

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

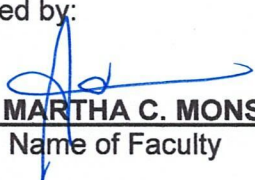
Name of the Faculty Member: ANNA MARTHA C. MONSANTO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
6. Instruction			
c. Head/Dean (50%)		4.0x50% = 2.0	
d. Students (50%)		4.40x50% = 2.2	
Total for Instruction	40%	4.2	1.68
7. Research			
c. Client/Dir. for Research (50%)			
d. Dept. Head/Center Director (50%)			
Total for Research	20%	4.0	0.80
8. Extension			
c. Client/Dir. for Extension (50%)			
d. Dept. Head/Center Director (50%)			
Total for Extension	20%	4.0	0.80
9. Administration	20%	4.0	0.80
10. Production			
TOTAL			4.08

EQUIVALENT NUMERICAL RATING: 4.08
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.08

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:


ANNA MARTHA C. MONSANTO
 Name of Faculty

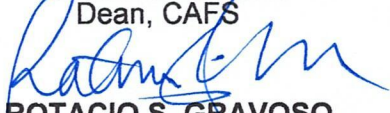
Reviewed by:


LIJUERA J. CUADRA
 Department Head

Recommending Approval:


SUZETTE B. LINA
 Dean, CAFS


Approved:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs

"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNA MARTHA C. MONSANTO, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from January-June 2024.


ANNA MARTHA C. MONSANTO
 Assistant Professor 1
 Date: July 25, 2024

Approved:

LIJUERAJ J. CUADRA
 Department Head
 Date: July 26, 2024

Approved: 
SUZETTE B. LINA
 College Dean
 Date: October 7, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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	3	11.67	5	4	5	4.67	2nd Semester SY 2023-2024 = 11 AgEx 218 = 18x3/9 = 6, AgDe 201 = 15x3/9 = 5 Summer SY 2023-2024 = 0.67 AgEx 244 = 2x3/9 = 0.67
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	3	9	5	4	5	4.67	Maria Amor, Ginalyn Bocaya, Lucila Dioso, Jevit Medico, Ainosalam Naga, Aira Oraño, Ryan Paquibo, Marife Suaybagoio, Sunshine Visca
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2	-					

		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	4	7	5	4	4	4.33	Denmark Godmaling, Fatima estrosas, Alberto Colminas, Eunice Ugali, Cecilia Penaflor, Decemboy Tui, vergie Galenzona
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	10	17	5	4	5	4.67	Denmark Godmaling, Fatima estrosas, Alberto Colminas, Eunice Ugali, Lancer Agravante, Cecilia Penaflor, Jovee Gofredo, Leonie Guil Coronel, Jorge Esparagoza, Jay Mark Ceceres, Isagani Gaviola, Lane Madrid, Nikka Solano, Virgie Galenzoga
	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	2	4	5	4	4	4.33	Online coursewares for AGDE201, MB218 AGEX218e , AgEX 132,
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	4	4	4	4.00	Online instructional materials for AgEx 218), AgEx 132 (MB216), AgDe 201
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4	4	4	4	4.00	Powerpoint presentations and other instructional materials for AgEx 218), AgEx 132 (MB216), AgDe 201
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	4	4	4	4.00	Various type of assessment tools for MagDev and MS AgEx 218), AgEx 132 (MB216), AgDe 201
		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 Moddle or Google Classroom	1	3	4	4	4	4.00	Created virtual classrooms for AgEx 218 (MB216) and AgEd 201, Agex244
	PI 10 . 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											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		<i>Handles and teaches courses assigned</i>	3	1.15	4	4	4	4.00	AgEx 132 = 3x1/20 = 0.15, AgEx 200 = 2x4/20 = 0.4, AgEx 200B = 6X2/20 = 0.6 TOTAL = 1.15
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	3	4	4	4	4.00	Prepares gradesheet for AgEx 132e ,MB132 AgEx 132e , AgEX 200.2, MB002 ACDE201, MB218
		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	—						
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	3	4	4	4	4.00	Organizational management, Extension methods and Approach, sustainable agriculture
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	3	4	4	4	4	4.00	Administered and checked long exams Agex132, AgEx218, Age201 and Agex244
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	12	15	4	4	4	4.00	admintered quizzes Agex132, Agex218 , AgEx244 and Agex 201
		A15 . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	—						
	PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic adviser to students</i>	3	39	4	4	4	4.00	Art Avila, Ryneh Caballero, Alliah Eder, Charie Ejoc, Crisanto Elago, Cherry Elnas, Ahldieth Endrina, Justine Enerlan, Jay Mirata, Ryan Pigte, Kimberly Salinas, Maybelle Simo, Jimbo Bihay, Angela Managbanag, Nhimrode Managbanag, Dessa Manipis, Christian Mascariola, Mickie Milleza, Anncell Pacayra, Tithe Segubre, Mary Ajoc, Bea Cape, Reymark Eamiguel, Apple Ravillas, Domenic Solomon, Juvie Ugay, Chellie Asuncion, Marigen Bibat, Johanna Brigildo, Arnel Casido, Sheena Ciabo, Giselle Dela Cruz, Mariel Dula, Cherry Galamiton, Monica Magsanay, Kimberly Muñoz, Mezillah Roxas, Madeline Sumabat, May Tan

