHJ Associate

Editor

Results:

Has revised the instructional materials to online-ready courseware based on the learning guide format of the university

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Prepared research proposals (2) for funding

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Served as peer reviewer in Science and Humanities Journal and ATR

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Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department

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Date: July 2021

Target Date: December 2021

Next Step:

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Research manuscript writing for publication in international refereed journals

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Prepare virtual classroom, update syllabi and learning guides for 1<sup>st</sup> semester classes


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Outcome: Submission of research paper to an international refereed journal


Final Step/Recommendation:

If research paper is accepted for publication and will be published, it will be used as reference for graduate and undergraduate students

Prepared by:

  
VICTOR B. ASIO  
Dean, CAFS

Conforme:

  
SUZETTE B. LINA  
Faculty & Head DSS