

# Exhibit K

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **BEATRIZ CUEVAS JADINA ( Prof. VI)**

Period: July to December, 2020

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head	32.50 30%	4.85 4.9	1.58 1.47
b. Students	32.50 35%	5.00 4.9	1.63 1.72
Total for Instruction	65%		3.20 3.19
2. Research			
a. Client/Dir. for Research	20%	4.00 4.8	0.80 0.96
b. Dept. Head			0.80 0.96
Total for Research	20%		0.80 0.96
3. Extension			
a. Clients/Dir. for Extension	15 10%	4.00 4.8	0.60 0.48
b. Study Leader (Ext'n project)			0.60 0.48
Total for Extension	5%		0.60 0.48
4. Administration			
5. Production	5%	4.9	0.24
<b>TOTAL</b>		4.60 4.87	4.60 4.87

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

Punctuality & regular attendance

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:

**BEATRIZ C. JADINA**

Name of Faculty

**SUZETTE B. LINA**

Department Head

Recommending Approved:

**VICTOR B. ASIO**

Dean, College of Agriculture and Food Science

Approved by:

**BEATRIZ S. BELONIAS**

Vice President, Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BEATRIZ C. JADINA, a faculty member of the DEPARTMENT OF SOIL SCIENCE commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY - DECEMBER, 2020.

BEATRIZ C. JADINA

Professor

Date: December 18, 2020

Approved:

SUZETTE B. LINA

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	Efficiency	Timelines	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 soil science graduate courses assigned	0	14	4.9	4.9	4.9	4.90	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	0	1	4.9	4.9	4.9	4.90	
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	2	4.9	4.9	4.9	4.90	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	1	4.9	4.9	4.9	4.90	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	5	5	5	5	5.00	

24.6



	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	0	1	4.9	5	4.8	4.90	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	4	4.9	5	4.8	4.90	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	1	4.9	4.9	4.9	4.90	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	8	5	5	5	5.00	
		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	0	7	4.9	4.9	4.9	4.90	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	5	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	1	9	5	5	5	5.00	
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 soil science undergraduate and graduate courses and courses for senior high school student and teaches courses assigned	4	14	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	8	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	0	1	5	5	5	5.00	

		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	0	2	5	5	5	4.50	
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	9	5	5	5	5.00	
		<u>A14</u> . Number of assessment reports checked	Checks assessment reports for the lecture class	10	911	5	5	5	4.60	
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	396	5	5	5	4.70	
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic advisor to students	8	15	5	5	5	4.70	
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:		0	1	5	5	5	4.90	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	1	5	5	5	4.80	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	2	5	5	5	4.80	
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	10	5	5	5	4.60	
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	0	1	4.9	4.9	4.9	4.6	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination	1	5	4.9	4.9	4.9	4.9	
		Supplemental learning resources	Conducted google meeting regularly based on official class schedule, Prepares Power Point	10	> 50	5	5	5	4.8	
		Assessment tools	Prepares assessment tools such	8	16	5	5	5	4.80	
		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 Moodle or Google	1	5	4.9	4.9	4.9	4.8	
	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							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal; use of gmail-FB messenger to connect with students	0	8	4.9	4.9	4	4.9	
					Sub-Total for Instruction				140.70	
					Average				4.85	
					TPES				5	
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 project within the year							
	PI 3. Percentage of research outputs published in	A 29. Percentage of research outputs published in internationally-refereed or <i>In refereed int'l journals</i>	Writes publishable materials out of research outputs and submits for	0	1	5	5	5	4	
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in	A 30. Number of research outputs presented in regional/national/ int'l <i>In int'l fora/conferences</i>	Prepares, submits and presents research paper in scientific for							
		<i>In nat'l/regional fora/conferences</i>								
	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	0						
	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	1	2	5	5	5	4	
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated							
		A 35. Other outputs implementing the new	Designs research related activities							
					Sub-Total for Research				8.00	
					Average				4.00	
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and	Identifies and links with probable partners for extension activities and maintains this active	0	1	4.8	4.8	4.8	4.00	

