

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

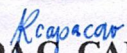
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		$4.95 \times 0.5 = 2.475$	
b. Students ( <i>newly hired, no TPES</i> )		$4.21 \times 0.5 = 2.105$	
Total for Instruction	60%	4.58	2.748
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	5.0	0.75
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	5.0	1
4. Administration			
5. Others	5%	5.0	0.25
TOTAL			4.748

EQUIVALENT NUMERICAL RATING: 4.75

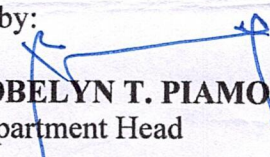
Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.75ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**RODA G. CAPACAO**  
Name of Faculty

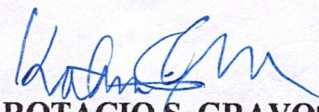
Reviewed by:

  
**ROBELYN T. PIAMONTE**  
Department Head

Recommending Approval:

  
**SUZETTE B. LINA**  
Dean/Director

Approved:

  
**ROTACIO S. GRAVOSO**  
Vice President for Academic Affairs



"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RODA G. CAPACAO**, faculty member of the **DEPARTMENT OF PEST MANAGEMENT** 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**.

Ratee:

*Rodacapo*  
**RODA G. CAPACAO**

Instructor I

Date: **JUL 19 2024**

Approved:

*[Signature]*  
**ROBELYN T. PIAMONTE**

Head, DPM

Date: **JUL 23 2024**

*[Signature]*  
**SUZETTE B. LINA**

Dean, CAFS

**JUL 25 2024**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-June)	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							
		A3. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



		<b>A4.</b> Number of Graduate reports checked	Checks reports required for graduate subject							
		<b>A5.</b> Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled							
		<b>A6.</b> Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects							
		<b>A7.</b> Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students							
		<b>A8.</b> Supplemental learning resources	Prepares Instructional learning resources for graduate subjects							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 10:</b> Total FTE, coordinated, implemented and monitored *	<b>A1.</b> Actual Faculty's FTE	Handles and teaches courses assigned	5	32.05	5	5	5	5.0	
	<b>PI 15.</b> Number of instructional materials/syllabi approved	<b>A2.</b> Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval							
	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A3.</b> Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	100%	100%	5	5	5	5.0	



	<b>PI 18:</b> Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	<b>A 4.</b> Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)	50%	85.71%	4	5	5	4.67	
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.0	
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.0	
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	10	5	5	5	5.0	
		<b>A 13.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	6	5	5	5	5.0	
		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
		<b>A.19.</b> Awards received	Receives International/ National/Regional award							
<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>A20.</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							



		Developes and submits research paper for publication in refereed international/national indexed journal							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 21 .</b> Number of research outputs completed within the year *	Conducts and completes research project within the year						
			Number of Projects/Studies Implemented		2	5	5	5	5.0
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 22.</b> 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	1	2	5	5	5	5.0
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 23.</b> Amount of research money obtained from external sources	Requests for research money from external sources						
			Number of Proposals Approved for Funding						
			Funds Generated						
		<b>A.24.</b> Number of Proposals developed and submitted	Developed and submit proposal						



## UMFO 4. EXTENSION SERVICES

	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	<b>A 32.</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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 33.</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 and projects	<b>A 34.</b> Number of extension programs and projects	Implements extension programs and projects	1	5	5	5	5-0	Component Leader of the Extension Project entitled "Pest Clinic"	
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 35.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 36.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		a. Peer reviewer of journal/book								
		b. Review of research and extension proposal								
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition,								



		<i>d. accreditor</i>								
		<i>e. consultancy</i>								
		<i>f. Research Mentoring</i>								
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review							
	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects							
	<b>PI 9:</b> Number of extension outputs presented in int'l, national, regional or institutional conferences	<b>A 40.</b> Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
		<i>a. International</i>								
		<i>b. National</i>								
		<i>c. Regional or Institutional Conferences</i>			1	5	5	5	5.0	
	<b>PI 10:</b> Number of extension activities conducted	<b>A 41.</b> Number of extension activities conducted	Conducts extension program activities							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Receives an award related to extension activities							



## UMFO 5. SUPPORT TO OPERATIONS

<b>OVPI MFO 1. Faculty Development Services</b>								
<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)						
	<i>International</i>							
	<i>National</i>							
	<i>Regional/Institutional</i>		1	2	5	5	5	5.0
<b>OVPI MFO 3. Registration Services</b>								
<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	50%	100%	5	5	5	5.0
<b>PI 10.</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	1	2	5	5	5	5.0
<b>OVPI MFO 4. Curricular Program Management Services</b>								
<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review						
<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval						
<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:	Advises and corrects research outline and thesis/SP manuscript						
	<i>As SRC Chairman</i>			1	5	5	5	5.0
	<i>As SRC Member</i>							



