SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MARILOU M. BENITEZ

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.8 x50%= 2.40	
b. Students (50%)		4.75x50% =2.375	
Total for Instruction	40%	4.775	1.91
2. Research			
a. Client/Dir. for Research (50%)		4.5 x 50% = 2.25	
b. Dept. Head/Center Director (50%)		4.5 x 50% = 2.25	
Total for Research	30%	4.5	1.35
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50%) = 2.5	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	5	0.75
4. Administration	15%	5	0.75
5. Production	n/a		
TOTAL			4.76

EQUIVALENT NUMERICAL RATING: 4.76
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.76

ADJECTIVAL RATING: Outstanding

Prepared by:

MARILOU M. BENITEZ

Name of Faculty

Reviewed by:

ROSARIO A. SALAS

Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, MARILOU M. BENITEZ, Associate Professor, 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 2019.

MARILOU M. BENITEZ
Ratee
Date: _____

ROSARIO A. SALAS, Ph.D.
Head, DOH
Date: _____

NO.	MFOs/PAPs	Success/Performance Indicator (PI)	Units/Persons Responsible	Target (January-June 2019)	Accomplishment (January-June 2019)	Efficiency	Timeliness	Average		Remark
UMFO 1: Advanced Education Services 20%										
OVPI MFO 1. Graduate Degree Program Management Services										
0 = 3 1 = 4.8 ≥2 = 5.0	PI 1: Number of graduate degree specializations offered and monitored	2								
1.5 - 2.0 = 4.8 > 2 = 5.0	PI 2: Total FTE monitored			9.67	9.67	5	5	5	5	
0-25% = 3.0 26 - 90% = 4.5 >90% = 5.0	PI 3: Percentage of students who graduated within the prescribed period	50%								
OVPI MFO 2. Graduate Student Management Services										

Scoring Criteria	Performance Indicator	Target							
0-25%= 3.0 26-50% = 4.5 >50% = 5.0	**PI 1:** Percentage of graduate students awarded with honors/distinction	25%							
0-25%= 3.0 26-50% = 4.5 >50% = 5.0	**PI 2:** Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	100%		80%	80%	5	5	5	5
0-25% = 3.0 26-50%= 4.5 >50% = 5.0	**PI.3**: Percentage of graduate school faculty engaged in research work applied in any of the ff:								
	a. Pursuing advanced research degree program	30%							
	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)	100%							
	c. Producing technologies for commercialization or livelihood improvement	26%							
	d. Whose research work resulted in an extension program	30%							

UMFO 2. Higher Education Services

OVPI MFO 1. Curriculum Program Management Services

Scoring Criteria	Performance Indicator	Target							
<15 = 4.0 15 - 17.99 = 4.5 18 & above = 5.0	**PI 1:** Total FTE monitored			35.17	35.17	4	5	5	4.67
0= 3% 1-25%= 4 26-100% = 5.0	**PI 2:** Percentage of undergraduate curricular program compliant to CMO, approved and offered	100%							
below nat'l = 4.0 above nat'l up to 75% = 4.5 76 - 100% = 5.0	**PI 3:** Average percentage passing in licensure exam	50%							
	PI 4: Percentage of first time licensure exam takers who passed the licensure exam	60%							
0 graduate = 3.0 100% or more = 5.0	**PI 5:** Number of students who graduated within prescribed period	40		1	2	5	5	5	5
No increase = 4 1 - 10% = 4.5 > 10% = 5.0	**PI 6:** Percentage increase in the number of undergraduate students who graduated within prescribed period	5%		1	2	5	5	5	5
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	70%							
0 linkage - 3.0 1 - 2 linkage = 4.5 >2 = 5.0	**PI 8** Number of academe/industry linkages established (Agrostudies, NWSSU, USM, PhilSci, Netherlands, DOST, PCAARD)	7							
	PI 9: Number of thesis/special problem students:								
100% = 5.0	a. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios advised	120		1	5	5	5	5	5

