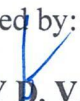# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: GLORIA E. BANCALE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.5	
b. Students (50%)		1.7	
Total for Instruction	40%	4.2	1.68
2. Research			
a. Client/Dir. for Research (50%)		-	
b. Dept. Head/Center Director (50%)		-	
Total for Research	30%	3.66	1.1
3. Extension			
a. Client/Dir. for Extension (50%)		-	
b. Dept Head/Center Director (50%)		-	
Total for Extension	10%	3.5	.35
4. Administration	10%	4	0.4
5. Production	10%	5	0.5
TOTAL			4.03

EQUIVALENT NUMERICAL RATING: 4.03
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.03

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

GLORIA E. BANCALE
Name of Faculty

Reviewed by:

ALJAY D. VALIDA
Department Head

Recommending Approval:

SUZETTE B. LINA
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, GLORIA E. BANCALE, a faculty member of the DEPARTMENT OF HORTICULTURE agree to deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE 2024.

GLORIA E. BANCALE
Asso. Prof. I
Date: 7 - 18 - 24

Approved:

ALJAY D. VALIDA
Department Head
Date: 7 - 22-24

SURFTF B. LINA
~~VICTOR B. ASIC~~
College Dean
Date: 8 - 8 - 24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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	1	6.6	5	5	5	5.00	
	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	4	7	5	5	5	5.00	
		A4 . Number of Graduate reports checked	Checks reports required for graduate subject	8	12	5	5	5	5.00	
		A5 . Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled	4	12	5	5	5	5.00	
		A6 . Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects	1	2	5	5	5	5.00	

		A7 . Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students							
		A8 . Supplemental learning resources	Prepares Instructional learning resources for graduate subjects	4	7	5	5	5	5.00	

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

	PI 10: Total FTE, coordinated, implemented and monitored *	A1. Actual Faculty's FTE	Handles and teaches courses assigned	4	10.85	5	5	5	5.00	
	PI 15. Number of instructional materials/syllabi approved	A2. Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval		1	5	5	5	5.00	
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 3. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	2	5	5	5	5	5.00	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students	A 4.. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)							
	PI 19: Additional Outputs	A 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	12	5	5	5	5.00	
		A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	24	233	5	5	5	5.00	
		A 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	12	87	5	5	5	5.00	
		A 13 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	4	5	5	5	5.00	
		A 14 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
		A.19 . Awards received	Receives International/ National/Regional award							

UMFO 3 . RESEARCH SERVICES

	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A20.** 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	1	1	4	4	4	4.00	
	PI 2. Number of research outputs completed within the year *	**A 21** . Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	4	4	4	4.00	
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	**A 22.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences							
		a. *International*								
		b. *National*								
		c. *Regional or Institutional Conferences*	Prepares, submits and presents research paper in scienfic for a/conferences	1		3	3	3	3.00	
	PI 7: Amount of research money obtained from external sources	**A 23.** Amount of research money obtained from external sources	Requests for research money from external sources							
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 (MOUs/MOAs)	**A 32.** 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	4	4	4	4.00	
	PI 2. Number of trainees weighted by the length of training	**A 33.** Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1		3	3	3	3.00	
	PI 3: Number of extension programs and projects	**A 34.** Number of extension programs and projects	Implements extension programs and projects							
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	**A 35.** 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							

	PI 5. *Number of technical/expert services*	*A 36. 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, moderator in								
		d. accreditor								
		e. consultancy								
	PI 6: Number of extension proposals submitted	**A 37.** Number of extension proposals submitted	Prepares extension project proposals and submits for review							
	PI 7: Number of extension proposals approved	**A 38.** Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
	PI 8: Number of extension	**A 39.** Number of extension proposals	Implements duly approved							
	PI 9: Number of extension	**A 40.** Number of extension outputs	Prepares, submits and presents							
		a. *International*								
		b. *National*								
		c. *Regional or Institutional Conferences*								
	PI 10: Number of extension	**A 41.** Number of extension activities	Conducts extension program							
	PI 11. Additional outputs *	**A 42.** No. of extension-related	Receives an award related to							

UMFO 5. SUPPORT TO OPERATIONS

	OVPI MFO 1. Faculty Development Services									
	PI 7: Number of trainings,	**A 50.** Number of training, seminars, and	Attends training, seminars, and							
		International								
		National								
		Regional/Institutional								
	OVPI MFO 3. Registration Services									
	PI 9: Percentage of students enrolled and validated within the registration period	**A 51.** Percentage of students enrolled and validated within the registration period	Validates students within the registration period	39	39	4	4	4	4.00	
	PI 10. Number of students	**A 52.** Number of students advised	Acts as academic adviser	39	39	4	4	4	4.00	
	OVPI MFO 4. Curricular Program Management Services									
	PI 12: Number of IMs	**A 53.** Number of IMs reviewed by the	Submits IMs for review							
	PI 13: Number of course	**A 54.** Number of course syllabi and TOS	Submits course syllabi and TOS							
	PI 16: Number of student	**A 57.** Number of students advised on	Advises and corrects research	4	2	3	3	3	3.00	
		As SRC Chairman		3	3	4	4	4	4.00	
		As SRC Member		6	6	4	4	4	4.00	

