

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Pauline S. Caintic**


Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.80	
b. Students (50%)		5.00	
Total for Instruction	20%	4.90	0.98
2. Research Services	20%	4.78	0.96
3. Extension Services	20%	4.80	0.96
4. Administration and Facilitative Services	35%	4.80	1.68
5. Frontline Services	5%	4.80	0.24
TOTAL	100%		4.82

EQUIVALENT NUMERICAL RATING: 4.82
Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding


Prepared by:


PAULINE S. CAINTIC
Name of Faculty

Reviewed by:


OTHELLO B. CAPUNO
Director, ViCARP & Vice Pres for R&E

Approved:


OTHELLO B. CAPUNO
Vice Pres for R&E


OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visayas State University

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAULINE S. CAINTIC, of the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP), 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 to December, 2018.


PAULINE S. CAINTIC
Instructor

Date: _____


OTHELLO B. CAPUNO
ViCARP Director

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO	MFO 1. Advanced Education Services									
	PI 1: Number of subjects taught	Teach subjects on Agronomy	2	2 subjects with 6.48 workload units	4.8	4.8	4.8	4.80		
	Sub-Rating							4.80		
	MFO 2. Research Services									
	PI 1. Efficient coordination/facilitation in the conduct and implementation of research projects	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops	90%	100%	4.8	4.7	4.8	4.77		
	PI 2. Number of research proposals packaged/submitted	Facilitate/Coordinate in the conduct of meetings and writeshops; Prepare/Facilitate communications & documents for action; Prepare endorsement letters	90%	100%	4.8	4.8	4.7	4.77		
	PI 3. Amount of research money generated from external funding (Thousand PHP)	Preparation of billing statements for member-agencies; Prepare/Facilitate communications & documents for action	90%	100%	4.8	4.8	4.7	4.77		
	PI 4. Number of coordinated/ supervised/ conducted RDE scientific and related fora and reviews	Facilitate overall coordination of Inter-Agency Cluster RDE reviews & RDE Symposium	4	(1) Cluster 1 on August 8-9 at DA-RFO8 (2) Cluster 2 Oct 11, 2018 at RIARC, Babatngon (3) Cluster 3 on Sept. 18-19, 2018 at NwSSU (4) Cluster 4 on Oct 9 at VSU (5) 30th Regl RDE Symposium on Nov 21-23 at VSU. Total = 5	4.8	4.8	4.8	4.80		

	PI 5. Number of RDE programs/ projects/studies reviewed	Coordinate/Facilitate in the review of on-going and completed projects in the ViCARP network	30	Cluster 1 = 20 Cluster 2 = 4 Cluster 3 = 30 Cluster 4 = 31 Level 3 = 14 Papers, 48 Posters Total = 147	4.8	4.8	4.8	4.80	
	Sub-Rating							4.78	
	MFO 3. Extension Services								
	PI 1. Number of extension training / seminar workshops approved /supported/ conducted/ coordinated	* Facilitate the conduct of the training/seminars/workshops/for a * Facilitate the participation of CMIs to PCAARRD-organized trainings; * Facilitate requests from CMIS for RPs of on-site trainings	100%	1) Training on Event Management on March 22-23/ Makati City (2 pax) 2) Training-Workshop on How to Get Key Decision Makers to Say Yes to Your Project Ideas on July 26-28/ PCAARRD (1pax) 3) Training on R&D Project Implementation Management on Sept 4-7 at OVPRE (38 pax) 4) Orientation and training of DOST's Starbooks which was turned-over to ViCARP at DOST-8 Regional Office on May 25, 2018 (3pax) 5) 29th Regl RDE Symposium (262 pax)	4.8	4.8	4.8	4.80	
	PI 2. Number of person-days trained weighted by length of training	Prepare/Facilitate communications & documents for action; facilitate during the training proper	90%	306 training/symposiumparticipants	4.8	4.8	4.8	4.80	
	PI 3. Number of Extension delivery services conducted/coordinated/ participated: field demo, Agri Fair/ Field days, Agri Exhibits, Techno forum, Techno Festival	Prepare/Facilitate communications & documents for action; Facilitate during the activity proper	90%	(1) Queen Pineapple FIESTA on Nov 22-23, 2018 at VSU (966 pax) (2) FFD on April 27 (3) Regional S&T Week (RSTW) organized by DOST-8 onDec 12-14 at Catbalogan City (285pax)	4.8	4.8	4.8	4.80	
	PI 4. Number of beneficiaries served								
	<i>Groups</i>	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops; Facilitate requests	40	(26) ViCARP Mas (14) Regl R&D Commodity Teams (19) Experts Pool Total = 59	4.8	4.8	4.8	4.80	
	<i>Individuals</i>	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops; Facilitate requests	700	1,272 training/symposium/FIESTA participants 26 Member-Agencies 120 walk-in visitors Total = 1,418	4.8	4.8	4.8	4.80	


