

**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)
<b>1. Instruction</b>	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)	<b>2.31</b>
2. Research	20%	4.76	<b>0.95</b>
3. Extension	10%	4.76	<b>0.48</b>
4. Administration (PEIC Secretary/other admin support duties)	20%	4.89	<b>0.98</b>
<b>TOTAL</b>	100%		<b>4.72</b>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.72

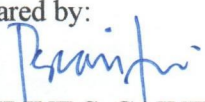
TOTAL NUMERICAL RATING:

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, Pauline S. Caintic of the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP) 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 to December, 2023.

Pauline S. Caintic  
Ratee

1/19/24

Approved:

Maria Juliet C. Ceniza  
Head of Unit

1/19/24

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	

[illegible]



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 VSU 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 outputs, hardworking and open to suggestions.*

Evaluated & Rated by:

MARIA JULIET C. CENIZA

Dept./Unit Head

Date: 1/19/24  
Date: \_\_\_\_\_

Recommending Approval:

MARIA JULIET C. CENIZA

Dean/Director

Date: 1/19/24

Approved by:

MARIA JULIET C. CENIZA

Vice President, R E & I

1/19/24

1 – Quality  
2 – Efficiency  
3 – Timeliness  
4 – Average

## PERFORMANCE MONITORING & COACHING JOURNAL

X	1st	Q U A R T E R
X	2nd	
X	3rd	
X	4th	

Name of Office: ViCARP

Head of Office: Dr. Maria Juliet C. Ceniza

Name of Faculty/Staff: Pauline S. Caintic

Signature: 

Date: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b> <ul style="list-style-type: none"><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 style="list-style-type: none"><li>• Use of logbook/biometrics</li><li>• Minutes of meeting</li><li>• Activity report</li><li>• Travel report</li></ul>	
<b>Coaching</b> <ul style="list-style-type: none"><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 style="list-style-type: none"><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:

MARIA JULIET C. CENIZA

Immediate Supervisor

cc: OVPI  
ODAHRD  
PRPEO