

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **JEROME O. ARRIBADO**


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.84 x 50% = 2.42	
b. Students (50%)		5.00 x 50% = 2.50	
Total for Instruction	30%	4.92	1.47
2. Research			
a. Dept. Head/Center Director		4.67 x 100 % = 4.67	
Total for Research	20 %	4.67	0.93
3. Extension			
a. Dept Head/Center Director (100%)		4.90 x 100% = 4.90	
Total for Extension	20%	4.90	0.98
4. Administration	30%	4.92	1.47
5. Production			
TOTAL			4.85

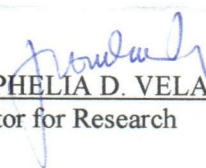
EQUIVALENT NUMERICAL RATING: 4.85
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:



VANESSA MAY B. MILAN
Admin Aide


ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:

Approved:



MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation



EDGARDO E. TULIN
President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEROME O. ARRIBADO**, Head of the **Ecological Farm Resources and Management Institute (Eco-FARMI)** commit to deliver and agree to be rated on the attainment of the following **accomplishments** in accordance with the indicated measures for the period **January to June 2023**.


JEROME O. ARRIBADO
 Director, Eco-FARMI
 Date:

Approved: 
MARIA JULIET C. CENIZA
 VP, REI
 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	Timelines	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	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							
		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							
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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	<i>Handles and teaches courses assigned</i>	9	13.5	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	2	5	5	5	5.00	
		A11. 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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of term exam administered and checked	Administers and checks midterm and final examination for subjects taught	2	2	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	10	5	5	4	4.67	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	11	5	5	4	4.67	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As Thesis Adviser	Advises, and corrects research outline and thesis/SP manuscript	4	4	5	5	4	4.67	

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript		2	5	5	4	4.67	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	20	5	5	4	4.67	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	15	10	4	5	5	4.67	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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						
	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							
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	1	1	5	4	5	4.67	
	PI 3. Number of research proposal created and approved within the year *	A 28. Number of research proposal created and approved within the year *	Create and conduct approved research	1						

	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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							
		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							

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	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	3	3	5	5	5	5.00	
	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	25	27	5	5	5	5.00	
	PI 2. Number of training conducted under extension project	A 38. Number of training conducted under extension project	Conducts trainings under the extension program	4	3	5	5	5	5.00	
	PI 2. Number of trainees participated the training	A 38. Number of trainees participated the training	Conducts trainings under the extension program	100	49	5	5	5	5.00	
	PI 2. Number of OJT/Intern students accepted within the year	A 38. Number of OJT/Intern students accepted within the year	Accepts and assists OJTs/Intern students	3	10	5	5	5	5.00	
	PI 2. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	A 38. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	Entertains and assists Demofarm visitors	100	207	5	4	5	4.67	
	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	1	5	5	5	5.00	
	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	50.00%	95%	5	5	5	5.00	

	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 (extrn. 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							
		A 43. Number of leaflets distributed to the farmers and interested individuals within the	Design, print, and distribute leaflets to the farmers and interested individuals within the year	200	174	4	5	5	4.67	
		A 44. No. of video clips on th preparation of concoction developed			4	4	5	5	4.67	
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									

	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 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							
		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							
		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							
	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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
		No. of Institute/Administrative meetings	Presides over administrative and research/extension project meetings		6	5	5	5	5.00	

		No. of IGP/STF projects supervised		1	1	5	5	5	5.00	
		No. of reports reviewed and submitted (e.g. IGP and Annual)		12	6	5	5	4	4.67	
		Entertain visitors for benchmarking from MSU			1	5	5	5	5.00	
	Total Over-all Rating								131.33	
	Average Rating								4.86	
	Adjectival Rating								O	

Evaluated & Rated by:

ROSA OPHELIA D. VELARDE

Director for Research

Date:

Approved by:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date:

Comments and Recommendations for Development Purpose:

Enhance leadership and management abilities by attending training and workshop. Participate RDEI proposal and technical writing.

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January-June 2023

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

Name of Officer : **JEROME O. ARRIBADO**

Head of Office : **MARIA JULIET C. CENIZA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Farm visit and update (crops and animals) Farm Animal Inventory Conducts meeting and discuss training requests from CAO Baybay and CAO Ormoc on IMO6 and Vermicast production and SALT Approach	Every last week of the month	Once every 1st and 2nd quarter of 2023 June 6, 2023			
Coaching Conducted consultations	January & April 2023				

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

Conducted by

MARIA JULIET C. CENIZA

Immediate Supervisor

Noted by:

EDGARDO E. TULIN

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2023

Name of Employee: JEROME O. ARRIBADO
Performance Rating: _____

Aim: To enhance knowledge on research, extension and development related to live-stock and natural farming system. Enhancement on leadership and management ability.

Date: January **Target Date:** within 1st quarter of 2023

First Step:

Seek out advanced training programs that are applicable to crop-livestock production and the natural farming system.

Allow the faculty to search for training on leadership and management abilities.

Result:

Attend a training program relevant to crop-livestock production techniques and natural/organic farming system
Registration for training related to leadership and management ability

Date: April **Target Date:** within 2nd quarter of 2023

First step

Come up with research/extension project proposal

Outcome:

Conduct research or extension-approved projects while at the same time acting as a resource person for training workshops for various clients.

Final Step/Recommendation:

Prepared by:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Conforme:

JEROME O. ARRIBADO

Name of Ratee