## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Pauline S. Caintic (July - December 2023)

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction	50%		
a. Head/Dean (50%)		4.73(.50)=2.37	1.18
b. Students (50%)		4.50 (.50)= 2.25	1.13
Total for Instruction		4.62 (.50)	2.31
2. Research	20%	4.76	0.95
3. Extension	10%	4.76	0.48
4. Administration (PEIC Secretary/other admin support duties)	20%	4.89	0.98
TOTAL	100%		4.72

EQUIVALENT NUMERICAL RATING: Add: Additional Points, if any:	4.72
TOTAL NUMERICAL RATING:	4.72
ADJECTIVAL RATING:	OUTSTANDING

Prepared by:

PAULINE S. CAINTIC

Name of Faculty

Reviewed by:

MARIA JULIET C. CENIZA Director, ViCARP

Recommending Approval:

MARIA JULIET C. CENIZA Chairman, PMT

Approved:

MARIA JULIET C. CENIZA
Vice President for REI

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>Pauline S. Caintic</u> of the <u>Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July</u> to <u>December</u>, 2023.

PAULINE S. CAINTIC

Approved:

MARIA JULIET C. CENIZA

Head of Unit

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MFO and PAPs	Success Indicators	Tasks Assigned	Target Accom	Accomplishment	Q <sup>1</sup>	$Q^1   E^2   T^3   A^4$	Remarks		
UFMO 2: Higher Education \$	Services								
MFO 1. Curriculum Program Management System	Total FTE monitored	Handles/teach subjects/courses assigned	2	4	5	4	5	4.67	Mgmt 137n (D034 & D201) Mgmt 198n (D196 & D223)
	Number of instructional materials developed	Develops learning guide/instructional materials	1	2	5	4	5	4.67	,
	Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	8	5	5	4	4.67	
	Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	8	5	5	4	4.67	
	Number of virtual classrooms created and operationalized	Creates virtual classrooms	2	4	5	5	5	5	

MFO 2. Research Services	Efficient R&D Management and Coordination	Plan/Coordinate/Facilitate strategic and action planning workshop	2	6	5	4	5	4.67	RRDECT workshops for RIRDEAP
		Plan/Coordinate/Facilitate consultation meetings	4	6	5	5	5	5	
		Plan/Coordinate/Facilitate RDE reviews & symposium	4	4	5	4	5	4.67	3 RDE Cluster Reviews; 1 Symposium
		Plan/Coordinate/Facilitate monitoring and field evaluation of consortium-led R&D and S&T projects	2	1	5	5	4	4.67	
		Facilitate/Monitor resource sharing and generation	1	5	5	5	5	5	3 RDE Cluster Reviews; 1 Symposium; NSTW
	regularies esta	Facilitate linkages with other agencies & institutions	2	1	5	4	5	4.67	
	Number of publications reviewed for the VSU Scientific Publication Award (SPA)	Secretary of the Publication Evaluation and Incentive Committee (PEIC)	Based on submission	54	5	5	4	4.67	
MFO 3. Extension Services	Number of Extension delivery services conducted/coordinated /participated: field demo, Agri Fair/ Field days, Agri Exhibits, Techno forum, Techno Festival	Plan and coordinate the conduct of the activity	1	1	5	4	5	4.67	NSTW in Iloilo

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MFO 4. Administrative and Facilitative Services	Number of university committees/boards/ council facilitated/ assisted	Facilitate/document university committee meetings	As the need arises	3	5	5	5	5	PEIC, other VSI committee mtgs
	Number of documents/reports prepared, reviewed/processed	Prepare communication letters, memorandums, annual reports etc.	As the need arises	10	5	5	5	5	
	Other tasked assigned by the immediate supervisor	Acts on request as facilitator/documentor on various university wide activities; represents meetings; acts as OIC	As requested	5	5	4	5	4.67	Scholarship Committee & APB meetings, OIC of ViCARP Director
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)	4.77
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

**Comments & Recommendations for Development Purpose:** 

Commendable intents. Hardunking and open to regestions.

Evaluated & Rated by:

Recommending Approval:

Approved by:

MARIA JULIET C. CENIZA

Dept./Unit Head

Date:

MARIA JULIET C. CENIZA

Dean/Director

2 - Efficiency

3 - Timeliness

4 – Average

## PERFORMANCE MONITORING & COACHING JOURNAL

Х	1st	Q
Х	2 <sup>nd</sup>	A
Х	3 <sup>rd</sup>	R T
Х	4th	E R

Name of Office: ViCARP

Head of Office: Dr. Maria Juliet C. Ceniza

Name of Faculty/Staff: Pauline S. Caintic

Signature

Date:

	MECHANISM				
Activity Monitoring	Meeting				Remarks
Activity Worldoning	One-on- One	Group	Memo	Others (Pls. specify)	Remarks
Monitoring					
<ul> <li>Daily office attendance</li> <li>University-wide activities</li> <li>Conduct of RDE activities</li> <li>Official travel</li> </ul>	As the need arises	As the need arises	As the need arises	<ul> <li>Use of logbook/biometrics</li> <li>Minutes of meeting</li> <li>Activity report</li> <li>Travel report</li> </ul>	
<ul> <li>Coaching</li> <li>R &amp; D Management</li> <li>Methods/techniques of teaching</li> </ul>	As the need arises	As the need arises	As the need arises	<ul> <li>Capability building activities (trainings, workshops, seminars, etc.)</li> </ul>	

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

MARIAJULIET C. CENIZA

Immediate Supervisor

cc:

OVPI ODAHRD PRPEO