

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ALFREDO G. DINGAL

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean		5 x 100% = 5.0	
Total for Instruction	40%	5.0	2.0
2. Research			
a. Dept. Head/Center Director (100%)		4.78 x 100% = 4.78	
Total for Research	30%	4.78	1.43
3. Extension			
a. Dept Head/Center Director (100%)		4.78 x 100% = 4.78	
Total for Research	15%	4.78	0.71
4. Production	15%	4.67	0.70
TOTAL			4.84

EQUIVALENT NUMERICAL RATING: 4.84  
Add: Additional Points, if any: -----  
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING: **Outstanding**

Prepared by:

ALFREDO G. DINGAL  
Name of Faculty

Reviewed by:

MARIA JULIET C. CENIZA  
Department Head

Recommending Approval:

JOSE L. BACUSMO  
Director for Research

Approved:

OTHELLO B. CAPUNO  
Vice President

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (iPCR)

I, **ALFREDO G. DINGAL**, Associate Professor of the NATIONAL COCONUT RESEARCH CENTER-Visayas commit to 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 2020.

Recommending Approval:

Approved:

**ALFREDO G. DINGAL**  
Assoc Professor  
Date:

**JOSE L. BACUSMO**  
Director for Research  
Date:

**OTHELLO B. CAPUNO**  
Vice President, OVPRE8

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Center Target	% of Accomplishment	Details of Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
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	147.62%	10.5	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	166.67%	6	5	5	5	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								
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	150.00%	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	166.67%	6	5	5	5	5.00	





Sustainable Income generation activities to support University activities	Number of STF/IGP's monitored, supervised and managed	Manages and monitors STF and Income Generating Projects of the Center	1	150.00%	2	4	5	5	4.67
									4.89
<b>Average Rating</b>		4.89		Comments & Recommendations for Development Purpose:  <i>A good mentor to his subordinates. Work for the advantage of his unit.</i>					
<b>Additional Points:</b>									
<b>Approved Additional Points (with copy of approval)</b>									
<b>FINAL RATING</b>		4.89							
<b>Adjectival Rating</b>		Outstanding							

Evaluated & Rated by:

**MARIA JULIET . CENIZA**

Director, NCRC-V

Date:

**JOSE L. BACUSMO**

Director for Research

Approved by:

**OTHELLO B. CAPUNO**

Vce President, OVPREi

Date:

# PERFORMANCE MONITORING FORM

Name of Employee: ALFREDO G. DINGAL

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	<i>Handles and teaches assigned subjects</i>	<i>Handled and taught 2 Agronomy subjects</i>	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
2	Prepares gradesheet and submits on or before deadline	Prepared grade sheets and submitted on or before deadline	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
3	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	Facilitated students in their completion of the subject and submits completion forms with grade within prescribed period	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
4	Administers and checks long examination for subjects taught	Administered and checked long examination for subjects taught	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
5	Prepares and checks quizzes for lec and lab	Prepared and checked quizzes for lec and lab	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
6	Checks lab reports and term papers submitted as required	Checked lab reports and term papers submitted as required	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
7	<i>Acts as academic adviser to students</i>	<i>Acted as academic adviser to 3 students</i>	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
8	Advises and corrects research outline and thesis/SP manuscript	Advised and corrected research outline and thesis/SP manuscript	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
9	Entertains students consulting on subject taught, thesis and grades	Entertained students consulting on subject taught, thesis and grades	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

10	Handles and teaches courses assigned	Handles and teaches courses assigned	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
11	Prepares gradesheet and submits on or before deadline	Prepared gradesheet and submitted on or before deadline	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
12	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	Facilitated students in their completion of the subject and submits completion forms with grade within prescribed period	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
13	Administers and checks long examination for subjects taught	Administered and checked long examination for subjects taught	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
14	Prepares and checks quizzes for lec and lab	Prepared and checked quizzes for lec and lab	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
15	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
16	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
17	Provides the technical and expert services requested by beneficiaries	Provided the technical and expert services requested by beneficiaries	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	
18	Manages and monitors STF and Income Generating Projects of the Center	Managed and monitored STF and Income Generating Projects of the Center	January 2020	June 2020	June 2020	Very Impressive	Very Satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
MARIA JULIET C. CENIZA  
Unit Head

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: NCRC-V

Name of Employee: ALFREDO G. DINGAL

Head of Office: MARIA JULIET C. CENIZA

Number of Personnel: \_\_\_\_\_

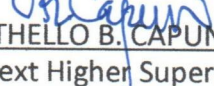
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Monitoring research outputs	✓	✓			
Coaching					
Coaching on report writing	✓	✓			

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

Conducted by:

Noted by:

  
MARIA JULIET C. CENIZA  
 Immediate Supervisor

  
OTHELLO B. CAPUNO  
 Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALFREDO G. DINGAL

Performance Rating: \_\_\_\_\_

Aim: To improve knowledge on cultural aspects of coconut and its intercrop

Proposed Interventions to Improve Performance:

Date: January 5, 2020 Target Date: 1<sup>st</sup> Quarter

First Step:

Allow the staff to conduct lecture on the cultural management aspects of coconut

Result:

The staff served as speakers on farmers training on coconut production and nursery establishment

Date: February 3, 2020 Target Date: Feb 28, 2020

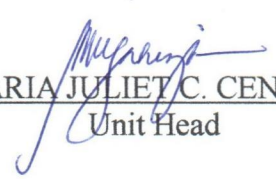
Next Step:

Allow the staff to participate in seminars related to research

Outcome: The staff attended seminar on research

Final Step/Recommendation:

Prepared by:

  
MARIA JULIET C. CENIZA  
Unit Head

Conforme:

  
ALFREDO G. DNGAL  
Name of Ratee Faculty/Staff