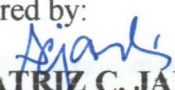


Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **BEATRIZ CUEVAS JADINA (Prof. VI)**Period: **July - December 2021**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head	35%	4.9	1.72
b. Students	35%	5.0	1.75
Total for Instruction	70	4.8	3.47
2. Research			
a. Client/Dir. for Research			
b. Dept. Head	5	4.5	0.23
Total for Research	5%	4.5	0.23
3. Extension			
a. Clients	5	5.0	0.25
b. Study Leader (Ext'n project)	5	4.8	0.24
Total for Extension	10%	4.9	0.49
4. Administrative (Committee membership)	5 %	5	0.25
5. Production	10%	5	0.5
TOTAL			4.94

EQUIVALENT NUMERICAL RATING: **4.94**Add: Additional Points, if any:
Punctuality & regular attendanceTOTAL NUMERICAL RATING: **4.94**ADJECTIVAL RATING: **Outstanding**

Prepared by:


BEATRIZ C. JADINA
Name of Faculty

Reviewed by:

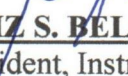

SUZETTE B. LINA
Department Head

Recommending Approved:


VICTOR B. ASIO

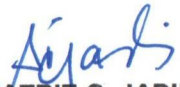
Dean, College of Agriculture and Food Science

Approved by:


BEATRIZ S. BELONIAS
Vice President, Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BEATRIZ C. JADINA, a faculty member of the DEPARTMENT OF SOIL SCIENCE commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY - DECEMBER, 2021.


BEATRIZ C. JADINA
 Professor
 Date: December 22, 2021

Approved: 
SUZETTE B. LINA
 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 soil science graduate courses assigned	0	0.25	5	5	5	5.00	Soil 291
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	0	5	5	5	5	5.00	Aquino, Pontecilla; Gavelino; Castillo, Lungay
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	3	5	5	5	5.00	Aquino; Pontecilla; Gavelino
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		<u>A4. Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty	2	5	5	5	5	5.00	Aquino; Pontecilla; Castillo; Lungay; Gavelino
	<u>PI 9: Number of instructional materials developed *</u>	<u>A5. Number of on-line ready coursewares developed and submitted for review</u>	Converts the existing instructional materials into flexible learning systems	0	1	4.9	5	4.8	4.90	Soil 291
		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.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<u>PI 10. Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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	<i>Handles soil science undergraduate and graduate courses and courses for senior high school student and teaches courses</i>	4	7.9	5	5	5	5.00	Soil 110 (2 sections; Soil 114, lec; Soil 114 lab; Soil 199 A;
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	for all courses handled
		A11. 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	> 10	5	5	5	5.00	Gargasín; Sumalinog; Contridas; Geyrozaga; Israel; Mahilum; Milleza; Notarte; Sumalag; Uy-Oco
		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	1	5	5	5	5.00	trainings on project proposal writing in extension
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	12	5	5	5	5.00	for all courses handled
		A14. Number of assessment reports checked	Checks assessment reports for the lecture class	10	457	5	5	5	5.00	for all lecture classes handled
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	54	5	5	5	5.00	for all lab classes handled
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	8	> 15	5	5	5	5.00	As academic adviser to BSA students (1st - 4th year)
		A17. Number of students advised on thesis/ field practice/special problem:		0	2	5	5	5	5.00	Candela; Ramos
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	1	5	5	5	5.00	Candela; Ramos
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	> 10	5	5	5	5.00	Academic & thesis advisees
	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	0	2	4.5	4.5	4.5	4.5	Soil 114; Soil 291
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	5	5	5	5	5	Soil 110; Soil 114, lec; Soil 114 lab; Soil 199 A, Soil 199 B; EaSc 001 lec, Ea Sc001 lab
		Supplemental learning resources	Conducted google meeting regularly based on official class schedule, Prepares Power Point presentation, video clips, reading	10	> 50	5	5	5	5	for all classes handled
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	16	5	5	5	5.00	for all classes handled
		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	0	2	5	5	5	5.00	Soil 114 lec; Soil 114 lab
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	5	5	5	5	5	Soil 110 lec; Soil 114, lec; Soil 199 A, Soil 199 B; EaSc 001 lec
	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	0	1	5	5	5	5.00	Area for extension or community engagement
		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; use of gmail-FB messenger to connect with students	0	6	5	5	5	5	for all classes handled
		Average						4.98	119.4/24
		TPES rating						5.00	1st sem 2019-2020
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						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year						
	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-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>							
		<i>In refereed nat'l/regional journals</i>							
	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>							
		<i>In nat'l/regional fora/conferences</i>							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation						
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)							

