

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(January - June)**

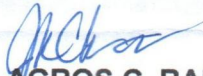
Name of the Faculty Member: MILAGROS C. BALES

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
21. Instruction			
i. Head/Dean (100%)		5.0x50% = 2.5	
j. Students		4.71x50% = 2.355	
Total for Instruction	55%	4.86	2.67
22. Research			
i. Client/Dir. for Research (50%)			
j. Dept. Head/Center Director (50%)			
Total for Research	15%	4.55	0.68
23. Extension			
i. Client/Dir. for Extension (50%)			
j. Dept. Head/Center Director (50%)			
Total for Extension	30%	5	1.5
24. Administration			
25. Production			
TOTAL			4.85

EQUIVALENT NUMERICAL RATING: 4.85
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.85

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


MILAGROS C. BALES
 Name of Faculty

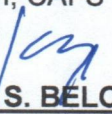
Reviewed by:


ANNA MARTHA C. MONSANTO
 Department Head

Recommending Approval:


VICTOR B. ASIO
 Dean, CAFS


Approved:


BEATRIZ S. BELONIAS
 Vice President for Academic Affairs


"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MILAGROS C. BALES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JANUARY - JULY 2023.


MILAGROS C. BALES
 Professor III
 Date: 7/17/23

Approved:


ANNA MARTHA C. MONSANTO
 Instructor III
 Date: 7/24/23


VICTOR B. ASIO
 College Dean
 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	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	4.0	14	5	5	5	5.00	AgDe 202= 21x3 /12 = 5.25 AGEX 234e= 12x3/12= 3.0 AGEX 234= 3x3/12 = 0.75 AGEX 233e =8x3/12= 2.0 AGEX 233 = 3x3/12 = 0.75 AGED 312= 2 x3/12= 0.50 AGED 318 =1x3x12= 0.25 AGEX 290e =6x3x12= 1.50 Total 14.00
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	10	5	5	5	5.00	Café, Tiu, Tape, Badino, Ruedas, Camillo, Tubo, Elaorde, Loreto, Fernando
		A3 . Number of students advised on thesis/special problem/dissertation								

		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	6	5	5	5	5.00	Ruedas, Camillo, Tape, Tiu, Café, Elorde
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	11	5	5	5	5.00	EMartil, Manzanares, Esperidion, Dela Torre, Troceno, Conde, Rendon, Manzanares, Bihag, Matiom, Canopin
		<i>A4 . Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>	8	53	5	5	5	5.00	Ruedas, Elorde, Tape, Tiu, Gaviola, Godmaling, Lamo, Café, Mazanares, Tape, Sumaylo, Dioso, Gallego, Jimena, Ortega, Tubo, VISCA, Baudi, Dizor, Fuentes, Grampa, Lubos, Mangin, Mante, Mendoza, Morrondoz, Naga, Pabres, Rubin, Sambere, Solis, Tumulak, Anfrade, Bocay, Mott, Salubo, Bregildo, Dela Cruz, Libo-on, Atole, Paler, Legua, Oivares, Suaybagiuo, Pedrano, DelaTorre, Jorobat, Ponteras, Bihag, Martil, Ruedas, Elorde,
	PI 9: Number of instructional materials developed *	<i>A5 . Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	3	3	5	5	5	5.00	AGEX 234 AGED 312 AGED 318

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	9	5	5	5	5.00	AGDE 202- 2 AGEX 233 - 2 AGEX 234 - 1 AGED 312 - 2 AGED 318 - 2
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	12	5	5	5	5.00	AgDe 202= 2 AGEX 234e= 2 AGEX 234= 2 AGEX 233e = 2 AGEX 233 = 2 AGED 312= 1 AGED 318 = 1
		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 Moodle or Google Classroom	3	3	5	5	5	5.00	AGDE 202 AGEX 233 AGEX 234
	<u>PI 10</u> . 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										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	6	1.5	4	4	4	4.00	AGEX 200n.2 = $4 \times 3/12 = 1$ AGEX 200.B = $2 \times 3/12 = 0.50$