<b>PI 18:</b> Number of students from other schools having summer program supervised	<b>A 59.</b> Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU							
<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking activities served	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities							
<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities							
<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	30	5	5	5	5.0	
<b>UMFO 6. General Admin. &amp; Support Services</b>									
<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman							
<b>PI 4:</b> Number of routinary documents acted	<b>A 68.</b> Number of routinary documents acted	Signs documents	2	5	5	5	5	5.0	
<b>PI 5:</b> Number of requests acted	<b>A 69.</b> Number of requests acted	Acted/Approved requests	3	5	5	5	5	5.0	
<b>PI 6:</b> Number of memoranda prepared	<b>A 70.</b> Number of memoranda prepared	Issues memoranda							



<b>PI9:</b> Number of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Submits DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	6	6	5	5	5	5.0	
<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	2	6	5	5	5	5.0	
	<b>A 81.</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>Total Over-all Rating</b>								99.67	
<b>Average Rating</b>								4.98	
<b>Adjectival Rating</b>								Outstanding	

**Comments and Recommendation for Development Purposes:**

To complete her MS plant pathology in UPLB and to pursue PhD in plant pathology specializing phyto bacteriology.

Evaluated & Rated by:

**ROBELYN T. PIAMONTE**

Head, DPM

Date: JUL 23 2024

Recommending Approval:

**SUZETTE B. LINA**

Dean, CAFS

Date: JUL 25 2024

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date:

JUL 26 2024





## TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2022-2023

Name of faculty: CAPACAO, RODA G.

Department: Dept. of Pest Management

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Micr 22	GENERAL MICROBIOLOGY	LAB	4.50	Outstanding	90.0%
Micr 22	GENERAL MICROBIOLOGY	LAB	4.00	Very Satisfactory	80.0%
Micr 22	GENERAL MICROBIOLOGY	LAB	4.00	Very Satisfactory	80.0%
Micr 22	GENERAL MICROBIOLOGY	LAB	5.00	Outstanding	100.0%
Micr 22	GENERAL MICROBIOLOGY	LAB	3.00	Satisfactory	60.0%
Micr 22	GENERAL MICROBIOLOGY	LAB	4.00	Very Satisfactory	80.0%
Micr 22	GENERAL MICROBIOLOGY	LAB	5.00	Outstanding	100.0%
Average Rating			4.21	Very Satisfactory	

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: March 21, 2023

Attested by:

MA RACHEL KIM I. AURE

Director, Instruction and Evaluation

Date: March 21, 2023

Received by:

CAPACAO, RODA G.

Name and Signature of Faculty

Date:

Distribution of copies: ODIE, College, Department, Faculty



## PERFORMANCE MONITORING & COACHING JOURNAL

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

**Name of Office:** DEPARTMENT OF PEST MANAGEMENT

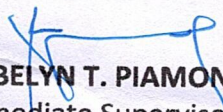
**Head of Office:** ROBELYN T. PIAMONTE

**Number of Personnel:** 10


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> IPCR Targets for CY 2024  Assignment of Teaching Load  TOS and Syllabus Preparation  Preparation of documents for ISO Surveillance Audit, AACUP Accreditation, and for CHED COPC application		Meeting with DPM Faculty and Staff    Meeting with concerned faculty and staff			Teaching load equally distributed    Documents prepared for, AACUP Accreditation and CHED COPC
<b>Coaching</b>  What document to get and prepare for ISO surveillance audit, AACUP Accreditation and CHED COPC application					Documents needed secured from concerned offices and staff

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

Conducted by:

  
**ROBELYN T. PIAMONTE**  
 Immediate Supervisor

Verified by:

  
**SUZETTE B. LINA**  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RODA G. CAPACAO

Performance Rating: OUTSTANDING

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: December 2024

First Step: complete MS in Plant Pathology

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

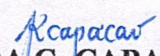
Final Step/Recommendation: Submit proposal for funding.

Pursue PhD in Plant Pathology specializing in Phytobacteriology

Prepared by:

  
**ROBELYN T. PIAMONTE**  
Unit Head

Conforme:

  
**RODA G. CAPACAO**  
Name of Ratee Faculty/Staff