

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBER
WITH MULTIPLE FUNCTIONS
(July-December 2019)**Name of Faculty Member: **Milagros C. Bales****Asso. Professor V**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	5.0 x 0.5	2.5	
b. Students (50%)	4.74 x 0.5	2.37	
Total for Instruction	.30	4.87	1.46
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	.10	4.0	0.40
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	.20	4.5	0.9
4. Administration	.40	4.92	1.97
5. Production			
TOTAL			4.73

EQUIVALENT NUMERICAL RATING: 4.73

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.73**ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MILAGROS C. BALES

Name of Faculty

Reviewed by:


HENRY Y. GOLTIANO


Department Head

Recommending Approval:


VICTOR B. ASIO

CAFS, Dean

Approved:



BEATRIZ S. BELONIAS

Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MILAGROS C. BALES** of the **Department of Agricultural Education and Extension** 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-December, 2019**.


MILAGROS C. BALES
 Ratee

Approved: 
HENRY Y. GOLTIANO
 Head of DAEEEx

MFO & PAPS	Success Indicators	Tasks Assigned	Target	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher education	FTE	1 st Sem SY 2018-19							
	➤ Advanced Education	➤ AgEx 233 (on campus) ➤ AgEx 233 (Extram B) ➤ AgDe 202 (on Campus) ➤ AgDe 202 (Extram A) ➤ AGEd 398	3.0	AGEX 233 on campus 13 x 3/12 = 3 AGEX 233 Extram B 1 x 3/12 = 0.75 AGDE 202 On campus 4 x 3/12 = 1.0 AGDE 202 Extram A 1 x 3/12 = 0.25 AGDE 202 Extram B 10 x 3/12 = 2.5 AgEd 400.1 1x 3/12 = 0.25 AgEx 300 1x 1/12 = 0.083	5 5 5 5 4 4	5 5 5 5 4 4	5 5 5 5 4 4	5 5 5 5 4 4	
	➤ Higher Education	➤ AgEx 199	3.0	AgEx 199 13x1/12 = 1.0	5	5	5	5	
Overall FTE			6.00	8.83	4.714				
	Number of instructional materials developed/revised and utilized								
	➤ Powerpoint presentations (PPP) updated	➤ AgEx 233, ➤ AgDe 202 ➤ AgEx 199	1 1	3 PPP updated 2 PPPs 2 newly prepared	5	5	5	5	
	No. of student research and field practice advising	No. of student research and field practice advising							
		➤ GAC/SRC chairmanship ➤ GAC/SRC membership	2	3	4	4	4	4	GAC Chairman: Elatico, M., Calubiran G, Clava, C., ; Calubiran, Glaisa

	➤ GAC/SRC chairmanship/ membership		2	9	5	5	5	5	GAC Member: Fabella, ZCR, Rempillo, Ma. Trisha; Balo, Mark D.E., L., Omila, E, Rendon, ME; Laurente, L.M., Pilare, J.RP Undergrad: Picardal, Jude P.
	Student advising and consultation services ➤ No. of hours spent on student consultation	Student advising and consultation services ➤ Consultations on academic and non- academic student activities	50 hrs	60 hrs	5	5	5	5	
Research Services	No. of research papers published	➤ Articles/papers published	1	2	4	4	4	4	Still under review: Co- authorship of two articles: 1) Impact of magnitude 6.5 earthquake on the lives and livelihoods of affected communities: The case of Brgy. Lake Danao, Ormoc City, Leyte Philippines and 2) Surfacing development needs of a marginal upland community: A case of Caticugan, Sta. Rita, Samar, Philippines
Extension services	➤ No. of beneficiaries served	➤ Beneficiaries served - Green-the-Green Project - YRRP	550	<u>1065</u> 65 1000	5	5	5	5	42 in Hilongos, 16 in brgy. Marcos and 7 in Guadalupe Spread in 37 municipalities in Leyte, Samar and Biliran
	➤ No. of trainings/seminars/ FFS/Field days/workshops/meeting s conducted	➤ Organized groups/associations/ assisted - Green-the-Home Project - YRRP ➤ Conducted trainings/seminars/ /workshops/cross visits - Green the Home Project - CS-FBS-YRRP	25 15	<u>88 org</u> 3 org. 85org. 8 2	5 4	5 4	5 4	5 4	Was not able to target due to problem of

