

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: RENEZITA S. COME

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)			
b. Students (50%)			
<b>Total for Instruction</b>	60%	4.79	2.87
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	30%	4.86	1.46
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	-		
<b>4. Administration</b>	10%	4	0.4
<b>5. Production</b>	-		
<b>TOTAL</b>			4.73

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.73

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

RENEZITA S. COME

Name of Faculty

Reviewed by:

DENNIS P. PEQUE

Department Head

Recommending Approval:

DENNIS P. PEQUE

Dean

Approved:


BEATRIZ S. BELONIAS


Vice President


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RENEZITA S. COME, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2020.

  
**RENEZITA S. COME**  
Associate Professor V  
Date:

Approved:   
**DENNIS P. PEQUE**  
Department Head  
Date:

  
**DENNIS P. PEQUE**  
College Dean  
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	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	0	0					
	PI 8: Number of graduate students	A2. Number of students advised	Acts as academic adviser to graduate students	1	(2/1) 200%	5	5	5	5	Ms Katang katang and Ms Tiusen (MS
		A3. Number of students advised on thesis/special problem/dissertation		1	(2/1) 200%	5	5	5	5	Ms Katang katang and Ms Tiusen (MS students)
		As GAC Chairman ✓	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	2	5	5	5	5	Ms Katang katang and Ms Tiusen (MS students)



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						Quality	Efficiency	Timeline	Average	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1 (2/1) 200%		4	4	4	4	Ms Katang katang and Ms Tiusen (MS students)
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	0	0					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	0					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	0					
		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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	0					

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Average	
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
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	1	(4/1) 400%	5	5	5	5	FMgt 137 Lecture and Lab Fsci 125 Lecture and Laboratory, FMgt 11 and Fgov 141
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		<u>A 11</u> . 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	1	(1/1) 100%	4	4	4	4	Ms Vanessa Maupoy (FORV 198)
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	1	(10/1) 1000%	5	5	5	5	See attached certificates (i.e. EV-HEIs Webinars and Trainings, Forestry related Webinars International and National)
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	(4/2) 200%	5	5	5	5	FMgt 137 Lecture, Fsci 125 Lecture, FMgt 11 and Fgov 141



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Average	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	(4/2) 200%	5	5	5	5	FMgt 137 Lecture, Fsci 125 Lecture, FMgt 11 and Fgov 141
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	(10/2) 500%	5	5	5	5	FMgt 137 Laboratory, Fsci 125 Laboratory
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students ✓	1	(4/1) 400%	4	4	4	4	Nuez, Obrar, Lomocso and Coral
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		1	(4/1) 400%	5	5	5	5	Nuez, Obrar, Lomocso and Coral
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	0	0					No students/advisees have enrolled in Thesis but Case studies and Field practice
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	0					
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	(4/1) 400%	5	5	5	5	Nuez, Obrar, Lomocso and Coral (Doing Case Studies)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	1	(2/1) 200%	5	5	5	5	Forestry Student Society and Christian Brotherhood International

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Average	
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	(2/1) 200%	4	4	4	4	Christian Brotherhood International (CBI) and Forestry Student Society (FSS)
	<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	1	(4/1) 200%	5	5	5	5	FMgt 137 Lecture,Fsci 125 Lecture, FMgt 11 and Fgov 141
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	(2/1) 200%	5	5	5	5	FMgt 137 Lecture,Fsci 125 Lecture, FMgt 11 and Fgov 141
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	(4/1) 400%	5	5	5	5	FMgt 137 Lecture,Fsci 125 Lecture, FMgt 11 and Fgov 141
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	1	(4/1) 400%	5	5	5	5	FMgt 137 Lecture,Fsci 125 Lecture, FMgt 11
		<u>A 23</u> : 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	1	(4/1) 400%	5	5	5	5	CFES IM Reviewers
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	(4/1) 400%	5	5	5	5	FMgt 137 Lecture,Fsci 125 Lecture, FMgt 11 and Fgov 141
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . Number of Additional outputs accomplished:								



