

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ARSENIO D. RAMOS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		-	
b. Students (50%)			
Total for Instruction	40%	4.20	1.68
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		-	
Total for Research	30%	4	1.2
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		-	
Total for Extension	15%	4	0.6
4. Administration	10%	5	0.5
5. Production	5%	4	0.2
TOTAL			4.18

EQUIVALENT NUMERICAL RATING: 4.18

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.18ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:

ARSENIO D. RAMOS

Name of Faculty

ROSARIO A. SALAS

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director


Approved:


BEATRIZ S. BELONIAS


Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARSENIO D. RAMOS, a faculty member of the DEPARTMENT OF HORTICULTURE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for January to June, 2021


ARSENIO D. RAMOS
 Asso. Prof. V
 Date: July 27, 2021

Approved: 
ROSARIO A. SALAS
 Department Head
 Date: 7/27/21


VICTOR B. ASIO
 College Dean
 Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student											
	PI 4: Total FTE coordinated, implemented & monitored*	Actual Faculty's FTE		Handles Hort 209, Hort 300 and Hort 400	5	5.83	5	5	5	5	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	3	4	5	5	5	5	

		A3 . Number of students advised on thesis/special problem/dissertation			2	4	5	5	5	5	
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2	4	5	5	5	5	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	3	5	5	5	5	5	
		A4 . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	20	25	5	5	5	5	
	PI9: 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	2	2	4	4	4	4	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	4	4	4	4	

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	4	4	4	4	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5	
		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	3	3	4	4	4	4	
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1	1	4	4	4	4	
	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	1	4	4	4	4	
JMFO 2. HIGHER EDUCATION SERVICES											
MFO 3. Higher Education Management S											

	PI 5: Total FTE, coordinated, implemented and monitored *	Actual Faculty's FTE	Handles and teaches Hort 112, Hort 22, Crop Sci 22, Hort 144, Hort 199-C, Hort 200.1 and Hort 200.4	10	7.5	3	3	3	3	
		A10. Number of grade sheets submitted within prescribed period	Preparation Prepares gradesheet and submits on or before deadline	5	5	4	4	4	4	
		A11. 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	5	4	3	3	3	3	
		A12. Number of trainings attended related to instruction	Trainings attended Attend mandated trainings	2	2	4	4	4	4	
		A13. Number of long examinations administered and checked	exam prep Administers and checks long examination for subjects taught	8	8	4	4	4	4	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	40	40	4	4	4	4	

		A15. <i>Number of lab reports and term papers checked and graded</i>		Checks lab reports and term papers submitted as required	20	20	4	4	4	4	
	PI 8: Number of students advised: *	A16. Number of students advised:		<i>Acts as academic advisor to students</i>	10	12	5	5	5	5	
		A17. <i>Number of students advised on thesis/ field practice/special problem:</i>			10	7	3	3	3	3	
		<i>As SRC Chairman</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	7	7	4	4	4	4	
		<i>As SRC Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	6	6	4	4	4	4	
		A18. <i>Number of students entertained for consultation purposes</i>		Entertains students consulting on subject taught, thesis and grades	20	20	4	4	4	4	
	PI 9: Number of student organizations advised/ assisted *	A19. <i>Number of Student organizations advised</i>		<i>Advises student organizations recognized by USOO</i>							

		A20: Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	1	1	4	4	4	4	
	PI 10: Number of instructional materials developed *	A 21: Number of on- line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel	1	1	4	4	4	4	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	4	4	4	4	
	Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	4	4	4	4	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.							

	PI 4. Number of research outputs presented in regional/national/int'l fora/conferences	A 30. Number of research outputs presented in regional/national/int'l fora/conferences *		Prepares, submits and presents research paper in scientific for a/conferences	1	1	4	4	4	4	
		<i>In int'l fora/conferences</i>			1						
		<i>In nat'l/regional fora/conferences</i>			1	1	4	4	4	4	
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	4	4	4	4	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1						

		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 duly reviewed paper	2	2	4	4	4	4	
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	1	1	4	4	4	4	
EXTENSION SERVICES											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	1	1	4	4	4	4	

	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	25	50	5	5	5	5	
	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	2	2	4	4	4	4	
	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	90	90	4	4	4	4	
	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	5						

	Research Mentoring	Research Mentor									
	Peer reviewers/Pan elists	Peer reviewers/Pa nelists			2	2	4	4	4	4	
	Resource Persons	Resource Persons			3	2	3	3	3	3	
	Convenor/Org anizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator			1						
	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 implementation	1	1	4	4	4	4	
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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	1						
UMFO 5. SUPPORT TO OPERATIONS											
Program and Institutional Accreditation Services											

	<p>PI 8. 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*</p>	<p>A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*</p>		<p>Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member</p>	zero non-conformity						
		<p>A 45. Compliance to all requirements of the program and institutional accreditations:</p>	<p>Minutes Preparation</p>	<p>Prepares required documents and complies all requirements as prescribed in the accreditation tools</p>	100% compliant						
		<p>On program accreditations</p>	<p>Pilot Plant Manager</p>								
		<p>On institutional accreditations</p>	<p>SSF Rootcrop facility incharge</p>								
UMFO 6. General Admin. & Support											

	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										4.08
	Average Rating										OUTSTANDING
	Adjectival Rating										

Evaluated & Rated by:

ROSARIO A. SALAS

Department Head

Date: 07/27/21

Recommending Approval

VICTOR B. ASIO

Dean, College of Agriculture and Food Sciences

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 8/13/21

**Comments & Recommendations
for Development purposes**

should publish in refereed journal



EMPLOYEE DEVELOPMENT PLAN**Name of Employee:** ARSENIO D. RAMOS**Performance Rating:** _____**Aim:** Enhance Work Efficiency

Proposed interventions to Improve Performance

Date: January, 2021Target Date: June, 2021

First Step:

Write and submit 1 research and 1 extension proposal for funding

Actively participate in all department, college and university activities

Implement existing extension and research projects effectively

Attend conferences, trainings, seminars and workshops related to the field of specialization

Prepare and present project reports

Results

Submitted 1 extension proposal

Actively participated in all department, college and university activities

Effectively implemented 2 extension projects and 2 research projects

Attended conferences, trainings, seminars and workshops related to the field of specialization

Prepared and presented research and extension projects during the annual In-House

Review

Date: January, 2022Target Date: June, 2022

Next Step:

Write and submit 1 research proposal for funding

Actively participate in all department, college and university activities

Continue implementation of existing extension and research projects effectively

Attend conferences, trainings, seminars and workshops related to the field of specialization

Write and submit 1 scientific publication to a referred journal

Present research findings in scientific conference

Outcome:

Final Step/Recommendation

Approval of the research and extension proposals after the presentation/evaluation.

Prepared by:

**ROSARIO A. SALAS**

Unit Head

Conforme:

**ARSENIO D. RAMOS**

Name of Ratee Faculty/Staff