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	4	4	4	4	4.00	
		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 prescribed period	3	1	5	5	5	5.00	
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Onboarding for graduate and undergrad
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4						No undergrad courses handled except for thesis and OJ because loaded with gradu courses
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10						No undergrad courses handled except for thesis and OJ because loaded with graduate courses
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0						
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	3	9	5	5	5	5.00	Monte, Quintana, Polea, Castillo, Perez, Honorio, Casido, Brigildo, Doria
		A17 . Number of students advised on thesis/ field practice/special problem:								
		<i>As Field Practice Supervisor/Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	Abarilla, Adlawan, Sumabat, and Doria
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	Pegarido, Malagsic, Lopez, Galera

		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	15	5	5	5	5.00	Abarilla, Adlawan, Sumabat, Doria, Pegarido, Lulu, Lopez, Galera, Monte, Quintna, Polea, Perez, Honorio, Casido, Brigildo
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2						No undergrad courses handled because loaded with graduate course
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2						No undergrad courses handled because loaded with graduate course
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2						No undergrad courses handled because loaded with graduate course
		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						No subject for undergrad handled because loaded with graduate courses
	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						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2	5	5	5	5.00	PhilFIDA, LGU-Province of Leyte
		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	1	5	5	5	5.00	"Evaluation of the Extension Service Delivery of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investment for the Agriculture and Fisheries Modernization Plan (FMP) at the Local and National Levels or I-Plan Sub-Components 1.2 (a research-cum-extensio project)
	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	4	3	4	3.66	Delayed due to difficulty in collecting data (extended up to June 30, 2023 with approved appointment)
	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	1						
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	1	5	5	5	5.00	Regional Stakeholders consultation Meeting on March 12, 2023
	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	2	6	5	5	5	5.00	PhilFIDA, PRDP, ATI, LGU Baybay, LGU Hilongos
	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	50						
	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	2	1	5	5	5	5.00	"Evaluation of the Extension Service Delivery of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investment for the Agriculture and Fisheries Modernization Plan (FMP) at the Local and National Levels or I-Plan Sub-Components 1.2
	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	90%						
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>			4	5	5	5	5.00	Ruedas, Adlawan, Aberilla, Camillo

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	5	5	5	5	5.00	4 engagement at ATI, 1 engagement for P LGU-Leyte and 1 for Burauen
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		1	2	5	5	5	5.00	UGMAD search and Micro-taching at ATI
	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	1						
	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							
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		zero non-conformity	5	5	5	5.00	
		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		100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
		COPC								
UMFO 6. General Admin. & Support Services (GASS)					Zero % complaint	5	5	5	5.00	
	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							
	Total Over-all Rating				141.66	Comments & Recommendations for Development Purpose: <i>Good job !</i>				
	Average Rating				4.88					
	Adjectival Rating				OUTSTANDING					

Evaluated & Rated by:


ANNA MARTHA C. MONSANTO

Head, DAEEEx

Date: *7/24/23*


Recommending Approval


VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Milagros C. Bales

Performance Rating: Outstanding

Aim: Hire Dr. Bales as Adjunct Professor since she will be retiring this July 2023.

Proposed Interventions to Improve Performance: Attend relevant international trainings/conferences and seek sponsorship.

Date: July 2023

Target Date: Aug-Dec 2023

First Step: Approved by the department's personnel committee.

Result: Dr. Bales to seek for relevant scientific conference where she can present a paper and publish it.

Date: July 2023

Target Date: Aug-Dec 2023

Next Step: Echo to the department colleagues the learnings from attendance to the conference.

Outcome: Increased publication and networks or linkages with other agencies or institutions.

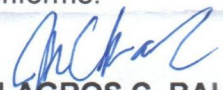
Final Step/Recommendation:

The College and DPC to strongly recommend Dr. Bales to attend international conference.

Prepared by:


ANNA MARTHA C. MONSANTO
DAEEx Head

Conforme:


MILAGROS C. BALES
Name of Ratee Faculty/Staff