Scoring Guide	Performance Indicator								
	b. Thesis outline/manuscript/Case Studies/Special Problems/OJT Narrative Reports/Engineering Projects/Portfolios approved	70		1	3	5	5	5	5
0 organization = 3.0 1 organization = 4.0 2 or more = 5.0	PI 10: Number of student organizations advised/ assisted	1							
0 IEC = 3.0 1 IEC = 4.0 2 or more = 5.0	PI 11: Number of instructional materials developed/revised			3	3	4	5	5	4.67
	a. OBE-compliant syllabi	8		2	2	5	4	5	4.67
	b. Teaching guides/Student guides/Laboratory Manuals	1		3	3	5	4	5	4.67
	c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	8		3	3	5	4	5	4.67
	d. On-line interactive learning resources per subject	0		1	1	4	4	5	4.33
	PI 12. Number of instruction-related awards	0							
UMFO 3. Research Services									
0 prop/proj = 3.0	PI 1. Number of research proposals submitted	4							
1 - 2 prop/proj = 4.5	PI 2. Number of research proposals approved	3							
3 or more prop/proj = 5.0	PI 3. Number of research studies conducted								
	PI 4. Number of research projects/studies completed within the year	8							
	PI 5. Number of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in								
	In int'l fora/conferences	2							
	In nat'l fora/conferences								
	In reg'l fora/conferences								
	In institutional fora/conferences	15							
	PI 6. Number of paper submitted for publication in internationally indexed journals								
0 output = 3.0 1 - 2 output = 4.0 3 - 5 output = 4.5 > 5 output = 5.0	PI 7. Number of published papers in peer-reviewed journals								
	In refereed int'l journals	14		1	1	5	4	5	4.67
	In refereed nat'l journals								
	In institutional journals	1							
	PI 8. Number of patents/Utility Models/copyrights filed and registered	0							
None = 3.0 100K - 1M = 4.0 1.1M - 5M = 4.5 >5M = 5.0	PI 9. Amount of research money generated from external funding (Thousand PHP)	10,500,000.00							
None = 3.0 50K = 4.5 >50K = 5.0	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	500,000.00							
	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries	2							

0 awards = 3.0 1 award =4.5 2 or more = 5.0	PI 12. Number of research-related awards (research conducted by faculty or student w/ faculty	1							
UMFO 4. Extension Services									
0 pds = 3.0 100 - 500 pds = 4.5 >500 pds = 5.0	PI 1. Number of trainees weighted by the length of training	1000		20	20	5	5	5	5
0 training = 3.0 1 training = 4.0 2 or more = 5.0	PI 2: Number of trainings conducted	30							
0 IEC = 3.0 1 IEC = 4.0 2 or more = 5.0	PI 3. Number of IEC materials/techno-guides developed/used	13							
0 group/ind = 3.0 1 grp/ind = 4.0 > 2 or more = 5.0	PI 4. Number of beneficiaries served								
	Groups	22		1	1	4	5	5	4.67
	Individuals	3000		20	20	5	5	5	5
0 services = 3.0	PI 5. Number of technical/expert services provided/rendered								
1 - 10 services = 4.0	Research Mentoring	150		1	1	4	5	5	4.67
10 - 20 services = 4.5	Peer reviewers/Panelists	6							
>20 services = 5.0	Resource Persons	30		1	2	4	5	5	4.67
	Convenor/Organizer	1							
	Consultancy	1							
	Evaluator	1							
0 proposal = 3.0	PI 6. Number of extension projects conducted	8							
1 - 2 proposals = 4.5	PI 7. Number of extension proposals submitted								
3 or more prop = 5.0	PI 8. Number of extension proposals approved	10							
None = 3.0 100K - 1M = 4.0 1.1M - 5M = 4.5 >5M = 5.0	PI 9. Amount of extension money generated from external funding (Thousand PHP)								
None = 3.0 50K = 4.5 >50K = 5.0	PI 10. Amount of extension money generated from institutional funding (Thousand PHP)	300,000.00							
	PI 11 Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	100%							
0 awards = 3.0 1 award =4.5 2 or more = 5.0	PI 12. No. of extension-related awards (extn. conducted by faculty or student & faculty)								
UMFO 5. Support to Operations (STO)									
OVPI MFO 1. Faculty Development Services									

