SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BERTA C. RATILLA (Associate Professor 5)

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
1	2	3	(2x3)
1. Instruction			
a. Head/Dean (100%)	37.5	4.96	1.86
b. Students	37.5	4.19	1.57
Total for Instruction	75	9.15	3.43
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director	10	4.96	0.50
Total for Research	10		0.50
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	0.075	4.83	0.36
Total for Extension	0.075		0.36
4. Administration	0.075	5.00	0.38
5. Production	0.0%		
TOTAL	100%		4.66
EQUIVALENT NUMERICAL RATING:		4.66	
Add: Additional Points, if any:			
TOTAL NUMERICAL RATING:		**4.66**	
ADJECTIVAL RATING:	**OUTSTANDING**		

Prepared by: Reviewed by:

BERTA C. RATILLA   **ULYSSES A. CAGASAN**
Name of Faculty   Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO, Ph.D.
Dean, College of Agriculture and Food Science

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Berta C. Ratilla, a faculty member of the DEPARTMENT OF AGRONOMY commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2021.

Approved:

BERTA C. RATILLA
Associate Professor V
Date: 1/12/22

ULYSSES A. CAGASAN
Department Head
Date: 1/12/2022

VICTOR B. ASIO
College Dean
Date: 1/18/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timelines	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and
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	2.00	8.33	5	5	5.00	5.00	
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students		8.00	5	5	5.00	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1.00	3.00	5	5	5.00	5.00	

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1.00	2.00	5	5	5.00	5.00	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5.00	8.00	5	5	5.00	5.00	
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	1.00	1.00	4.8	4.8	4.80	4.80	still finalizing courseware
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a	1.00	1.00	5	5	4.90	4.97	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	2.00	5.00	5	5	5.00	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems	2.00	4.00	5	5	5.00	5.00	
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or	3.00	5.00	5	5	5.00	5.00	

	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new							
	Average Rating (Advanced Education)									4.98
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*	10.00	15.00	5	5	5.00	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3.00	5.00	5	5	4.80	4.93	Submission will be done as soon as students can take the final exam as delayed due to typhoon Odette
		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	2.00	11.00	5	5	5.00	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2.00	3.00	5	5	5.00	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2.00	4.00	5	5	4.80	4.93	Will be checked as soon as VSUEE will be available to students for them to take the exam
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and	5.00	10.00	5	5	4.80	4.93	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	4.00	48.00	5	5	4.80	4.93	
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*							
		A17. Number of students advised on thesis/ field practice/special problem:		2.00	4.00	5	5	5.00	5.00	

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2.00	4.00	5	5	4.80	4.93	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1.00	2.00	5	5	4.80	4.93	
		_A18_ . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and	25.00	40.00	5	5	5.00	5.00	
PI 9: Number of student organizations advised/ assisted *		_A19_ . Number of Student organizations advised	Advises student organizations recognized by USOO							
		_A20_ . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
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	1.00	1.00	4.8	4.8	4.80	4.80	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a	1.00	1.00	5	5	4.80	4.93	
		Supplemental learning resou	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course	3.00	5.00	5	5	5.00	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems	3.00	6.00	5	5	5.00	5.00	

											still in the department
		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		1.00		1.00	4.8	4.8	4.80	4.80	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom		2.00		2.00	4.8	4.8	4.80	4.80	
	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									
		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									
	Average Rating (Higher Education)										4.94
	Overall Average Rating (Instruction)										4.96
	TPES Rating										4.19
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									

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	50%							
	In refereed int'l journals		1.00	2.00	5	5	4.90	4.97		Slated for Jan-June 2022 release
	In refereed nat'l/regional		1.00	1.00	5	5	4.90	4.97		
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 scienfic for a/conferences								
	In int'l fora/conferences									
	In nat'l/regional									
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								
PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/									
	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	1.00	2.00	5	4.9	4.90	4.93		
	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							
	Average (Research)									4.96

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							
	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							
	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							
	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							

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	1.00	1.00	4.8	4.9	4.80	4.83	
	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							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	related activities and other outputs to implement new							
Average (Extension)									4.83
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 theQMS 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-conform	5	5	5.00	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as		100% complian	5	5	5.00	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5.00	5.00	
	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 performfing 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							
		A49.Involvement in University and Department	Attends meetings	2	4	5	5	5	5.00	5.00
	Total Over-all Rating									
	Average Rating								4.66	
	Adjectival Rating								OUTSTANDING	

Comments and Recommendation for Development Purposes:

Publish articles in the refereed journals

Evaluated & Rated by:

ULYSSES A. CAGASAN
Department Head
Date: 1/12/2022

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 1/18/22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/25/22

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERTA C. RATILLA
Performance Rating: OUTSTANDING

Aim: To enhance performance in teaching, and publish research output

Proposed Interventions to Improve Performance

Date: August 30, 2021   Target Date: August to December 31, 2021

First Step:

> Prepare learning guides/laboratory manuals and attend trainings

Result:

> Improved performance in teaching strategies
> Publish research article in refereed journal

Target Date: January 1 to Dec. 31, 2022

Next Step:

> Write scientific publications and attend trainings and seminars

Outcome: Submitted papers for evaluation in refereed journals

Final Step/Recommendation:

> Maintain outstanding rating and publish research articles in refereed journals

Prepared by:

ULYSSES A. CAGASAN
Unit Head

Conforme:

BERTA C. RATILLA
Name of Ratee Faculty/Staff