SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BERTA C. RATILLA (Professor 4)

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
1	2	3	(2x3)
1. Instruction			
a. Head/Dean (100%)	30	4.99	1.50
b. Students	30	4.40	1.32
Total for Instruction	60	9.39	2.82
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director	20	4.99	0.998
Total for Research	20		0.998
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	10.000	4.85	0.49
Total for Extension	10.000		0.49
4. Administration	5.00	5.00	0.25
5. Production	5.00	4.97	0.249
TOTAL	100%		4.80
EQUIVALENT NUMERICAL RATING:		4.80	
Add: Additional Points, if any:			
TOTAL NUMERICAL RATING:		4.80	
ADJECTIVAL RATING:	**OUTSTANDING**		

Prepared by:

BERTA C. RATILLA
Name of Faculty

Reviewed by:

RUTH O. ESCASINAS
Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO, Ph.D.
Dean, College of Agriculture and Food Science

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Berta C. Ratilla</u>, a faculty member of the <u>DEPARTMENT OF AGRONOMY</u> commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July-December 2022</u>.

Approved:

BERTA C. RATILLA	**RUTH O. ESCASINAS**	**VICTOR B. ASIO**
Associate Professor V	Department Head	College Dean
Date: 1/04/23	Date: 1/04/23	Date: 1/11/23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
								Rating		
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	2.00	5.11	5	5	5.00	5.00	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	1.00	9.00	5	5	5.00	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1.00	6.00	5	5	5.00	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1.00	6.00	5	5	5.00	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5.00	10.00	5	5	5.00	5.00	
	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	2.00	4.00	5	5	5.00	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2.00	2.00	5	5	5.00	5.00	
		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	1.00	2.00	5	5	5.00	5.00	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
Average Rating (Advanced Education)										5.00
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	5.00	11.40	5	5	5.00	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3.00	7.00	5	5	5.00	5.00	
		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	2.00	4.00	5	5	5.00	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1.00	2.00	5	5	5.00	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	3.00	5	5	5.00	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4.00	10.00	5	5	5.00	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4.00	6.00					
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	5.00	11.00					

PI	Activity	Description							
	A17. Number of students advised on thesis/ field practice/special problem:		2.00	6.00	5	5	5.00	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1.00	3.00	5	5	5.00	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1.00	2.00	5	4.8	5.00	4.93	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15.00	20.00	5	5	5.00	5.00	
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 activities							
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	2.00	6.00	5	5	5.00	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2.00	5.00	5	5	5.00	5.00	
	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							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1.00	2.00	4.8	4.8	4.80	4.80	
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							
	Average Rating (Higher Education)									4.98
	Overall Average Rating (Instruction)									4.99
	TPES Rating									4.40
	Instruction Involvement									60.00
	Equivalent Numerical Rating									2.82
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 project 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	50%						
		In refereed int'l journals		1.00	2.00	5	5	4.97	4.99	
		In refereed nat'l/regional journals								
	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							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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	1.00	1.00	5	5	4.97	4.99		
	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								
Average (Research)										4.99
Involvement in Research										20
Equivalent Numerical Rating										**1.00**
UMFO 4. EXTENSION SERVICES									0.00	
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	1.00	**1.00**	4.5	5	4.90	4.80		
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								
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	Implementes duly approved extension projects	1.00	1.00	4.8	4.9	5.00	4.90		
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 technical/expert services	A 40 . Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
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 (extn. 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							
Average (Extension)									4.85
Involvement in Extension									10.00
Equivalent Numerical Rating									0.49

UMFO 5. SUPPORT TO OPERATIONS

									0.00
OVPI MFO 4. Program and Institutional Accreditation Services									0.00
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 theQMS 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-conformit	5	5	5.00	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	5	5	5.00	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	5	5	5.00	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							
Average (Administration)									5.00
Involvement in Administration									5.00
Equivalent Numerical Rating									**0.25**
PI 3: Additional Outputs	**A 48**. Number of production projects handled	Supervised STF rice project	1.00	1.00	5	5	4.97	4.99	4.97
	A 49. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
Average (Production)									4.97
Involvement in Production									5.00
Equivalent Numerical Rating									**0.25**
Total Over-all Rating					144.10	144.50	144.61	144.40	
Average Rating								**4.80**	
Adjectival Rating								Outstanding	

Comments and Recommendation for Development Purposes:

Published article in refereed journal.

Evaluated & Rated by:

RUTH O. ESCASINAS
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, College of Agriculture & Food Science
Date: 1/11/23

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERTA C. RATILLA
Performance Rating: OUTSTANDING

Aim: To enhance performance in teaching, and publish research output

Proposed Interventions to Improve Performance

Date: January 2022   Target Date: December 2022

First Step:

Prepare learning guides/laboratory manuals and attend trainings

Result:

Improved performance in teaching strategies
Publish research article in refereed journal

Target Date: December 2022

Next Step:

Write scientific publications and attend trainings and seminars

Outcome: Submitted papers for evaluation in refereed journals

Final Step/Recommendation:

Maintain outstanding rating and publish research articles in refereed journals

Prepared by:

RUTH O. ESCASINAS
Unit Head

Conforme:

BERTA C. RATILLA
Name of Ratee Faculty/Staff