

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MA. GRACE C. SUMARIA


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.36	
b. Students (50%)		1.86	
Total for Instruction	80%	4.22	3.38
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration & Support to Operations	10%	5.00	0.50
5. Production			
TOTAL			4.38

EQUIVALENT NUMERICAL RATING: 4.38


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.38ADJECTIVAL RATING: Very Satisfactory

Prepared by:


MA. GRACE C. SUMARIA
Name of Faculty


Reviewed by:


ELDON P. DE PADUA
Department Head

Recommending Approval:


JANNET C. BENCURE
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President



VISAYAS
STATE UNIVERSITY

**DEPARTMENT OF AGRICULTURAL
AND BIOSYSTEMS ENGINEERING**

Visca, Baybay City, Leyte, PHILIPPINES

Telephone: (053) 525-0140 local 1015

Email: dabe@vsu.edu.ph

Website: www.vsu.edu.ph

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. GRACE C. SUMARIA, a faculty member of the DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING 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 January to June 2023.

MA. GRACE C. SUMARIA
Instructor
Date: 7/6/23

Approved:
ELDON P. DE PADUA
Department Head
Date: 7/6/23

JANNET C. BENCURE
Dean, CET
Date: 7/7/23

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,	A1. Actual Faculty's FTE	Handles							
	PI 8: Number of graduate	A2. Number of students	Acts as academic							

		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	Prepares Power Point							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							

		<i>A 6 : Number of on-line</i>	<i>Submits the course</i>							
		<i>A 7 : Number of virtual</i>	<i>Creates virtual</i>							
	<i>PI 10 . Additional outputs:</i>	<i>A 8. Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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 and teaches courses assigned</i>	20	18.5	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	<i>Prepares gradesheet and submits on or before deadline</i>	6	5	5	4	5	4.67	ABEn 163 & ABEn 145
		A 11 . Number of INC forms with grade submitted within prescribed period	<i>Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period</i>		4	5	4	4	4.33	
		A12 . Number of trainings attended related to instruction	<i>Attend mandated trainings</i>	2	4	5	4	5	4.67	Faculty On-boarding; OBTL Workshop; TOS for ABE Licensure Exam; CO,PO, POE Seminar

		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	4	5	5	4.67	ABEn 174; ABEn 156; ABEn 145
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	18	5	4	5	4.67	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	15	5	5	4	4.67	
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	50	61	5	4	5	4.67	BSABE-4
		A17 . Number of students advised on thesis/ field practice/special problem:		8	23	5	5	4	4.67	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	4	6	5	5	4	4.67	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	250	300	5	5	4	4.67	Academic Advisees; Thesis & Field Practice

	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	4	4.67	
	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							
		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	5	16	5	5	4	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	23	23	5	4	5	4.67	

		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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	4	5	5	5	5.00	ABEn 174, ABEn 156, ABEn 145 & ABEn 163
	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	1						
		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 *	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 or oject within the year	1	2	5	5	5	5.00	(1)Spatial & Multi-temporal Assessment of Groundwater Quality (2)Hydraulic Ram Pump Development & Automation for Small Irrigation System in Upland Barangays
	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	1	100%	5	5	5	5.00	Performance Evaluation of a Taro (Colocasia esculenta) Assissted Vermifilter for Swine Wastewater Treatment
		<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	1						
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1						
	PI 5. Percent of research	A 31. Percentage of of	Prepares research							
	PI 6. Additional outputs*	A 32. No. of research-								
		A 33. Number of journal	Acts as peer							

		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							
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	A 37. Number of trainees	Conducts trainings							
	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	Implements duly approved extension projects							
	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							
	PI 5. Number of Research Mentoring	A 40. Number of Research Mentor	Provides the							

	Peer reviewers/Panelists	Peer								
	Resource Persons	Resource Persons		1						
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension	A 41. Percent of extension	Prepares							
	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							
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	zero non-conformity	5	5	5	5.00	
		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	100% compliant	5	5	5	5.00	
		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	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								100.33	
	Average Rating								4.78	
	Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purposes:

I recommend her to be engaged with more R and D activites in the department and University as a whole.

Evaluated & Rated by:


ELDON P. DE PADUA
 Department Head
 Date: 7/10/23

Recommending Approval:


JANNET C. BENCURE
 Dean, CET
 Date: 7/7/23

Approved by:


BEATRIZ S. BELONIAS
 VP, Academic Affairs
 Date:

PERFORMANCE MONITORING FORM


Name of Employee: **MA. GRACE C. SUMARIA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	1-1-2023	6-30-2023	6-30-2023	VI	O	ABEn 156 & ABEn 174
3	Research services	Research Conducted	1-1-2023	6-30-2023	6-30-2023	VI	VS	Hydraulic Ram Pump Dev't for Small Irrigation System of Upland Barangays; Spatial and Multi-temporal Assessment of Groundwater Quality
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	1-1-2023	6-30-2023	6-30-2023	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	1-1-2023	6-30-2023	6-30-2023	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


ELDON P. DE PADUA
 Head, DABE



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ma. Grace C. Sumaria**

Performance Rating: 4.78

Aim: Engr. Ma. Grace C. Sumaria as an effective instructor, researcher, and extensionist of the Department of Agricultural and Biosystems Engineering (DABE).

Proposed Interventions to Improve Performance:

Note:

Engr. Sumaria will be developed into a more effective instructor, researcher, and extensionist of DABE.

Date: July 1, 2023

Target Date: December 31, 2023

First Step

- Re-orientation on the roles and responsibilities of a faculty not only in the area of instruction but also in the areas of research, development, extension and innovation.


Second Step

- Send to relevant trainings/workshops/seminars/short-term courses to improve the technical and professional proficiency of the staff.

Results:

- Improved technical and professional skills.
- Mastery on the delivery of instruction in BSABE curriculum.
- Mastery on making project proposals and implementing/managing approved research and extension projects.

Prepared by:


ELDON P. DE PADUA
Head, DABE

Conforme:


MA. GRACE C. SUMARIA
Instructor, DABE