Rating Scale	Performance Indicator									
0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	PI 1: Number of faculty pursuing advanced degree programs	3								

OVPI MFO 2. Faculty Recruitment/Hiring Services

0 faculty = 4 1 - 2 faculty = 4.5 >3 faculty = 5.0	PI 2: Number of faculty recruited/hired aligned with university RSP policy and competency-based HRM									

OVPI MFO 3. Faculty Evaluation Services

0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 3: Number of seminars/trainings/ conventions/workshops organized/coordinated for the entire university	3								
0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI 4: Number of seminars/trainings/ conventions/workshops organized/coordinated outside the university	3								
90 - 100% = 5.0 60 - 89% = 4.5 <60% = 4.0	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	100%		80	80	4	5	5	4.67	
0 event = 3.0 1 - 2 events = 4.5 3 or more events = 5.0	PI6 : Number of college/department-level seminars/trainings/workshops/reviews conducted/attended/facilitated	5		1	1	4	5	5	4.67	

OVPI MFO 4. Program and Institutional Accreditation Services

100% programs = 5.0 <100% programs = 4.5	PI 1: Number of degree programs which passed accreditation/evaluation at least Level 1	3								
100% compliant = 5.0 <100% compliant = 4.5	PI 2: Degree program compliant with CHED requirements	3								

UMFO 6. General Administration and Support Services

0 complaint = 5.0 1 or more = 4.5	PI 1. Zero complaint from clients (complaints dropped in suggestion boxes, complaints on change of grades and other complaints)	0		0	0	5	5	5	5	
	PI 2. Number of complaints addressed within the prescribed time	0		0	0	5	5	5	5	
	PI 3: Additional Outputs									
No initiative = 3.0 1 initiative = 4.5 2 or more initiatives = 5.0	Best practices/new initiatives/innovations (OJT Israel, OJT Netherlands, Flower and Garden Show, IGP-nursery)	4								
									105.67	
Total Over-all Rating									4.8	
Average Rating									Outstanding	
Adjectival Rating										

RCG-Roberto C. Guart; AIT-Arthur It. Tambong; ECG-Epifania G. Loreto; WMT-Winston M. Tabada; FFM-Florentino F. Morales; CG-Celso Gumaod; MAB-Michelle A. Borleo; NLL-Nilo L. Leorna;

POL-Pedro O. Lesidan; MBLJr- Manolo B. Loreto Jr.; LGM-Lorbert G. Mazo; VYV-ValerieY. Vergis

Evaluated & Rated by:

ROSARIO A. SALAS
Dept/Unit Head

Approved by:

VICTOR B. ASIO
Dean/Director

BEATRIZ S. BELONIAS, Ph.D.
Vice President

Date: _____

Date: _____

Date: _____

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILOU M. BENITEZ
Performance Rating: OUTSTANDING

Aim: Maintain the Outstanding rating.
Proposed Interventions to Improve Performance:

Date: January 2019   Target Date: December 2019

First Step: Update instructional materials; attend and participate in scientific forum.

Result: Has updated the instructional materials, attended, seminars and scientific forum.

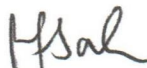Date: January 2020   Target Date: December 2020

Next Step:

           To publish scientific paper in referred journal
           To go on research fellowship (post doctoral related to Postharvest)
           To attend trainings/seminars, scientific conference related to Horticulture
           To write and submit research proposal to funding agencies

Outcome:_____

Final Step/Recommendation:

_____

                              Prepared by:
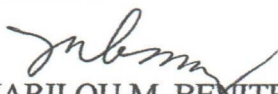
                                          ROSARIO A. SALAS
                                          Unit Head

Conforme:

MARILOU M. BENITEZ
Name of Ratee Faculty/Staff