PI 18: Number of students	A 59. Number of students from other	Acts coordinator/facilitator for	2	7				
PI 19: Number of external	A 60. Number of external	Facilitates in assisting of the						
PI 20: Number of students	A 61. Number of students from other	Facilitates in assisting students						
PI 21: Additional outputs	A 62. Number of students entertained	Entertains students consulting		2	5	5	5	5.00
UMFO 6. General Admin. & Support Services (GASS)								
PI 3: Number of committee	A 67. Number of committee meetings	Acts as committee chairman						
PI 4: Number of routinary	A 68. Number of routinary documents	Signs documents						
PI 5: Number of requests	A 69. Number of requests acted	Approves requests						
PI 6: Number of memoranda	A 70. Number of memoranda prepared	Issues memoranda						
PI 9: Number of submitted	A 73. Submits DTR within 20 days after	Submits DTR within 20 days		3	3	3	3	3.00
PI 10: Percentage of	A 74. Percentage of complaints, if any,	Addresses complaints on time						
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings		6	5	5	5	5.00
	A 81. Number of /new initiatives	Initiates/introduces						
Total Over-all Rating								115.00
Average Rating								4.42
Adjectival Rating								Very Satisfactory

Evaluated & Rated by:

ALJAY D. VALIDA
Department Head
Date: 7-22-24

Recommending Approval:

SUZETTE B. LINA
Dean, CAFS
Date: 8-8-24

Approved by:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date: 8-73-24

Comment:

Good work!!!

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Horticulture

Head of Office: Aljay D. Valida

Number of Personnel: 16

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Assignment of teaching load		Department meeting			Distribution of teaching load; tap affiliate faculty and GTAs to lessen IFW.
Submission of DTR on time		Department meeting			Improve reporting time and submission of DTR.
Coaching					
Faculty having less than very satisfactory rating in TPES	On one mentoring and root cause analysis of low TPES rating with the concerned faculty.				Monitoring of the next TPES result if there is an improvement.

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

Conducted by:

ALJAY D. VALIDA
Immediate Supervisor

Noted by:

SUZETTE B. LINA
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
Increase enrolment in graduate programs	Monitor the enrolment trend for graduate Programs	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Graduate Courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performance exceeds target
Offer new programs and/or revise existing one	Revised and Submit Curricular Programs	Dept. Head and Faculty	Depending on the process	✓	✓	✓	✓	Ms and Phd Horticulture Proposal for revised curriculum has been submitted
MFO 2 HIGHER EDUCATION SERVICES								
Increase employability of graduates 2 years prior	Monitor the employability if graduates	Dept. head and DdrC	1 year	✓	✓	✓	✓	60% completed
Increase enrolment of undergraduate students in CHED and RDC-identified programs	Monitor the enrolment trend for BSA-Horticulture	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Undergraduate courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performance exceeds target
Monitor undergraduate degree programs implementation	Monitor BSA-Horticulture	Dept Head. DDrC	Within 6 months of rating period	✓	✓	✓	✓	BSA-Horticulture program monitored
Produce teaching-learning materials for efficient delivery of instruction	Production of Instructional Materials	Dept. Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	Revisions of Instructional materials necessary
Improve the graduation rate of undergraduate students	Monitor the number of graduates	Dept. Head DDrC	2 weeks	✓	✓	✓	✓	More than 50% undergradu

								ate students graduated in the prescribed period
Improve delivery of instruction services	Update TOS and Syllabus	Department Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	TOS and Syllabus updated in line with ISO Standards
MFO 5 SUPPORT TO OPERATIONS								
Increase the percentage of graduate faculty pursuing PhD	Monitor the percentage of faculty pursuing Phd	Department Head	Within 6 months of rating period	✓	✓	✓	✓	90% of members of Faculty are Phd Holder
Obtain COPC of graduate program	Ensure COPC for graduate programs	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Both MS and PHD have COPC
Increase the percentage of graduate students enrolled on schedule	Monitor number of graduate students status	Department Head DdRC	Within 6 months of rating period	✓	✓	✓	✓	Increase number of graduates given the prescribed period
Obtain COPC of undergraduate programs	Ensure COPC for BSA-Hort	Department Head	3 years	✓	✓	✓	✓	COPC for BSA Hort is in good standing
Obtain accreditations for all undergraduate programs	Ensure good accreditation standing for BSA-Horticulture	Department Head	3 years	✓	✓	✓	✓	BSA-Horticulture is level 4 accredited in AACCUP
Increase percentage of undergraduate students enrolled on schedule	Monitor the enrollment trend for BSA Horticulture	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of Enrollment for BSA Horticulture
Improve teaching performance of faculty members	Monitor teaching performance	Department Head	1 week	✓				100% of the faculty attain very satisfactory rating
Smooth enrolment of students in the subsequent semester	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are