		A 33. 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							
		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							
			Mentors and guides students on research proposal preparation, implementation & manuscript writing;	0	2	5	5	5	5.00	Aquino; Gavelino
			Mentors and guides student on research proposal preparation;	0	1	5	5	5	5.00	Pontecilla
			Mentors and guides student in writing journal article;	0	1	4.5	4.5	4.5	4.50	Aquino
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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0	>10	5	5	5	5.00	Served as resource person for ATI training
	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	Implemtenes duly approved extension projects	0	1	4.5	4.5	4.5	4.50	DSS, VSU

	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	0	2	4.9	4.9	4.9	4.90	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	0	1	4.8	4.8	4.8	4.80	
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		0	1	4.9	4.9	4.9	4.90	
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	1					
	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 to implement new normal							
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	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						
	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						
	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		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					163/33				
Average Rating					4.94				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by 4)

Additional Points:

Punctuality

Approved additional points

Final Rating

Adjectival Rating

4.94

Outstanding

Evaluated & Rated by:

SUZETTE B. LINA

Department Head

Date:

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Date:

Comments & Recommendations for Development Purposes:

- Maintain Outstanding Rating
- Write research proposals for funding involving junior staff as mentoring process.

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BEATRIZ CUEVAS JADINA**

Performance Rating: **OUTSTANDING**

Aim: To improve further and maintain the outstanding performance

Proposed Interventions to sustain/improve Performance:

Full support from the Department of Soil Science, the College of Agriculture and Food Sciences and from the University in terms of financial support for the **purchased of high -end computers** to meet the current needs of our students in this new normal. Going online for instruction and other activities would require **stable internet connectivity and power supply**. Furthermore, all proposals to be submitted to produce outputs for instruction (ex. budget for teaching guide preparation), research (ex approval and release of budget for research proposal submitted), extension (ex. time and budget to do the extension activities) and production are necessary.

Full administrative support in terms of on – time & efficient processing of all official & relevant documents in the department is very important to sustain the efforts of the faculty. Equally important is the revival of the Soils Research, Testing & Plant Analysis Laboratory (SRTPAL) to support Instruction, Research, Extension & production functions of the department.

Date: Jan - June 2021

First Step:

Request for the purchased of suitable laptops for the blended learning modalities;
Revision, updating & submission of instructional materials for the blended learning modalities;

Attendance to trainings on the different learning modalities for the new normal;
Submission of research and extension proposals to thru channels for processing & approval;

Proper & on – time scheduling and distribution of workload to enable the faculty to perform all the expected functions and effectively deliver the expected outputs.

Results:

Made follow - ups of submitted PR's for the purchased of new suitable laptops;

Revised instructional materials uploaded into moodle platform for the blended learning mode of instruction;

Attended training on extension project proposal writing for the new normal;

Timely comments and suggestions and endorsement for approval and implementation of the extension proposals submitted;

Timely release of funds for extension projects;

Duration: July, 2021 to December, 2021

Next Step:

To assist the department in mentoring the junior faculty in conceptualizing research and extension proposals for funding when requested;


To continue the preparation & revision of instructional materials for the next semester offering; submission of research & extension proposals for funding; submission of journal articles for possible publication.

Outcome: Revised and updated instructional materials for blended learning; submitted extension proposal for funding; submitted 1 journal article for possible publication;

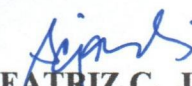
Final Step/Recommendation:

- Provision and release of laptops fit for the current learning modalities which should be provided by the administration to each faculty;
- Stable power and supply and internet connectivity are equally important if the university wants to effectively serve the students;
- Release of updates from concerned offices on the status of proposals submitted for funding and budget release for research projects. Researches conducted by the faculty can facilitate training and mentoring of students; and research outputs produced are good materials to enrich references for instruction.
- Submission of course syllabus needed for the offering of new program in the department.

Prepared by:


SUZETTE B. LINA
Unit Head

Conforme:


BEATRIZ C. JADINA
DSS Faculty