

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JUSTINO M. QUIMIO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)			
b. Students (50%)			
<b>Total for Instruction</b>	60%	4.55	2.73
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	10%	4	0.4
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	10%	4	0.4
<b>4. Administration</b>	10%	5	0.5
<b>5. Production</b>	-		
<b>TOTAL</b>			4.03

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.03

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:

JUSTINO M. QUIMIO

Name of Faculty

Reviewed by:

DENNIS P. PEQUE

Department Head

Recommending Approval:

DENNIS P. PEQUE

Dean

Approved:

BEATRIZ S. BELONIAS

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JUSTINO M. QUIMIO, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2020

  
JUSTINO M. QUIMIO

Ratee

Date:

Approved:

  
DENNIS P. PEQUE

Department Head

Date:

  
DENNIS P. PEQUE

College Dean

Date:

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, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned		9.45	5	5	5	5	Fory 205, Fory 211
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	6/5 (120%)	5	5	5	5	
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	6/5 (120%)	5	5	5	5	



		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	6	10/6 (166.67%)	5	5	5	5	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . 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			4	4	4	4	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
	<b>PI 10</b> . Additional outputs:	<b>A 8</b> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

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	3	6.49/3 (216.33%)	5	5	5	5	Fory 137, Wtec 145
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4/3 (133.33%)	5	5	5	5	
		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	1	2/1 (200%)	4	4	4	4	
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	9	8/9 (89%)	4	4	4	4	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	12	12/12 (100%)	4	4	4	4	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	14	16/14 (114.28%)	5	5	5	5	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	8	8/8 (100%)	4	4	4	4	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							



		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	12	15/12 (125%)	5	5	5	5	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1/1 (100%)	4	4	4	4	
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	4/1 (400%)	5	5	5	5	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	4/3 (133.33%)	4	4	4	4	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4/3 (133.33%)	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	8/4 (200%)	5	5	5	5	
		<b>A 23</b> : 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							

		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4/1 (400%)	5	5	5	5	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	0	4	4	4	4	
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	0	4	4	4	4	
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								



	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	1/1 (100%)	4	4	4	4	

	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1/1 (100%)	4	4	4	4	
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>	Provide technical support to Partner peoples organizations in Regions 6, 7 8							
	<i>Consultancy</i>	<i>Consultant</i>								



	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	0	4	4	4	4	
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	1	100% compliant					
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					

	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>				108	Comments and recommendation for development purposes: <i>Should engage in research and/or extension.</i>				
	<b>Average Rating</b>				4.5					
	<b>Adjectival Rating</b>				<i>Very Satisfactory</i>					

Evaluated & Rated by:

*[Signature]* 11/10/21  
**DENNIS P. PEQUE**

Department Head  
Date: 11/10/21

Recommending Approval

*[Signature]*  
**DENNIS P. PEQUE**

Dean, CFES  
Date: 11/10/21

Approved by:

*[Signature]*  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs  
Date: 11/27/21



## PERFORMANCE MONITORING FORM


Name of Employee: JUSTINO M. QUIMIO

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	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Impressive	Very Satisfactory	Submits grades on time. Ensure to use updated ISO registered forms all the time.
2	Supervises graduate thesis and revises articles.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Impressive	Very Satisfactory	
3	Attends meetings and workshops as per instructed by immediate Head.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Impressive	Very Satisfactory	Ensure to keep posted to the memos being shared.
4	Performs other functions such as; member of VSU Academic Council, advses Gamma Sigma Fraternity and etc.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Impressive	Very Satisfactory	

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

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

Prepared by:

  
**DENNIS P. PEQUE**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Justino M. Quimio  
Performance Rating : 4.17 (Very Satisfactory) July - December 2020

Aim: To handle more graduate courses during weekends

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020

Target Date: September 2020

First Step:

Required Dr. Quimio to handle core course and other graduate courses in MS Forestry during weekends to cater the needs of the students

Result:

Actively handles the graduate courses assigned to him during weekends

Date: October 2020

Target Date: December 2020

Next Step:

Involve in the development of graduate program in the Department of Forestry.


Outcome:

Dr. Quimio has expressed interest to help in the proposal to offer Doctoral program in Forestry

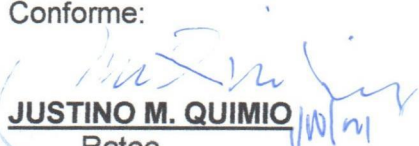
Final Step/Recommendation:

Dr. Quimio may lead in the development of the proposal on Doctoral program of the Department. He may also develop Instructional Materials for the graduate programs.

Prepared by:

  
**DENNIS P. PEQUE**  
Unit Head

Conforme:

  
**JUSTINO M. QUIMIO**  
Ratee