	PI 5. Number of technology transfer/extension proposals submitted (training proposals)	Prepare/Facilitate communications & documents for action for the technology transfer/training proposals	90%	(1) Training Course on Research and Development (R&D) Project Implementation Management for DOST-8 funding (2) Quenn Pineapple FIESTA (3) Regional S&T Week (RSTW) (4) S&T Community-based Farm on Mussel using Longline Culture in Eastern Visayas	4.8	4.8	4.8	4.80	
	PI 6. Percent of extension proposals approved (training proposals)	Prepare/Facilitate communications & documents for action	90%	95%	4.8	4.8	4.8	4.80	
	PI 7. Amount of extension money generated from external funding (Thousand PHP)	Prepare/Facilitate communications & documents for action	90%	Php 1,027,000	4.8	4.8	4.8	4.80	
	Sub-Rating							4.80	
	MFO 4. Administrative and Facilitative Services								
	PI 1. Efficient day to day activities of the consortium	Serve as officer-in-charge	As recommended/ appointed	100% accomplished	4.8	4.8	4.8	4.80	
	PI 2: Number of workshops/management meetings facilitated/coordinated	Prepare invitation letters; Send invitation thru fax & email; Follow-up confirmation of participants; Prepare draft agenda; Reproduce minutes of meetings; Prepare powerpoint presentations; Facilitate during the meeting proper; Facilitate arrangements with host agency on venue, food and accommodation; Facilitate travel arrangements of participants; Prepare honorarium for ViCARP members	30	1) BAC-2 Meetings (44) 2) ViCARP Coordinators' meeting on July 25 at OVPRE 3) YRRP inception meeting on July 30 at OVPRE 4) Planning-Meeting on July 2 at NwSSU for the Cluster 3 RDE Review 5) Planning-Meeting on July 4 at SLSU for the Cluster 2 RDE Review 6) RRDCC-RAC meeting on September 27 at DA-RFO8 7) Planning-Meeting for the conduct of 30th Regional RDE Symposium and QP FIESTA (October 11, 15, 24, Nov 5) = 4 8) Finalization of Proposals for DA-BAR funding on November 7 at Babatngon Experiment Station Total = 54	4.8	4.8	4.8	4.80	

	PI 3: Number of RDE reports packaged and produced	Preparation/consolidation and submission of reports	2	1) July - Sept quarterly report 2) Oct - Dec quarterly report 3) ViCARP Annual Report 2018 4) VSU Nomination for Tanglaw Award 2018	4.8	4.8	4.8	4.80	
	PI 4. Number of committee membership	Serve as committee chairman or member	As Requested	1) 94th VSU Anniversary 2) Queen Pineapple FIESTA 3) 30th Regl RDE Symposium 4) 2018 Farmers and Fisherfolks Day 5) Bids and Awards Committee	4.8	4.8	4.8	4.80	
	PI 5. Efficient utilization of funds	Take charge in the monitoring and control of allotment and expenditures of ViCARP funds; Review financial reports	90%	100% accomplished	4.8	4.8	4.8	4.80	
	PI 6. Efficient administrative services	Provide administrative support to the consortium; Prepare appointments of consortium members, coordinators and project leaders; Take charge of office communications; Receive/send emails and fax; Facilitate and process travel documents; Establish and maintain filing system of office documents; Oversee issuance of supplies and materials	90%	100% accomplished	4.8	4.8	4.8	4.80	
	Sub-Rating							4.80	
	MFO 5. Frontline Services								
	PI 1. Efficient and customer-frienly frontline service	Facilitate requests from member-agencies & within VSU clients; Receive visitors and provide assistance to clients	90%	100% accomplished	4.8	4.8	4.8	4.80	
	Sub-Rating							4.80	
Total Over-all Rating								23.98	
Average Rating								4.80	
Adjectival Rating									


Evaluated and Rated by:


OTHELLO B. CAPUNO
 Director, ViCARP

Recommending Approval:


OTHELLO B. CAPUNO
 Vice Pres. for R&E

Approved:



OTHELLO B. CAPUNO
 UPPO

PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
X	3rd	
X	4th	

Name of Office: ViCARP


Head of Office: Dr. Othello B. Capuno

Name of Faculty/Staff: Pauline S. Caintic Signature:  Date: _____


Activity Monitoring			MECHANISM		Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <ul style="list-style-type: none">• Daily office attendance• University-wide activities• Conduct of RDE activities• Official travel	As the need arises	As the need arises	As the need arises	<ul style="list-style-type: none">• Use of logbook/biometrics• Minutes of meeting• Activity report• Travel report	
Coaching <ul style="list-style-type: none">• R & D Management• Methods/techniques of teaching	As the need arises	As the need arises	As the need arises	<ul style="list-style-type: none">• Capability building activities (trainings, workshops, seminars, etc.)	

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

Conducted by:


OTHELLO B. CAPUNO
Immediate Supervisor

Verified by:


OTHELLO B. CAPUNO
Vice Pres. for R & E

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAULINE S. CAINTIC
Performance Rating: Outstanding

Aim: To have an efficient and effective performance.

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step:
Regular consultation to ensure that office targets and goals are meet

Result:
Problems and issues are immediately addressed

Date: January 2019 Target Date: June 2019

Next Step:
Provide directions at the same time provide opportunity for the employee to suggest ideas and new initiatives

Outcome: Employee is empowered in achieving the office targets and activities efficiently and effectively

Final Step/Recommendation:
Provide opportunity for continuous learning and capability development

Prepared by:
Othello B. Capuno
Director, ViCARP

Conforme:
Pauline S. Caintic
Name of Ratee