

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARILYN M. BELARMINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		1.96	
b. Students (50%)		2.3	
Total for Instruction	30%	4.26	1.28
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		-	
Total for Research	20%	4	1.2
3. Extension			
a. Client/Dir. for Extension (50%)		-	
b. Dept Head/Center Director (50%)		-	
Total for Extension	20%	4.5	0.45
4. Administration	30%	5	1.5
5. Production	n/a		
TOTAL			4.43

EQUIVALENT NUMERICAL RATING:

~~4.43~~ 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.43~~ 4.88

ADJECTIVAL RATING:

~~Very Satisfactory~~ Outstanding

Prepared by:

MARILYN M. BELARMINO

Name of Faculty

Reviewed by:

ALJAY D. VALIDA

Department Head

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILYN M. BELARMINO, 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.


MARILYN M. BELARMINO
Associate Professor IV

Date: July 19, 2024

Approved: 
ALJAY D. VALIDA
Department Head

Date: 7-22-24


SUZETTE B. LINA
College Dean

Date: 8-8-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/Activities / Projects	Tasks Assigned	Target (Jan-Dec)	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 : Total FTE monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	3.3	0.5	3	3	3	3.00	
	PI 10: Additional outputs	A2. Number of students advised		Acts as academic adviser to graduate students	2	2	4	4	4	4.00	
		A3. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	10	20	5	5	5	5.00	

		<u>A4</u> . Number of Graduate reports checked		Checks reports required for graduate subject	16	16	4	4	4	4.00	
		<u>A5</u> . Number of Graduate examinations conducted and checked		Conducts and checks examinations for graduate subject handled	4	8	5	5	5	5.00	
		<u>A6</u> . Number of Graduate grade sheets submitted		Submits gradesheets for graduate subjects	2	0	3	3	3	3.00	
		<u>A7</u> . Number of comprehensive examination conducted		Conducts comprehensive examination for graduate students							
		<u>A8</u> . Supplemental learning resources		Prepares Instructional learning resources for graduate subjects							
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	<u>PI 10</u> : Total FTE, coordinated, implemented and monitored *	<u>A1</u> . Actual Faculty's FTE		<i>Handles and teaches courses assigned</i>	8	3.4	3	3	3	3.00	
	<u>PI 15</u> . Number of instructional materials/syllabi approved	<u>A2</u> . Number of instructional materials/syllabi approved		<i>Prepares instructional materials/syllabi for approval</i>							

	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	5	2	3	3	3	3.00	
	PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	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)	80.00%	80.00%	4	4	4	4.00	
	PI 19: Additional Outputs	A 10. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	16	102	5	5	5	5.00	
		A 11. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10	204	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	8	8	4	4	4	4.00	
		A 13. Number of grade sheets submitted within prescribed period		Prepares gradesheet and submits on or before deadline	8	2	3	3	3	3.00	
		A 14. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							

[illegible]

	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						
	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				1	5	5	5	5.00	

[illegible]

	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted		Conducts extension program activities							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		Receives an award related to extension activities							
UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 1. Faculty Development Services										
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)		Attends training, seminars, and conferences attended (international, national, regional/institutional)							
		<i>International</i>									
		<i>National</i>									
		<i>Regional/Institutional</i>									
	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	80.00%	100.00%	5	5	5	5.00	
	PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period		Acts as academic adviser	10	15	5	5	5	5.00	
	OVPI MFO 4. Curricular Program Management Services										

	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC		Submits IMs for review							
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved		Submits course syllabi and TOS for approval							
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:		Advises and corrects research outline and thesis/SP manuscript							
		As SRC Chairman				1	5	5	5	5.00	
		As SRC Member			2	2	4	4	4	4.00	
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised		Acts coordinator/facilitator for students from other schools having summer program in VSU							
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served		Facilitates in assisting of the external institutions/agencies conducting benchmarking activities		1	5	5	5	5.00	
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served		Facilitates in assisting students from other academic depts conducting research activities							

	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades							
UMFO 6. General Admin. & Support Services (GASS)											
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted		Acts as committee chairman		3	5	5	5	5.00	
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted		Signs documents		80	5	5	5	5.00	
	PI 5: Number of requests acted	A 69. Number of requests acted		Approves requests		10	5	5	5	5.00	
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared		Issues memoranda							
	PI 9: Number of submitted DTR within 20 days after the last day of the month	A 73. Submits DTR within 20 days after the last day of the month		Submits DTR within 20 days after the last day of the month	5	5	4	4	4	4.00	
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time		Addresses complaints on time (if any)	Zero Percent	Zero Percent	5	5	5	5.00	
	PI 17: Additional Outputs	A 80. Number of meetings attended		Attends meetings (departmental/institutional)		20	5	5	5	5.00	
		A 81. 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							

	Total Over-all Rating									117.00	
	Average Rating									4.30	
	Adjectival Rating									Very Satisfactory	

Evaluated & Rated by:

ALJAY D. VALIDA

Department Head

Date: 7-22-24

Recommending Approval:

SUZETTE B. LINA

Dean, CAS

Date: 8-8-24

Approved by:

ROTACIO S. GRAVOSO

VP for Academic Affairs

Date: 8-13-24

Comments & Recommendations for Development Purpose:

Great Work!!!

PERFORMANCE MONITORING & COACHING JOURNAL

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

Comply with CSC, CHED and PRC qualification requirements	Monitor the hiring of Teaching and non teaching staff	Department Head DdRC	1 week	✓	✓	✓	✓	validated 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	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are validated
Provide support to students from partner schools	Accepts and Monitors students from partner schools	Department 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	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory 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	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
MFO 6 GENERAL ADMINISTRATION AND SERVICES								
Efficiently deliver needed services	Monitor submission of IFW and Actual Teaching load	Department 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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARILYN M. BELARMINO**

Performance Rating: Very Satisfactory

Aim:

To deliver quality instruction to undergraduate and graduate students.
To become an effective administrator (as Dean of the Graduate School)

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date June 2024

First Step:

- Prepare instructional materials and visual aids for Horticulture graduate courses
- Advise students (undergraduate and Graduate)
- Attends trainings that will enhance skills in leader, organizational management and effective administration

Result:

- Served as professor and student adviser of Horticulture students and Graduate Students
- Attended trainings in relation to current responsibility as Dean of the Graduate School

Date: July 2024

Target Date: December 2024

Next Step:

- Actively participate in all department, college and universities activities
- Advise students (undergraduate and Graduate)
- Supervise and coordinate the administration and governance of graduate studies within the graduate program
- Promote graduate education through in-house activities and linkages with national and international institutions.
- Attends related trainings / conferences on appropriate discipline

Outcome:

Final Step/Recommendation:

Prepared by:


ALJAY D. VLADA
Head, DOH

Conforme:


MARILYN M. BELARMINO
Name of Ratee /Faculty/Staff



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: May 02, 2024


VICTOR BINGCO ASIO
Name and Signature of College Dean
Date: May 02, 2024

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.