



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

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.5	
b. Students (50%)		5.0x50% = 2.5	
Total for Instruction	60%	5.0	3.0
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	40%	4.92	1.968
4. Administration			
5. Production			
TOTAL			4.968

EQUIVALENT NUMERICAL RATING: 4.968
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.968

ADJECTIVAL RATING: **Outstanding**

Prepared by: 
ROSEMARIE B. GONZAGA
Name of Faculty

Reviewed by: 
HENRY Y. GOLTIANO
Department Head

Recommending Approval: 
VICTOR B. ASIO
Dean, CAFS


Approved: 
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSEMARIE B. GONZAGA, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following for the period JANUARY-JUNE 2020.


ROSEMARIE B. GONZAGA
 Instructor I
 Date:

Approved: 
HENRY Y. GOLTIANO
 Department Head
 Date:


VICTOR B. ASIO
 College Dean
 Date:

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	Study Leave effective August 2020						
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		A4 . Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>							
	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	<i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i>							
		A 7 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moddle or Google Classroom</i>							
	PI 10 . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	<i>Designs experiential learning activities and other outputs to implement new normal</i>							
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	<i>Handles and teaches courses assigned</i>	16.03	21.15	5	5	5	5.00	AgEx 132n (39x3)/20 = 5.85 AgEx 133 (24x3)/20 = 3.6 AgEx 133 (25x3)/20 = 3.75 AgSc 113 (lab) (30x1)/9 = 3.33 AgSc 113 (lab) (24x1)/9 = 2.67 AgEx 136e (1x3)/20 = 0.15 AgEx 141 (4x3)/20 = 0.6 AgEx 200.2 (4x6)/20 = 1.2
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	16	5	5	5	5.00	All handled subjects
		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	2	4	5	5	4	4.67	Mariquit, HA Villaruben, BM Gorra, EGE Racaza, KH
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	4	4.67	— Training on Writing Papers for Peer-reviewed Publications — Training for Flexible Learning for HUMANITIES, SOCIAL SCIENCES & COMMUNICATION discipline
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	5	5	5	5	5.00	all handled subjects
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	7	10	5	5	5	5.00	All handled subjects
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	35	5	5	4	4.67	AgSc 113 subject)laboratory
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	20	38	5	5	5	5.00	BDSE and BSA major in AgExtension students, and other BSA majors
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As Field Practice Supervisor/Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	4	4.67	Garciano, JP Impuesto, RC Manucay, JA Pulinday, JS
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	8	5	5	4	4.67	other BSDE graduating students

		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	8	5	4	4	4.33	BSDE students
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	VAExso
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	4	4	4	4.00	Org. General Meetings
	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	4.00	AgEx 132
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4	4.67	AgEx 132
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	5	5	4	4.67	AgEx 132
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2	5	5	4	4.67	AgEx 132, AgEx 141
		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 Moddle or Google Classroom	1	1	4	4	4	4.00	AgEx 132
	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	2	2	5	4	4	4.67	LGU Maasin (PAGSO, CAO)
		A 26. 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	4.00	Google classroom
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							
	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							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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							
		<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							
		<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 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								

		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	2	5	5	5	5.00	LGU Hilongos (PAgSo & CAO)
	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	15	20	5	5	5	5.00	Training on the Processing of Meat, poultry, vegetables, fruits, rootcrops, coconut and fish
	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	Implements duly approved extension projects	1	1	5	5	5	5.00	Green-the-Home Project
	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							
	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							
	Research Mentoring	Research Mentor								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	5	5	4	4.67	Training on the Processing of Meat, poultry, vegetables, fruits, rootcrops, coconut and fish
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<u>A 43.</u> 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										
	<u>PI 8.</u> 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*	<u>A 44.</u> 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					
		<u>A 45.</u> 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					
		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					
	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				112.03	Comments & Recommendations for Development Purposes: <i>she deserves the opportunity given her to pursue Doctoral studies</i>				
	Average Rating				4.67					
	Adjectival Rating				Outstanding					

Evaluated & Rated by:

[Signature]
HENRY Y. GOLTIANO

Department Head

Date:

Recommending Approval

[Signature]
VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rosemarie B. Gonzaga

Performance Rating: Outstanding

Aim: Send Ms. Gonzaga for a doctoral program beginning August 2020

Proposed Interventions to Improve Performance: pursue phd degree

Date: August 2020 Target Date: August 2020

First Step: Approved by the department's personnel committee

Result: pursue phd in extension education in UPLB

Date: Aug 2020-July 2023 Target Date: Aug 2020-July 2023

Next Step: Provide support to training and the VSU fellowship for the PhD program until able to get scholarship from other source

Outcome: pursued phd from Aug 2020-2023.

Final Step/Recommendation:

The department strongly recommend her for phd program.

Prepared by:


HENRY Y. GOLTIANO

DAEEx Head

Conforme:


ROSEMARIE B. GONZAGA

Name of Ratee Faculty/Staff