

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MARILOU M. BENITEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.5	
b. Students (50%)		2.16	
Total for Instruction	40%	4.66	1.86
2. Research			
a. Client/Dir. for Research (50%)		-	
b. Dept. Head/Center Director (50%)		-	
Total for Research	30%	5	1.5
3. Extension			
a. Client/Dir. for Extension (50%)	20%	5	1
b. Dept Head/Center Director (50%)		-	
Total for Extension			
4. Administration	10%	5	.5
5. Production			
TOTAL			4.86

EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86ADJECTIVAL RATING: Outstanding

Prepared by:

MARILOU M. BENITEZ

Name of Faculty

Reviewed by:

ALJAY D. VALIDA

Department Head

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

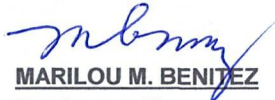
ROTACIO S. GRAVOSO


Vice President Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILOU M. BENITEZ, a faculty member of the DEPARTMENT OF HORTICULTURE agree to deliver and to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2024.


MARILOU M. BENITEZ
 Professor III
 Date: 7/19/24

Approved: 
ALJAY D. VALIDA
 Department Head
 Date: 7/22/24


SUZETTE B. LINA
 College Dean
 Date: 8-8-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	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 : Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 10: Additional outputs	A2. Number of students advised	Acts as academic adviser to graduate students	2	8	5	5	5	5.00	
		A3. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	10	5	5	5	5.00	
		A4. Number of Graduate reports checked	Checks reports required for graduate subject							
		A5. Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled							
		A6. Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects							

		A7. Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students							
		A8. Supplemental learning resources	Prepares Instructional learning resources for graduate subjects							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A1. Actual Faculty's FTE	Handles and teaches courses assigned	10	38.15	5	5	5	5.00	
	PI 15: Number of instructional materials/syllabi approved	A2. Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval							
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 3. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period							
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students	A 4. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)							
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	17	5	5	5	5.00	
		A 11. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	24	5	5	5	5.00	
		A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	1	25	5	5	5	5.00	
		A 13. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	9	5	5	5	5.00	
		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
		A.19. Awards received	Receives International/ National/Regional award							

UMFO 3 . RESEARCH SERVICES

PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A20. 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 21 . Number of research outputs completed within the year *	Conducts and completes research project within the year							
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 22. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences							
	<i>a. International</i>								
	<i>b. National</i>								
	<i>c. Regional or Institutional Conferences</i>	Prepares, submits and presents research paper in scienfic for a/conferences							
PI 7: Amount of research money obtained from external sources	A 23. Amount of research money obtained from external sources	Requests for research money from external sources							

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 (MOUs/MOAs)	A 32. 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 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects	Implements extension programs and projects							

PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses							
PI 5. Number of technical/expert services	A 36. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	a. Peer reviewer of journal/book		1	3	5	5	5	5.00	
	b. Review of research and extension proposal								
	c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in								
	d. accreditor								
	e. consultancy								
PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review							
PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
PI 8: Number of extension	A 39. Number of extension proposals	Implements duly approved							
PI 9: Number of extension	A 40. Number of extension outputs	Prepares, submits and presents							
	a. International								
	b. National								
	c. Regional or Institutional Conferences								
PI 10: Number of extension	A 41. Number of extension activities	Conducts extension program							
PI 11. Additional outputs *	A 42. No. of extension-related	Receives an award related							
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 1. Faculty Development Services									
PI 7: Number of trainings.	A 50. Number of training, seminars, and	Attends training, seminars, and							
	International								
	National								
	Regional/Institutional								
OVPI MFO 3. Registration Services									
PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period							

PI 10. Number of students	A 52. Number of students advised	Acts as academic adviser							
OVPI MFO 4. Curricular Program Management Services									
PI 12: Number of IMs	A 53. Number of IMs reviewed by the	Submits IMs for review							
PI 13: Number of course	A 54. Number of course syllabi and	Submits course syllabi and							
PI 16: Number of student	A 57. Number of students advised on	Advises and corrects research	2	16	5	5	5	5.00	
	As SRC Chairman			4	5	5	5	5.00	
	As SRC Member		1	4	5	5	5	5.00	
PI 18: Number of students	A 59. Number of students from other	Acts coordinator/facilitator for							
PI 19: Number of external	A 60. Number of external	Facilitates in assisting of the							
PI 20: Number of students	A 61. Number of students from other	Facilitates in assisting students							
PI 21: Additional outputs	A 62. Number of students entertained	Entertains students consulting							
UMFO 6. General Admin. & Support Services									
PI 3: Number of committee	A 67. Number of committee meetings	Acts as committee chairman							
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents							
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests							
PI 6: Number of memoranda	A 70. Number of memoranda prepared	Issues memoranda							
PI 9: Number of submitted	A 73. Submits DTR within 20 days after	Submits DTR within 20 days							
PI 10: Percentage of	A 74. Percentage of complaints, if any,	Addresses complaints on time							
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings							
	A 81. Number of /new initiatives	Initiates/introduces							
Total Over-all Rating								55.00	
Average Rating								5.00	
Adjectival Rating								Outstanding	

