

Exhibit K

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

Name of Faculty Member: SANTOS B. VILLOCINO, JR.

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	60%	4.7	2.82
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	40%	5	2
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	NA		
4. Administration	NA		
5. Production	NA		
TOTAL			4.82

EQUIVALENT NUMERICAL RATING: 4.82

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

SANTOS B. VILLOCINO, JR.

Name of Faculty

Reviewed by:

ROSARIO A. SALAS

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

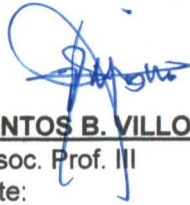
Approved:

BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Santos B. Villocino, Jr., a faculty member of the DEPARTMENT OF HORTICULTURE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2020.



SANTOS B. VILLOCINO, JR.
 Assoc. Prof. III
 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							
	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							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares 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 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	Handles and teaches courses assigned	30	37.95	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	9	5	5	5	5	
		A 11. 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	2	7	5	5	5	5	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	5	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	24		(4 4 4 4)				

	A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	1	2	5	5	5	5	
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	7	5	5	5	5	
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							
	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							
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 *	1	2	5	5	5	5	
	PI 2 . Number of research outputs completed within the year *	A 28 . Number of research outputs completed within the year *	1	2	5	5	5	5	
	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	1	2	5	5	5	5	
		<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 *							
		<i>In int'l fora/conferences</i>							
		<i>In nat'l/regional fora/conferences</i>							

	Research Mentoring	Research Mentor							
	Peer reviewers/Panelists	Peer reviewers/Panelists							
	Resource Persons	Resource Persons							
	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						
	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 ISO 9001:2015*	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									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
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									
Average Rating									
Adjectival Rating									

Evaluated & Rated by:

Rsalas
ROSARIO A. SALAS

Department Head

Date:

Recommending Approval

V. Asio
VICTORE B. ASIO

Dean,

Date:

Approved by:

B. Belonias
BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

**Comments & Recommendations
for Development purposes**

Should publish article in referred journal.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SANTOS B. VILLOCINO
Performance Rating: OUSTANDING

Aim: Maintain the Outstanding rating
Proposed Interventions to Improve Performance:
Date: July , 2020 Target Date: December 2020

First Step: Update Instructional Materials (IMs)

- Facilitate the processing of documents and deployment of OJT students in Agrostudies Internship Program in Israel
- Supervise and Monitor ViHOS campus and off-campus activities
- Attend meetings set by the Department heads
- Prepare and Present annual report for C.Y 2018-2019

Result: Updated Instructional Materials (IMs)

- Facilitated the processing of documents and deployment of OJT students in Agrostudies Internship Program in Israel
- Supervised and Monitor ViHOS campus and off-campus activities
- Attended meetings set by the Department heads
- Prepared and Presented annual report for C.Y 2018-2019

Date: July 2021 Target Date: December 2021

Next Step:

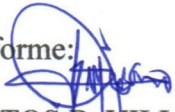
- Write and submit one (1) research proposal to a research funding agency
- Attend conferences, trainings, and seminars related to the field of specialization
- Actively participate in all college and departmental activities
- Accept more Horticulture Thesis Advisees
- Prepare and Present Annual Report for C.Y. 2021

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

RSal
ROSARIO A. SALAS
Unit Head

Conforme: 
SANTOS B. VILLOCINO
Name of Ratee Faculty/Staff