

Exhibit J

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(Jan-Jun 2017)**

Name of Faculty Member: Anilfa L. Abenoja

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction*	15%	-	-
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction			
2. Research Services	35%	4.92	1.72
3. Extension Services	25%	4.91	1.23
4. Administration and Facilitative Services	25%	4.91	1.23
TOTAL	100%	14.74	4.18

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.18

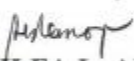
TOTAL NUMERICAL RATING:

14.74

ADJECTIVAL RATING:

1/5

Prepared by:


ANILFA L. ABENOJA
Name of Faculty

Reviewed by:


OTHELLO B. CAPUNO
Director, ViCAARP & Vice Pres for R&E

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

I, **ANILFA L. ABENOJA**, of the **VICARP, VSU** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2017.

Anilfa L. Abenoja
ANILFA L. ABENOJA
Ratee

Dr. Carolyn
OTHELLO B. CAPANO
Head of Unit

Date: _____

Date _____

[illegible]

MFO	MFO Description	Success/Performance Indicators (PI)	Task Assigned	Accomplishments	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	

	2.3. Reviewed and signed recommendations for staff hiring	4 staff reviewed	Review of staff recommendations.	4 recommendations signed	4.96	4.95	4.95	4.95	
	2.4 Review and editing of the earlier prepared 2016 VICAARP accomplishments	2017 VICAARP accomplishment highlights prepared	Drafting of the report	Report submitted	4.90	4.90	4.90	4.90	
	Endorsed of papers	2 papers review and endorsed to PCAARRD	Preparation of endorsement and review of papers based on format. Facilitate sending then to PCAARRD	1 research and 1 extension 2 research papers with write-up endorsed.	5.00	4.90	4.90	4.93	
	2.5. Number of RDE consortium (VICARP) and other regional RDE networks managed & coordinated.	RDE coordination of VICARP member-agencies	15 Consortium members coordinated	Agencies coordinated in their participation to RDE activities.	4.88	4.92	4.96	4.92	
	2.6. Facilitate the signing of the VICAARP Bylaws	Signing still ongoing.	Facilitate signing.	Follow-up if the document is already signed.	4.90	4.95	4.90	4.92	
	2.7. Attended accreditation presentation at Convention Center.	Listen to presentations.	Attend the presentation of VSU accomplishments	Attended the presentation of VSU's accomplishments.	4.95	4.90	4.95	4.92	
	Sub-Total/Ave.							4.92	

[illegible]

[illegible]

	MFO Description	Success/Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remarks	
						Quality	Efficiency	Timeliness	Average		
	MFO 4. Administrative Support Services cont'd										
	4.1. Served as Officer-in-Charge of VICARP when the VICARP Director is on travel/official business.		Oversee the VICARP's office operations and sign related documents	5 working days	20 working days as OIC of VICARP from Jan-June 2017	5.00	5.00	5.00	5.00		
	4.2. Facilitate preparation and of office communications		Review, draft/finalize office communications	10 office communications	18 communications	4.90	4.90	4.90	4.90		
	Sub-Total								9.90		
	Average (Administrative Support Services)								4.90		
	Average Rating								3.68		
	Adjectival Rating										

Recommending Approval:

Approved:

[Signature]
Planning Officer
Date: _____

for: *[Signature]*
REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

[Signature]
OTHELLO B. CAPUNO
Vice President for Research & extension
Date: _____

[Signature]
EDGARDO E. TULIN, Ph.D.
President
Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: VICAARP

Head of Office: Dr. Othello B. Capuno

Name of Faculty/Staff: Anilfa L. Abenoja Signature: _____ Date: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	One on one meeting/ discussion	One on one meeting on areas that affects staff welfare.		Attends every Monday flag ceremony, where, some good news are announced	
Coaching	Coach/teach other staff, any areas/task they want to know, for as long as it is within my knowledge	Coach/teach the group, I usually worked with, on any work-related tasks, etc.		Coach other consortium members/ staff in the region, on R&D concerns, such as RDE paper format, etc	

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

Conducted by:

Dr. Othello B. Capuno

Immediate Supervisor

cc: OVPI
ODAHRD
PRPEO

Verified by:

Dr. Othello B. Capuno

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee DR. ANILFA L. ABENOJA

Performance Rating: _____

Aim: To provide assistance in activities, such as office budget preparation, research/project monitoring and evaluation, report preparation and other R & D related activities of the consortium.

Proposed Interventions to Improve Performance: Planning activities ahead and seeing to it that it is conducted within the schedule.

Date: Jan 2, 2017

Target Date: Jan-June 2017

First Step: Make targets ahead of the activity; Plan how to accomplish a given task, tapping additional manpower from other units with parallel function to the unit, whenever necessary.

Result:

The activity being spearheaded is conducted successfully.

Date: July 1, 2017

Target Date: July-December 2017

Next Step:

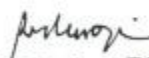
Conduct the activity targeted earlier based on the office priorities.

Outcome: The activity is smoothly conducted and achieved the purpose indicated earlier.

Final Step/Recommendation:

The accomplishment was contributory to the office accomplishment, where the later received awards and is recognized at the local, regional and national levels.

Prepared by:


ANILFA L. ABENOJA
Asso. Prof, VSU-VCAARP