	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	0	15	4.8	4.8	4.8	4.00	
	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	1	1	4.8	4.8	4.8	4.00	
	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	0	2	4.8	4.8	4.8	4.00	
	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	1	2	4.8	4.8	4.8	4.00	
	Research Mentoring	Research Mentor		0	1	5	5	5	4.00	
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	2	5	5	5	4.00	
	Resource Persons	Resource Persons		1	2	4.5	4.5	4.5	4.00	
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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							
	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							
					Sub-Total for Extension				32.00	
					Average				4.00	
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	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						
		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						
		On program accreditations								
		On institutional accreditations								
					Sub-Total for Production					
					Average					
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	Zero % complaint						
	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								174.9	
	Average Rating								<del>4.73</del> 4.60	<i>dl</i>
	Adjectival Rating								Outstanding	

<p>Average Rating (Total Over-all rating divided by 4)</p> <p>Additional Points:</p> <p>Punctuality</p> <p>Approved additional points</p> <p>Final Rating _____</p> <p>Adjectival Rating _____</p>	
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<p>Comments &amp; Recommendations for Development Purposes:</p> <p><i>She's encouraged to take lead in research &amp; extension proposal writing of the department involving junior faculty.</i></p>
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Evaluated & Rated by:

*dl*  
**SUZETTE B. LINA**  
 Department Head  
 Date:

Recommending Approval

*V*  
**VICTOR B. ASIO**  
 Dean, CAFS  
 Date:

Approved by:

*1091*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: *2/6/21*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BEATRIZ CUEVAS JADINA**

Performance Rating: **OUTSTANDING**

Aim: To improve further and maintain the outstanding performance

Proposed Interventions to sustain/improve Performance:

Full support from the Department of Soil Science, the College of Agriculture and Food Sciences and from the University in terms of financial support for the **purchased of high -end computers** to meet the current needs of our students in this new normal. Going online for instruction and other activities would require **stable internet connectivity and power supply**. Furthermore, all proposals to be submitted to produce outputs for instruction (ex. budget for teaching guide preparation), research (ex approval and release of budget for research proposal submitted), extension (ex. time and budget to do the extension activities) and production are necessary.

Full administrative support in terms of instructional material preparation (formatting and lay-out) especially at this time when blended learning is being adopted. Efficient processing of official & relevant documents in the department is equally important to sustain the efforts of the faculty. Furthermore, plans to fully operationalize the Soils Research, Testing & Plant Analysis Laboratory (SRTPAL) to support Instruction, Research, Extension & production functions of the department should be pursued.

Date: July to December, 2020

First Step:

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- Request for the purchased of computers for instruction should be given priority at this time when learning approach requires geared towards online platform;
  - Revision, updating & submission of instructional materials for the blended learning modalities,
  - Submission of research and extension proposals to the Department Head & other VSU offices for processing & approval;;
  - Proper & on – time scheduling and distribution of workload to enable the faculty to perform all the expected functions and effectively deliver the expected outputs.
  - Discuss at the Department level status of SRTPAL

Expected outcomes:

- Availability of computers for instruction;
- Revised instructional materials and uploading into moodle platform for the blended learning mode of instruction;
- Continuous learning of the different learning modalities for the new normal by attending trainings and seminars;
- Plans for the revival of SRTPAL operation

Timely comments and suggestions and endorsement for approval and implementation of the research and extension proposals submitted;  
Timely release of research and extension funds;

Next Step: To continue with the preparation & revision of instructional materials for the next semester offering; follow - up request for computers; submission of research & extension proposals for funding; submission of journal articles for possible publication.

Outcome: Revised and updated instructional materials for blended learning; feed back from the administration regarding request for computers for instruction; submitted research and extension proposals for funding; submitted journal articles for possible publication;

Final Step/Recommendation:

Revised instructional materials ready for use; released and availability of requested computers for instruction (faculty and students use). There should be regular updates from concerned offices on the status of proposals submitted for funding and implementation. Researches conducted by the faculty can facilitate training and mentoring of students; and research outputs produced are good materials to enrich references for instruction.

  
**BEATRIZ CUEVAS JADINA**  
DSS Faculty

Approved:

  
**SUZETTE B. LINA**  
Unit Head