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Average	
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	(1/1) 100%	5	5	5	5	UPLB CFNR Forest Biological Sciences Lab Drafted MOA and initial communications for a potential collaboration
		<u>A 26.</u> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	(1/1) 100%	4	4	4	4	Discussions and communications with my students using VSU E-learning and messenger group chats, zoom meetings
		Online Teaching Trainings/Seminars	Attends online trainings and seminars on online teaching	1	(1/1) 100%	5	5	5	5	AkadAsia
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	<u>A27.</u> 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	0	0					

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Average	
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	0	0					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	<b>A 29.</b> 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	1	(1/1) 100%	5	5	5	5	Veridiano, Come et.al. Towards Forest Landscape..2020 (International Journal
		<i>In refereed int'l journals</i>		1	(1/1) 100%	5	5	5	5	Veridiano, Come et.al. Towards Forest Landscape..2020 (International Journal
		<i>In refereed nat'l/regional journals</i>		1	(1/1) 100%	5	5	5	5	Come et. Al. 2020 Paper Submitted to ATR (Under
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	0	0					
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved ✓	Prepares research proposals, submits and follows up its approval for immediate implementation	1	(1/1) 100%	4	4	4	4	Submitted Proposal to FFP
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		0	0					



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p				REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Average	
		<b>A 33.</b> 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	1	(2/1) 100%	5	5	5	5	Philippine Journal of Science, Annals of Tropical Research
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	(1/1) 100%	5	5	5	5	Submitted proposal for the World Forestry Congress for 2021 to present findings of Landscape Forestry in the Tropics Project. This includes webinars or online conference.
		Review/Evaluate Research Proposal	Reviews/evaluate research proposal for funding	1	(1/1) 100%	5	5	5	5	UPLB
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	0	0					

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p					REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Cost	Average	
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0	0						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	0	0						
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	0						
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	0	0						
		<i>Research Mentor</i>		0	0						
		<i>Peer reviewers/Panelists</i>		0	0						
		<i>Resource Persons</i>		0	0						
		<i>Convenor/Organizer</i>		0	0						
		<i>Consultant</i>		0	0						
		<i>Evaluator</i>		0	0						
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0						



MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p					REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	Costs	Average	
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0	0						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non-conformity						
		<b>A 45.</b> 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	100% compliant						
		On program accreditations		0	0						
		On institutional accreditations		0	0						
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint						

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	p					REMARKS (Indicators in percentage should be supported with numerical values)
						Quality	Efficiency	Timeline	ss	Average	
	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	0	0						
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	0						
	Total Over-all Rating				149	Comments and recommendations for development purposes: <i>Need to engage extension work / project.</i>					
	Average Rating				4.81						
	Adjectival Rating				Outstanding						

Evaluated & Rated by:

*[Signature]*  
DENNIS P. PEQUE

Department Head

Date:

Recommending Approval

*[Signature]*  
DENNIS P. PEQUE

Dean, CFES

Date:

Approved by:

*[Signature]*  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



## PERFORMANCE MONITORING FORM


Name of Employee: RENEZITA S. COME

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Very Impressive	Outstanding	Submitted grades on time. Returned corrected manuscripts on time. Entertains the concerns of advisees during enrollment.
2	Makes research proposals, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Very Impressive	Outstanding	Encouraged to submit more publications
3	Attends meetings and makes letters.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Very Impressive	Outstanding	Attentively attend meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2020	December 31, 2020	December 31, 2020	Very Impressive	Outstanding	

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**DENNIS P. PEQUE**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Renzita S. Come  
Performance Rating : 4.80 (Outstanding) July – December 2020

Aim: To improve research capability of faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2020

Target Date: September 2020

First Step:

Required Dr. Come to conduct research on different tree species, agroforestry and related topics.

Result:

Dr. Come actively wrote project proposals related to agroforestry and related topics.

Date: October 2020

Target Date: December 2020

Next Step:

Collect sufficient data to warrant the development of a scientific article.


Outcome:

Dr. Come is now drafting articles for possible publication in scientific journals.

Final Step/Recommendation:

Dr. Come may write more research proposal especially on the topic "tree physiology" being her major field of specialization.

Prepared by:

  
**DENNIS P. PEQUE**  
Unit Head

Conforme:

  
**RENEZITA S. COME**  
Ratee