

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MAREJEN A. VILLAREMO**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
a. Center Director (50%)		5.000 x 50%	2.500
b. Students (50%)		3.500 x 50%	1.750
Total Instruction	30%	4.250	1.275
2. Research			
* Dept. Head/Center Director		4.670 x 100%	3.000
Total for Research	20%	3.000	0.600
3. Extension			
* Dept. Head/Center Director		4.554 x 100%	4.554
Total for Extension	50%	4.554	2.277
4. Production	0%	0.000	0.000
TOTAL	100%		4.152
EQUIVALENT NUMERICAL RATING			
Add: Additional Points, if any			
TOTAL NUMERICAL RATING			4.152
ADJECTIVAL RATING			VS

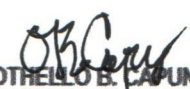
Prepared by:


MAREJEN A. VILLAREMO
Name of Faculty

Reviewed by:


ROMEL B. ARMECHIN
Director, Eco-FARM

Approved:


OTHELLO B. CAPUNO
VP, Research & Extension

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MAREJEN A. VILLAREMO, Instructor I of the Ecological Farm and Resource Management Institute, accomplished the following for the period January to June 2019.

Approved:

MAREJEN A. VILLAREMO
Ratee

ROMEL B. ARMECIN
Director, Eco-FARMI

MFO & PAs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (% increase of accomplishment over target)
					Q1	E2	T3	A4	
Advanced education services	Pl 1. FTE: Number of students taught	As affiliate faculty of DAEEx taught the following graduate subject: Jan-June 2nd Sem SY 2018-2019: ▪ AgEd 232	No. of Students x units/12 (2x3)/12= 0.50	No. of Students x units/12 (2x3)/12= 0.50	5	5	5	5	
		Subtotal/Average FTE	0.50	0.50	5.00				
		Pl 1. FTE: Number of students taught As affiliate faculty of DAEEx taught the following undergraduate subject: Jan-June 2nd Sem SY 2018-2019: ▪ AgEx 132	No. of Students x units/20 (30 x 3)/20 = 4.5	No. of Students x units/20 (42 x 3)/20 = 6.3	5	5	5	5	
		Subtotal/Average FTE	4.5	6.3	5.00				
	Pl 2. Number of under-graduate student advised	▪ As assistant academic adviser	2	2	5	5	5	5	
	Pl 3. Consultation services	▪ Number of hours spent on student consultation		30	5	5	5	5	
		Subtotal/Average		5.00	5.00				
Research Services									
	Pl 3. Number of research projects conducted and/or completed on schedule	▪ Research Involvement in ✓ SSIP ✓ Characterization and Quality Assessment of Locally Made Biofertilizers	1	2	5	5	4	4	4.67
		Subtotal/Average		4.67	4.33				
Extension Services									
	Pl 1. Number of extension project conducted	▪ Extension project as Ass. Leader	1	1	4	5	4	4	4.33
	Pl 2. Number of beneficiaries	Beneficiaries served:							

	served: groups & individuals	<ul style="list-style-type: none"> Groups Individual 	3	5	5	5	5	4	4	4.67
	PI 3. Number of trainings/ seminars/ conferences attended	<ul style="list-style-type: none"> Participant 	10 3	15 5	5 4	5 5	5 4	4 4	4.67	4.33
	PI 4. Number of Extension projects conducted and/or completed on schedule	<ul style="list-style-type: none"> Extension Project 	1	1	5	5	5	5	5	
	PI 5 Number of extension proposal submitted	<ul style="list-style-type: none"> Extension Project Proposal 	1	1	4	5	5	4	4	4.33
Others	PI 1: No. of reports/documents submitted	<ul style="list-style-type: none"> Prepares and/or reviews and submits reports, data and other info. Requested by VSU and other agencies 	1	1	5	5	5	5	5	
	PI 2. Number of instructional materials developed and revised	<ul style="list-style-type: none"> OBE-syllabi 	1	1	4	5	4	4	4	4.33
	PI 3: No. of reports/docs reviewed	<ul style="list-style-type: none"> Annual Report of a Project 	1	1	4	4	4	5	4.33	
Subtotal/Average for Extension Services										
Total Over - all Rating										
Average Rating										
Adjectival rating										

Average Rating (Total Over-all rating divided by all the areas)	65.66/14	Comments & Recommendations for Development Purpose:
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.66	
ADJECTIVAL RATING		

The awarded for graduate studies related to her field specialization.

Evaluated & Rated by:

Recommending Approval:

Approved by:

[Signature]
ROMEL B. ARMECIN
Director, Eco-FARMI

[Signature]
OTHELLO B. CAPUNO
VP, OVPR

[Signature]
BEATRIZ S. BEJONIAS
Vice President for Instruction

Date: _____

Date: _____

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2019

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

Name of Employee : MAREJEN A. VILLAREMO

Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Implementation of re-focused extension project		March 2019			
Coaching Proper implementation of re-aligned extension project		June 2019			

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

Conducted by:

[Signature]
ROMEL B. ARMECIN
Immediate Supervisor

Noted by:

[Signature]
OTHELLO B. CABUNO
Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

Instrument for Performance Effectiveness of Faculty Staff

Rating Period : January - June 2019

Name of Staff : MAREJEN A. VILLAREMO

Position : Instructor I

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers output which always result to best practice of the unit. He is exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements
1	Poor	The staff fails to meet requirements

A. Commitment (both for subordinates and supervisors)		Scales				
1.	Demonstrate sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding	5	4	3	2	1
2.	Makes self available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks.	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed	5	4	3	2	1
8.	Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional task assigned by the head or by higher offices even if he assignment is not related to his position but critical towards the attainment of the functions of the university.	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele.	5	4	3	2	1
11.	Accepts objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
1.	Demonstrate mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors.	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office aligned to that of the overall plans of the university	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the office for further satisfaction of clients	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
5.	Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
Total Score						
Average Score						

Overall recommendation :

See
RONEL B. ARMECIN
 Director, Eco-FARMI

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2019

Name of Employee: MAREJEN A. VILLAREMO
Performance Rating: _____

Aim: To enhance the knowledge of staff on research extension and development related to natural farming system

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

Date: January 2019 Target Date: 1st Quarter

First Step:
Allow the staff to attend/participate in seminars, training/symposiums on extension and development related to natural farming

Result:
The staff served as resource speaker on different trainings on extension and development

Date: April 2019 Target Date: 2nd Quarter

Next Step:
Allow the staff to attend/participate in seminars, training related to extension and development for continued updates

Outcome:
The staff attended seminar related to extension and development

Final Step/Recommendation:

Conforme:

MAREJEN A. VILLAREMO
Reta

Prepared by:

ROMEL B. ARMECIN
Unit Head