SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DARIO P. LINA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.7x100%= 4	
b. Students (50%)			
Total for Instruction	40%	4.5	1.8
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		5 x 50% = 2.5	
Total for Research	30%	4.5	1.35
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	4.5	0.67
4. Administration	15%	4.67	0.7
5. Production	NA		
TOTAL			4.52

EQUIVALENT NUMERICAL RATING: 4.52
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.52

ADJECTIVAL RATING: Outstanding

Prepared by:

DARIO P. LINA
Name of Faculty

Reviewed by:

ROSARIO A. SALAS
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

I, **DARIO P. LINA**, of the SECURITY SERVICES MANAGEMENT OFFICE commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JULY 01, 2020 to DECEMBER 31, 2020**.

DARIO P. LINA
Ratee

REMBERTO A. PATINDOL
Vice Pres. for Admin & Finance

MFO / PAPS	Program/Activities/ Projects	Tasks Assigned	ACCOMPLISHMENT		Percentage	Rating				Remarks
			Target	Actual		Q^1	E^2	T^3	A^4	
UMFO 6 General Administration and Support Services (GASS)										
VPAF MFO 7: Security Services Management Office										
Security Services Management MFOs:										
MFO 1.Conduct Investigation on reported incidents										
PI 1. Number of all reported incidents had been investigated	Investigation of reported incidents	Supervision/ Monitor of reported incidents	90%	90%	100.00	5	5	5	5.00	Recorded on the SSO blotter and some at PNP
PI 2. Number of reported incidents submitted to higher office for legal action	Submission of reported incidents to higher office	Review/ Approved of reported incidents	90%	90%	100%	4	5	5	4.67	For information of higher offices and legal action and some amicably settled in the office
MFO 2. Accomplishment reporting										

| MFO / PAPS | Program/Activities/ Projects | Tasks Assigned | ACCOMPLISHMENT | | Percentage | Rating | | | | Remarks |
			Target	Actual		Q^1	E^2	T^3	A^4	
PI 1. Number of annual accomplishment report	Annual accomplishment reporting	Finalizing	1	1	100%	5	5	5	5.00	Submitted
MFO 3. Public safety management										
MFO 4. Maintain Peace and Order										
PI 6. Coordinate meeting with near Barangay Officials for safety and security of the campus	Coordination with Barangay officials	Coordination	3	3	100.00%	4	5	5	4.67	Safety and security measure of VSU campus
PI 9. Additional Security Guard (JO)	SG (JO) position	Additional guarding of VSU premises	2	4	200%	4	5	5	4.67	On process
MFO 5. Administrative and support services Mangement										
PI 1. Efficient office management and maintenance	Administration	Manage the entire office operation	90%	90%	100%	4	5	5	4.67	Office Management
PI 4. Financial and personnel related documents drafted and reviewed	Office personnel and financial management	Review/ Approved of documents	40	34	105%	4	5	5	4.67	Office Management
MFO 6. Office Improvement and Maintenance / Office Management										
PI 3. Office furnitures manufactured (staff officers table, plant box, hanging cabinet, sofa, etc..)	Additional furnitures in the office	Requisition / Supervision	7	7	100.00%	4	5	5	4.67	

PI 4. Renovation and Reconditioning of pumpboat for Sea patrolling	Reconditiong the old pumpboat	Supervision	1	1	90.00%	4	4	4	4.00	For painting and assemble of "Katig"
Total Over-all Rating									42.02	

Average Rating(Total Overall rating divided by 9)		**4.67**	**Comments & Recommendations for Development Purpose:**
Additional Points:			*He may attend webinars related to security management*
Approved additional points(with copy of approval)	**xx**		
FINAL RATING		**4.67**	
ADJECTIVAL RATING		**VS**	

Evaluated & Rated by:

REMBERTO A. PATINDOL
Vice Pres. for Admin & Finance
Date:_____

Approved by:

REMBERTO A. PATINDOL
Vice Pres. for Admin & Finance
Date:_____

1 - Quality
2 - Efficiency
3 - Timeliness
4 - Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **DARIO P. LINA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen dation
1	Request on additional SGs	4	July 2020	November 2020	December 2020	O	Outstanding	
2	Request on carpentry of office furniture	7	March 2020	December 2020	Mar – Dec. 2020	O	Outstanding	
3	Processing requirements to permit SGs carrying of firearms inside the campus	1	June 2020	December 2020	On process	VS	Very Satisfactory	
4	Submission of office Annual Report	1	December 2020	29 December 2020	01 May 2020	VS	Very Satisfactory	
5	Renovation and reconditioning of pump boat	1	July 2020	December 2020	On process	VS	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

REMBERTO A. PATINDOL
VP for Admin & Finance

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I,DARIO P. LINA, a faculty member of the __DEPARTMENT OF HORTICULTURE__ 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 to December 2020.

Approved:

__DARIO P. LINA__
Asistant Professor III
Date:

ROSARIO A. SALAS
Department Head
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	Eficiency	Timeliness	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		0.33	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	2	5	5	5	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	2	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	

					5	5	5	5.00	
	A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	4					
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	1	1	4	4	4	4.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	4	4	4	4.00	
	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 MMDC editor	1	1	4	4	4	4.00	
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	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 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	Handles and teaches courses assigned	2	10.8	5	5	5	5.00	

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	
		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 period	2	2	4	4	4	4.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	6	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	100	100	4	4	4	4.00	
PI 8: Number of students advised: *	A16. Number of students advised:	_Acts as academic adviserto students_	5							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3	4	4	4	4.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	4	4	4	4.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	3	4	4	4	4.00	
PI 9: Number of student organizations advised/ assisted *	_A19. Number of Student organizations advised_	_Advises student organizations recognized by USOO_	1		5	5	5	5.00		

	PI	Activity	Description						
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1					
	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						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4.00
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	4	4	4	4.00
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	5	5.00
		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	1	4	4	4	4.00
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00
	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	1	1	4	4	4	4.00
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1	4	4	4	4.00
		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		1	5	5	5	5.00		
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	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								
	In refereed int'l journals									
	In refereed nat'l/regional journals									
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 fora/conferences									
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	1	1%	4	4	4	4.00		
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							
	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	20	50	5	5	5	5.00	
	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							
	Research Mentoring	*Research Mentor*								

Peer reviewers/Panelists	*Peer reviewers/Panelists*		1							
Resource Persons	*Resource Persons*									
Convenor/Organizer	*Convenor/Organizer*									
Consultancy	*Consultant*									
Evaluator	*Evaluator*		1	1	4	4	4	4.00		
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 (extn. 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								
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								

		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											
	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 performfing functions resulting to best practice								See file attached
		A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal								
	Total Over-all Rating										
	Average Rating										
	Adjectival Rating										

Evaluated & Rated by:

ROSARIO A. SALAS
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, _____
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Comments & Recommendations for Development purposes

submit article to refereed journal

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LINA, DARIO P.
Performance Rating: O

Aim: To improve performance

Proposed Interventions to Improve Performance:

Date: July 1, 2020   Target Date: End of September 2020

First Step: Discussion on hourly monitoring of guards on duty to monitor status and location. Also renewal of security guard license whose license has already expired.

Result: The campus was guarded properly and security guards can avoid from falling asleep while on duty.

Date: Oct 1, 2020   Target Date: December 2020

Next Step: Submission of requirements of the University LTOPF. And reorganize crisis management team for VSU emergency responders.

Outcome: LTOPF is already at the Camp Crame waiting for release. Dynamic office ready to respond crime related incident in the campus.
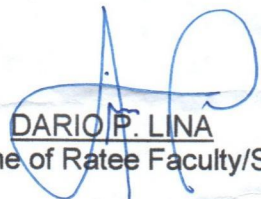
Final Step/Recommendation:

          Submission of contingency plan to OP to appoint the team leaders of VSU.

Prepared by:

REMBERTO A. PATINDOL
Vice President for Admin & Finance

Conforme:

DARIO P. LINA
Name of Ratee Faculty/Staff