Evaluated & Rated by:

ALJAY D. VALIDA
Department Head

Date: 7-22-24

Recommending Approval:

SUZETTE B. LINA
Dean, CAFS

Date: 8-8-24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Date: 8-13-24

Comments & Recommendations for Development Purpose:

Great Work !!!

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Horticulture

Head of Office: Aljay D. Valida

Number of Personnel: 16


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Assignment of teaching load		Department meeting			Distribution of teaching load; tap affiliate faculty and GTAs to lessen IFW.
Submission of DTR on time		Department meeting			Improve reporting time and submission of DTR.
Coaching					
Faculty having less than very satisfactory rating in TPES	On one mentoring and root cause analysis of low TPES rating with the concerned faculty.				Monitoring of the next TPES result if there is an improvement.

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

Conducted by:

ALJAY D. VALIDA
Immediate Supervisor

Noted by:


SUZETTE B. LINA
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
Increase enrolment in graduate programs	Monitor the enrolment trend for graduate Programs	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Graduate Courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Offer new programs and/or revise existing one	Revised and Submit Curricular Programs	Dept. Head and Faculty	Depending on the process	✓	✓	✓	✓	Ms and Phd Horticultur e Proposal for revised curriculum has been submitted
MFO 2 HIGHER EDUCATION SERVICES								
Increase employability of graduates 2 years prior	Monitor the employability if graduates	Dept. head and DdrC	1 year	✓	✓	✓	✓	60% completed
Increase enrolment of undergraduate students in CHED and RDC-identified programs	Monitor the enrolment trend for BSA- Horticulture	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Undergraduate courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Monitor undergraduate degree programs implementation	Monitor BSA- Horticulture	Dept Head. DDrC	Within 6 months of rating period	✓	✓	✓	✓	BSA- Horticultur e program monitored
Produce teaching- learning materials for efficient delivery of instruction	Production of Instructional Materials	Dept. Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	Revisions of Instruction al materials necessary
Improve the graduation rate of undergraduate students	Monitor the number of graduates	Dept. Head DDrC	2 weeks	✓	✓	✓	✓	More than 50% undergradu

								ate students graduated in the prescribed period
Improve delivery of instruction services	Update TOS and Syllabus	Department Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	TOS and Syllabus updated in line with ISO Standards
MFO 5 SUPPORT TO OPERATIONS								
Increase the percentage of graduate faculty pursuing PhD	Monitor the percentage of faculty pursuing PhD	Department Head	Within 6 months of rating period	✓	✓	✓	✓	90% of members of Faculty are PhD Holder
Obtain COPC of graduate program	Ensure COPC for graduate programs	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Both MS and PHD have COPC
Increase the percentage of graduate students enrolled on schedule	Monitor number of graduate students status	Department Head DdRC	Within 6 months of rating period	✓	✓	✓	✓	Increase number of graduates given the prescribed period
Obtain COPC of undergraduate programs	Ensure COPC for BSA-Hort	Department Head	3 years	✓	✓	✓	✓	COPC for BSA Hort is in good standing
Obtain accreditations for all undergraduate programs	Ensure good accreditation standing for BSA-Horticulture	Department Head	3 years	✓	✓	✓	✓	BSA-Horticulture is level 4 accredited in AACUP
Increase percentage of undergraduate students enrolled on schedule	Monitor the enrollment trend for BSA Horticulture	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of Enrollment for BSA Horticulture
Improve teaching performance of faculty members	Monitor teaching performance	Department Head	1 week	✓				100% of the faculty attain very satisfactory rating
Smooth enrolment of students in the subsequent semester	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are

