

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ZENAIDA C. GONZAGA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.92	
b. Students	(From Sabbatical Leave)		
Total for Instruction	40%	4.92	1.96
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		-	
Total for Research	30%	4.5	1.35
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		-	
Total for Extension	15%	4.83	0.72
4. Administration	15%	5	0.75
5. Production	NA		
TOTAL			4.78

EQUIVALENT NUMERICAL RATING: 4.78

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.78ADJECTIVAL RATING: Outstanding

Prepared by:

ZENAIDA C. GONZAGA

Name of Faculty

Reviewed by:

ROSARIO A. SALAS

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ZENaida C. GONZAGA, a faculty member of the DEPARTMENT OF HORTICULTURE 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 AUGUST - DECEMBER 2023.

Z. Gonzaga
ZENaida C. GONZAGA
Professor VI
Date: *Jan. 11, 2024*

Approved: *R. Salas*
ROSARIO A. SALAS
Department Head
Date: *1/15/24*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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 Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2.00	2.89	5	5	5	5.00	Hort 241 (4) Lab, Lec
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	3	5	5	5	5.00	2 PhD (John G. Pontera and Jennifer Celades); 1 MS (John Dave Buya)
		A3 . Number of students advised on thesis/special problem/dissertation		2	3	5	5	5	5.00	2 PhD (John G. Pontera and Jennifer Celades); 1 MS (John Dave Buya)
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	2 PhD (John G. Pontera and Jennifer Celades); 1 MS (John Dave Buya)
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	4	4	4	4.00	Aleander P. Cervas Jr.
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	8	10	5	5	5	5.00	

	PI 9: 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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	6.00	7.8	5	5	5	5.00	Hort 141 (78)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	5	5	5	5	5.00	

		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							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	7	8	5	5	5	5.00	4 Long Exams for each of the two Hort141 section (Q067, Q005)
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	10	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	10	15	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	4	5	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	5	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	88	5	5	5	5.00	Hort 141 Students (2 section#) ; 10 thesis Advisees
	PI 9: Number of student organizations advised/	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student	Assists student organizations in implementing student related activities							

	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							
		<i>On-line ready courseware</i>	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. 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	1	1	4	4	4	4.00	Performance of Three Onion (<i>Allium cepa</i> L.) Varieties Under the Three Agro-Ecosystem

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	4	4	4	4.00	Performance of Three Onion (<i>Allium Cepa</i> L.) Varieties Under the Three Agro-Ecosystem
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *		Writes publishable materials out of research outputs and submits for publication	2	3	5	5	5	5.00	
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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	2	5	5	5	5.00	Presented paper entitled : Developing vegetable value chains to meet evolving market expectations in Philippines during the Green Economy Conference as one of the highlights of the 2023 National Science, Technology, and Innovative Week (NSTW), at the Iloilo Convention Center on November 22-26,2023 Presented paper entitled: ACIAR -GAP Project : It's Journey Towards PhilGAP certification presented during the 2023, 2nd National PhilGap Symposium at Koronadal City, South Cotabato on October 3-6, 2023
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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							

	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)		1	2	5	5	5	5.00	Adviser of research project entitled, "Regulation of Bulb Formation In Onion (<i>Allium cepa</i> L.) By Time and Concentration of Gibberellic Acid Application Under Protective Structure" , Won 1st Place in the Tuklas Life Science Category (Team Category during the 2023 Division Science, Technology and mathematics Fair on Oct. 23-24, 2023 held in Baybay City Division Educational Center , Baybay City , Leyte). Adviser of research project entitled: Climate Proofing Infrastructure and Gibberellic acid application for Bulb Onion (<i>Allium cepa</i> L) Production in Easter Viayas . Won consolation Price during the 2023 Met-Innovation Conference held on Nov. 25, 2023 in VSU, Baybay City, Leyte
		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							
		A 34. Number of UMs submitted to ITSO, VSU	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							
UMFO 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	2	8	5	5	5	5.00	LGU's (Baybay, Ormoc, Mahaplag, Cagayan De Oro, Claveria) DA ATI RTC-8, East West Seed Company, Landcare Philippines, Jollibee Group Foundation
	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	50	170	5	5	5	5.00	Good Agricultural Practices (GAP training

	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	1	1	4	4	4	4.00	Horticulture for Environment and Livelihood Promotion (HELP)
	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	80%	100%	5	5	5	5.00	Livelihood Promotion (HELP)
	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	8	10	5	5	5	5.00	
	<i>Research Mentoring</i>	<i>Research Mentor</i>		10	17	5	5	5	5.00	
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	2	5	5	5	5.00	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		3	7	5	5	5	5.00	Good Agricultural Pr Certified Farms (1. J and G Farm, Montecito Baybay City 2. Setan Farm, Mailhi, Baybay City 3. Hidden Love, Mailhi, Baybay City 4. AFM Farm, Cabintan, Ormoc City 5. Tata's Pancito Farm, Cabintan, Ormoc City 6. Joel's Farm, Cabintan, Ormoc City 7. Farm Buddy, Banawang, Tunga, Leyte)

		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	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*	A 44. 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	5	5	5	5.00	
		A 45. 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	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	
	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								146.00	
	Average Rating								4.87	
	Adjectival Rating								Outstanding	

Evaluated & Rated by:

Recommending Approval

Approved by:

RASalas
ROSARIO A. SALAS
Department Head
Date: *1/16/24*

Vb
VICTOR B. ASIO
Dean, CAFS
Date: *1/16/24*

1/17/24
BEATRIZ S. BELONIAS
Vice President for Instruction
Date: *1/17/24*

**Comments & Recommendations
for Development purposes**

*Submit article in Scopus
journal*

EMPLOYEE DEVELOPMENT PLANName of Employee: ZENAIDA C. GONZAGAPerformance Rating: OUTSTANDINGAim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: August 2023Target Date: December 2023**First Step:**To revise horticulture undergraduate and graduate teaching guidesTo publish scientific paper in referred journalTo attend trainings/seminars, scientific conference related to agricultureTo continue establish strong linkage with ACIAR GAP, Eastwest seed co., and ATI-8 on extension related activities**Result:**Had prepared learning modules in graduate (Hort 241 and Hort 304) and undergraduate horticulture courses (Hort 22 and Hort 141 for both online and offline teaching modalitiesHad published scientific paper in referred journalHad attended training/seminars/scientific conferences related to agricultureHad established strong linkage with LGU, ACIAR GAP, Eastwest seed. Co., and ATI on extension related activitiesDate: January 2024Target Date: June 2024**Next Step:**To teach horticulture graduate and undergraduate courses through online and off line modalitiesTo publish scientific paper in referred journalTo attend trainings/seminars, scientific conference related to agricultureTo continue establish strong linkage with LGU and ATI-8 on extension related activitiesTo write and submit research proposal to funding agenciesTo maintain and improve the manage demonstration/learning siteTo advise horticulture graduate and undergraduate students

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

ROSARIO A. SALAS
Unit Head

Conforme:

ZENAIDA C. GONZAGA
Name of Ratee Faculty/Staff