	➤ No. of trained beneficiaries	➤ Trained beneficiaries - Green-the-Home Project - CS-FBS	500	42 in 7 sessions = 294 man-days 78 farmers/agri-technician facilitators in 5 days= 390 man-days	4	4	4	4	procurement of meals for community training
Administration	➤ QAC Director	➤ No. of programs coordinated/facilitated for accreditation/audit ➤ No. of Program Performance Profile (PPPs) reviewed ➤ No. of meetings conducted/attended ➤ No of documented procedures/guidelines reviewed, finalized and signed ➤ No. of drafted/finalized memos ➤ No of vouchers/PRs/POs reviewed and signed ➤ No. of Benchmarking sessions conducted/facilitated ➤ Prepared and submitted to AACCUP VSU's status and achievements/performance in the Internal Quality Assurance	10 6 1	10 41 23 135 55 87 3 batches of visitors 1 report submitted	5	5	5	5	1 BSA Level 4 accred; 3 Programs Isabel campus, 1 program alangalang campus, 5 PSV 10 PPPs for BSA, 24 PPPs for Isabel Campus 3 Programs; 4 PPPs for Alangalang (8 AACCCUP-related meetings, 18 ISO-related meetings, QAC and Dept meetings) 11 QMS Manual, 116 procedures manual and 18 guidelines All of these were OP Memos Caraga State Univ, Mindoro State Univ, and Palawan State Univ - As such, VSU was awarded as one of the top five quality assurance center in the whole Philippines awarded during the 32 nd AACCCUP Annual National Conference

		➤ Filled out AACCUP questionnaire of the AACCUP Survey on best practices of Institutionally accredited SCUs		I filled out questionnaire submitted to AACCUP	5	4	4	4.3	held in Manila on March 6-8, 2019
Others	• No. of trainings/seminars attended/conducted	• Attended trainings/seminars (As resource person, evaluators, participant)	3	8 seminars/conferences attended and 3 sessions serving as evaluator <ul style="list-style-type: none"> ➤ 10th International Conference on Environmental and Rural Development (ICERD) in Kasetsart University, Sakon Nahkon, Thailand on Feb 14-15, 2019 – as paper presenter ➤ AUN-QA Chief Quality Officers' Meeting 2019 on March 06, 2019 Manila -as participant ➤ 32nd AACCUP Annual National Conference on March 06-08, 2019 in Manila- as participant ➤ Internal Auditors Training-Workshop on April 12, 2019 at CCE, VSU ➤ Trainers Training on Climate Smart Farm Business School on April 22-26, 2019 at VSU ➤ ACAP National Conference on May 22-24, 2019 at VSU – participant-paper presenter ➤ Consultation for the situation analysis on the conditions of local extension system and state universities and colleges on June 19, 2019 at ATI Central Office, Diliman, Quezon City ➤ Consultation on the Harmonization of Instrument for SUC Levelling, September 18, 2019, Ecotech Center, Cebu City ➤ ISO Implementation Update, Sept 27, 2019, Cebu City Served as evaluator in three Micro-Teaching Sessions for Agri-Technicians and Farmer Facilitators on July 03, Nov 15, and Nov 29, 2019 at ATI-RTC, VSU	5	5	5	5	
Total Over-all Rating					27.884				

Average Rating (Total Over-all rating divided by 6)		4.65
Additional Points:		-
Punctuality		-
Approved Additional points (with copy of approval)		-
FINAL RATING		4.65
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:

She's a very dynamic & gentle servant

Evaluated & Rated by:

Recommending Approval:

Approved by:

HENRY Y. GOLTIANO
Head, DAEEEx

VICTOR B. ASIO
Dean, CAFS

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Date: _____

Date: _____

1 - Quality
2 - Efficiency

3 - Timeliness
4 - Average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Milagros C. Bales

Performance Rating: Outstanding

Aim: Send Dr. Bales to an international training/conference either as a trainee or paper presenter

Proposed Interventions to Improve Performance: Attend relevant international training

Date: January-March 2020 Target Date: Within April-June 2020

First Step: Approved by the department's personnel committee

Result: Dr. Bales to look for relevant training or conference on extension management amidst evolving concerns in social development

Date: January-June 2021 Target Date: Within January-June 2021

Next Step: Dr. Bales to apply for participation to an international training/conference

Outcome: Attended international training/presented paper in an international conference in 2020.


Final Step/Recommendation:

The department strongly recommends her for an international training/conference

Prepared by:


HENRY Y. GOLTIANO
DAEEx Head

Conformer


MILAGROS C. BALES

Name of Ratee Faculty/Staff