Comply with CSC, CHED and PRC qualification requirements	Monitor the hiring of Teaching and non teaching staff	Department Head DdRC	1 week	✓	✓	✓	✓	validated Application and hiring process of Part-time is in line with ISO standard
Enable all students to enroll within the scheduled registration period	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are validated
Provide support to students from partner schools	Accepts and Monitors students from partner schools	Department Head DdRC	4 weeks	✓	✓	✓	✓	Phil.Sci high school as partner school
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
MFO 6 GENERAL ADMINISTRATION AND SERVICES								
Efficiently deliver needed services	Monitor submission of IFW and Actual Teaching load	Department Head	4 weeks	✓	✓	✓	✓	100% submission of IFW and Actual teaching load submitted 2 weeks after enrollment
MFO 3 RESEARCH SERVICES								
Enhance the research competence of faculty	Submit Research Proposal	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	2 Research proposal Submitted
MF04 EXTENSION SERVICES								
				✓	✓	✓	✓	

Increase the research outputs utilized by the industry or by other beneficiaries	Submission of Publications/ Research outputs	Members of Faculty	Within 6 months of rating	✓	✓	✓	✓	2 publications submitted
Engage in active partnership with LGUs, industries, NGOs, NGAs, SMEs and other stakeholders because of extension activities	Crafting of MOUs/MOAs with LGUs or HEIs	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Crafted and MOAs approved in collaboration with LGUs
Increase the number of trainees weighted by the length of training	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Undertake extension programs and projects consistent with VSUs mandated and priority programs	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Increase the percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	96% rated very satisfactory for the members of Faculty being resource person
Enhance extension competence of the faculty	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings

Prepared by:

ALJAY D. VALIDA
Head, Department of Horticulture

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILOU M. BENITEZ

Performance Rating: OUTSTANDING

Aim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step: To teach horticulture graduate and undergraduate courses.
To publish scientific paper in referred journal.
To attend trainings/seminars, scientific conference related to agriculture.
To write and submit research proposals to funding agencies.
To advise horticulture graduate and undergraduate students.

Result:

Taught horticulture graduate and undergraduate courses.
To advise horticulture graduate and undergraduate students.
Involved in various research and extension projects.

Date: July 2024

Target Date: December 2024

Next Step:

To publish scientific paper in referred journal
To write and submit research proposal to funding agencies
To attend trainings/seminars, scientific conference related to agriculture
To continue establish strong linkage with LGU and ATI-8 on extension related activities

Outcome: _____

Final Step/Recommendation:

Prepared by:


ALJAY D. VALIDA
Head, DOH

Conforme:



MARILOU M. BENITEZ

Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Horticulture

Semester and Academic Year: First Semester 2023-2024

College: College of Agriculture & Food Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AIZA MAE T TAJOR	1	5.00	100.00 %	Outstanding
ALJAY DARIA VALIDA	4	5.00	100.00 %	Outstanding
ARCEL MARIÑO MONTES	2	4.50	90.00 %	Outstanding
ARSENIO DECOY RAMOS	5	4.80	96.00 %	Outstanding
BLANCHE FRANCHETTE DIVINAGRACIA LLERA	2	4.00	80.00 %	Very Satisfactory
CATHERINE CASTRO ARRADAZA	3	4.00	80.00 %	Very Satisfactory
DARIO PEREZ LINA	4	3.75	75.00 %	Very Satisfactory
DHENBER C. LUSANTA	3	4.00	80.00 %	Very Satisfactory
GLORIA ESTAURA BANCALE	5	3.40	68.00 %	Satisfactory
JOY CAÑETE CODOG	2	5.00	100.00 %	Outstanding
MALVIN BELMI DATAN	6	4.50	90.00 %	Outstanding
MARILOU MANTE BENITEZ	6	4.33	86.67 %	Very Satisfactory
MARILYN MARANGUIT BELARMINO	5	4.60	92.00 %	Outstanding
RODEN DY TROYO	2	5.00	100.00 %	Outstanding
ROSARIO ALGODON SALAS	2	4.50	90.00 %	Outstanding
SANTOS JR. BERDIN VILLOCINO	4	4.50	90.00 %	Outstanding
ZENAIDA CUEVAS GONZAGA	4	5.00	100.00 %	Outstanding
Department Mean		4.46	89.27%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

ROSARIO ALGODON SALAS

Name and Signature of Department head

Date: May 02, 2024

VICTOR BINGCO ASIO

Name and Signature of College Dean

Date: May 02, 2024

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.