								validated
Comply with CSC, CHED and PRC qualification requirements	Monitor the hiring of Teaching and non teaching staff	Departmen t Head DdRC	1 week	✓	✓	✓	✓	Application and hiring process of Part-time is in line with ISO standard
Enable all students to enroll within the scheduled registration period	Monitor the enrollment process	Departmen t Head DdRC	2 weeks	✓	✓			95% students enrolled are validated
Provide support to students from partner schools	Accepts and Monitors students from partner schools	Departmen t Head DdRC	4 weeks	✓	✓	✓	✓	Phil.Sci high school as partner school
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Departmen t Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactor y rating currently monitored
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Departmen t Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactor y rating currently monitored
MFO 6 GENERAL ADMISTRATION AND SERVICES								
Efficiently deliver needed services	Monitor submission of IFW and Actual Teaching load	Departmen t Head	4 weeks	✓	✓	✓	✓	100% submission of IFW and Actual teaching load submitted 2 weeks after enrollment
MFO 3 RESEARCH SERVICES								
Enhance the research competence of faculty	Submit Research Proposal	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	2 Research proposal Submitted
MF04 EXTENSION SERVICES				✓	✓	✓	✓	

Increase the research outputs utilized by the industry or by other beneficiaries	Submission of Publications/ Research outputs	Members of Faculty	Within 6 months of rating	✓	✓	✓	✓	2 publications submitted
Engage in active partnership with LGUs, industries, NGOs, NGAs, SMEs and other stakeholders because of extension activities	Crafting of MOUs/MOAs with LGUs or HEIs	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Crafted and MOAs approved in collaboration with LGUs
Increase the number of trainees weighted by the length of training	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Undertake extension programs and projects consistent with VSUs mandated and priority programs	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Increase the percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	96% rated very satisfactory for the members of Faculty being resource person
Enhance extension competence of the faculty	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings

Prepared by:

ALJAY D. VALIDA
Head, Department of Horticulture

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GLORIA E. BANCALE
Performance Rating: Very Satisfactory

Aim: To have an outstanding performance rating
Proposed Interventions to Improve Performance:

Date: January 2024   Target Date: June 2024

First Step: To publish scientific paper in referred journal.
            To attend trainings/seminars, scientific conference related to agriculture

Result: Published scientific paper in referred journal.
          Attended trainings/seminars, scientific conference related to agriculture.

Date: July 2024   Target Date: December 2024

Next Step:
            To publish scientific paper in referred journal.
            To attend trainings/seminars, scientific conference related to agriculture
            Improve and maintain the Fruit Nursery

Outcome:_____
Final Step/Recommendation:
_____

Prepared by:

ALJAY D. VALIDA
Unit Head

Conforme:

GLORIA E. BANCALE
Name of Ratee Faculty/Staff

VISAYAS STATE UNIVERSITY

INSTRUCTION AND EVALUATION OFFICE
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
Phone/Fax: +63 053 565 0600 local 1104
Email: odie@vsu.edu.ph
Website: www.vsu.edu.ph

## TEACHING PERFORMANCE EVALUATION
Summary by Department

Department: Dept. of Horticulture

Semester and Academic Year: First Semester 2023-2024

College: College of Agriculture & Food Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AIZA MAE T TAJOR	1	5.00	100.00 %	Outstanding
ALJAY DARIA VALIDA	4	5.00	100.00 %	Outstanding
ARCEL MARIño MONTES	2	4.50	90.00 %	Outstanding
ARSENIO DECOY RAMOS	5	4.80	96.00 %	Outstanding
BLANCHE FRANCHETTE DIVINAGRACIA LLERA	2	4.00	80.00 %	Very Satisfactory
CATHERINE CASTRO ARRADAZA	3	4.00	80.00 %	Very Satisfactory
DARIO PEREZ LINA	4	3.75	75.00 %	Very Satisfactory
DHENBER C. LUSANTA	3	4.00	80.00 %	Very Satisfactory
GLORIA ESTAURA BANCALE	5	3.40	68.00 %	Satisfactory
JOY CAñETE CODOG	2	5.00	100.00 %	Outstanding
MALVIN BELMI DATAN	6	4.50	90.00 %	Outstanding
MARILOU MANTE BENITEZ	6	4.33	86.67 %	Very Satisfactory
MARILYN MARANGUIT BELARMINO	5	4.60	92.00 %	Outstanding
RODEN DY TROYO	2	5.00	100.00 %	Outstanding
ROSARIO ALGODON SALAS	2	4.50	90.00 %	Outstanding
SANTOS JR. BERDIN VILLOCINO	4	4.50	90.00 %	Outstanding
ZENAIDA CUEVAS GONZAGA	4	5.00	100.00 %	Outstanding
Department Mean		4.46	89.27%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 02, 2024

Received by:

ROSARIO ALGODON SALAS
Name and Signature of Department head
Date: _____

VICTOR BINGCO ASIO
Name and Signature of College Dean
Date: 6-21-24

Distribution of copies: *ODIE, College, Department*

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.