		A17 . Number of students advised on thesis/ field practice/special problem:									
		<i>As Field Practice Coordinator/ Thesis Adviser</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	4	4	4	4	4.00	Mariel Dula, Cherry Galamiton, Domenic Solomon, Juvie Ugay
		<i>As OJT/Thesis Committee Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	4	5	4	4	4	4.00	Arnel Casido, Sheena Ciabo, Monica Magsanay, Kimberly Mufiez, Mezillah Roxas,
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	6	9	5	5	5	5.00	Mariel Dula, Cherry Galamiton, Domenic Solomon, Juvie Ugay, Arnel Casido, Sheena Ciabo, Monica Magsanay, Kimberly Mufiez, Mezillah Roxas,
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	1	1	4	4	4	4.00	<u>VSU- AGEXTENSION SOCIETY</u>
		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							
		<i>On-line ready courseware</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	—						

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	4	4	4	4.00	Prepares Power Point presentation, video clips, movie clips, reading assignments/tasks on the courses being taught Agex132, Agsci 218, Agex200.1 and 199c, AGEX 199
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	4	4	4	4.00	Prepares assessment tools such as long exam, quizzes, problems sets, with these Subjects AGSci 1131, AGEX132, Agex195 AND 199C
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were 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	—						
	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							
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	3	5	5	5	5.00	LGU SILAGO, HILONGOS,ABUYOG AND HINDANG
		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							
	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							

	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	1	4	4	4	4	4.00	LGU HINUNGAN, SILAGO , HILONGIS , ABUYOG AND HINDANG
	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	15	35	4	4	4	4.00	2 day- training at Hinunangan and Silago
	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	1	2	4	4	4	4.00	approved Extension Cum Research Projects in Hinunangan and Silago
	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	95%	100%	4	4	4	4.00	Seminar-Workshop on Organizational Capacity Enhancement, Business Management and Entrepreneurship, Silago, Southern Leyte
	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>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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	95%	95%	4	4	4	4.00	APPROVED EXTENSION PROJEC PROPOSAL HINUNANGANN AND SILAGO

	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	85%	95%	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	0% complaint	0% complaint	4	4	4	4.00	

	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 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				125.67	Comments & Recommendations for Development Purpose: <i>Good job!</i>					
	Average Rating				4.05						
	Adjectival Rating				VERY SATISFACTORY						

Evaluated & Rated by:

LIJUERAJ J. CUADRA

Head, DAEEx

Date: *July 26, 2024*

Recommending Approval:

SUZETTE B. LINA

Dean, CAFS

Date: *October 7, 2024*

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *10/7/2024*

PERFORMANCE MONITORING & COACHING JOURNAL

/	1 ST	Q U A R T E R
/	2 ND	
	3 RD	
	4 TH	

Name of Office: Department of Agricultural Education and Extension (DAEEEx)

Head of Office: Lijueraj J. Cuadra

Number of Personnel: 8

Number of Personnel: 6					
Activity Monitoring	Mechanism				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	The undersigned asks for updates on the various assignments from each faculty and staff to ensure that targets are met and quality expected complied are complied.	-The faculty and staff have shown dedication in their respective responsibilities as observed by the undersigned. The undersigned encouraged them to continue doing their best. This is done during informal and formal meetings -.Regular sending of reminders thru chat group using messenger	NA	Notice of meeting (February 14, 2024, June 24, 2024)	Faculty and Staff continue to do their best
Coaching/ Mentoring	<ul style="list-style-type: none">Each one has adequate capabilities for their respective responsibilities. Each however is encouraged to upgrade their capabilities thru appropriate trainings and attendance to conferences/fora.Some faculty were also reminded of their obligations as government employee in terms of on time submission of needed documents to the administration/offices needing data/reports	Having done their best, each faculty and staff were encouraged to keep up the good work. They are also reminded to revise their syllabi ready for flexible or blended learning. Junior faculty are also involved in the research and extension projects lead by senior faculty. This is an opportunity where they can be mentored in preparing reports, presenting reports to an audience and on how to manage projects. New SRA was introduced and mentored to what she will be doing and what papers to prepare	NA	NA	


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

Conducted by:


LIJUERAJ J. CUADRA
Immediate Supervisor

Cc: OVPAA
HRMO
RSPPRO

Noted by:


SUZETTE B. LINA
CAFS Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Anna Martha C. Monsanto

Performance Rating: Outstanding

Aim: Send Miss Monsanto to a local or international training/conference either as a trainee or paper presenter.

Proposed Interventions to Improve Performance: Attend relevant local or international training.

Date: February 2024 Target Date: Within June 2024

First Step: Approved by the department's personnel committee, particularly on educational Administration supervision web-based learning education monitoring and evaluation.

Result: Miss Monsanto look for relevant local or international training/conferences.

Date: July 2024 Target Date: Within October-December 2024

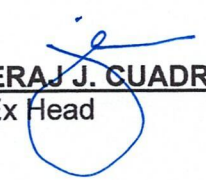
Next Step: Miss Monsanto to apply for participation to a local or international training/conference

Outcome: Attended local or international training/presented paper in a local or international conference in 2024.

Final Step/Recommendation:

The department strongly recommends her to attend local or international training/conference.

Prepared by:


LIJUELAJ J. CUADRA
DAEEx Head

Conforme:


ANNA MARTHA C. MONSANTO
Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: MONSANTO, ANNA MARTHA C.

Department: Dept. of Agricultural Education and Extension

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
AGEX217	TEACHING FARMER CLASSES IN AGRIC.	LEC	5.00	Outstanding	100.0%
AgEx 195n	FACILITATION SKILLS AND TRAINING MANAGEMENT	LEC	4.00	Very Satisfactory	80.0%
AgEx 195n	FACILITATION SKILLS AND TRAINING MANAGEMENT	LAB	4.00	Very Satisfactory	80.0%
AGDE201e	RURAL DEVELOPMENT THEORIES AND APPROACHES	LEC	4.00	Very Satisfactory	80.0%
AGEX217	TEACHING FARMER CLASSES IN AGRIC.	LEC	5.00	Outstanding	100.0%
Average Rating			4.40	Very Satisfactory	88.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

MONSANTO, ANNA MARTHA C.

Name and Signature of Faculty

Date: May 24, 2024

Distribution of copies: ODIE, College, Department, Faculty

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.