SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROMEL B. ARMECIN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.96 x 50%= 2.48	
b. Students (50%)		4.97 x 50%= 2.49	
Total for Instruction	60%	4.95	2.98
2. Research			
a. Dept.Head/Center Director		4.78 x100%=4.78	
Total for Research	30%	4.78	1.43
3. Extension			
a. Dept Head/Center Director (100%)		4.73x 100%= 4.73	
Total for Extension	10%	4.73	0.47
4. Administration			
5. Production			
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

ROMEL B. ARMECIN   ROSA OPHELIA D. VELARDE
Name of Faculty   Director for Research

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

Approved:

EDGARDO E. TULIN
President

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROMEL B. ARMECIN,** a faculty member of the **Ecological Farm and Resource Management Institute (Eco-FARMI),** commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January** to **June 2021**.

Approved:

ROMEL B. ARMECIN
Professor IV
Date: _____

MARIA JULIET C. CINEZA
VP for Research, Extension & Innovation
Date: _____

MFO No.	Description of MFOs/PAPs	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	Remarks
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE coordinated, implemented & monitored	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised	**A2**. Number of students advised	Advise graduate students	1	3	5	5	5	50	
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	5	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	4	5	5	5	5.00	
	PI 9: Number of instructional materials developed	A5. Number of on-line ready courseware 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 PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
		A6. Number of on-line ready courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor							

			A7. Number of virtual classroom created and operational	Creates virtual classroom usining either Moodle or Google Classroom							
	PI 10: Additional outputs	A8. Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal								
UMFO 2. HIGHER EDUCATION SERVICES											
	PI 5: Total FTE coordinated, implemented & monitored	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	8.25	5	5	5	5.00		
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheets and submits on or before deadline	2	4	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 grades								
		A12. Number of trainings attended related to instruction	Attends mandated trainings								
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00		
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture and laboratory	8	8	5	5	5	5.00		

		A15. Number of laboratory reports and term papers checked and graded	Checks laboratory reports and terms papers submitted as required	4	11	5	5	5	5.00	
PI 8: Number of students advised	A16. Number of students advised	Acts as academic adviser to students	2	1	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	2	1	5	5	5	5.00		
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	1	5	5	5	5.00		
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5.00		
PI 9: Number of student organizations advised/assisted	A19. Number of student organizations advised	Advises student organizations recognized by USSO								
	A20. Number of student organizations assisted on student-related activities	Assists student organizations in implementing student related activities								
PI 10: Number of instructional materials developed	A21. Number of on-line courseware developed and submitted	Prepares and submits for review by the Technical Review Panel	1	1	4	5	5	4.67		
	On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1	4	5	5	4.67		

			Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught	1						
			Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.	1						
			A22. Number of on-line courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor	1						
			A23. Number of virtual classroom created and operational	Creates virtual classroom usining either Moodle or Google Classroom	1	2	5	5	5	5.00	
	PI 11: Additional outputs	**A24**. Number of additional outputs accomplished									
			Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program instructional/insitutional accreditation and/or evaluation							
			Agency/firm/industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							

		A25. Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the 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	A26. 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	5	5	4.67	
PI 2: Number of research outputs completed within the year	A27. Number of research outputs completed within the year	Conducts and completes research project within the year							
PI 3: Number of research outputs published in internationally-refereed or CHED-recognized journal within the year	A28. Number 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							
	In refereed international journals		1	2	4	5	5	4.67	
	In refereed national/regional journals								
PI 4: Number of research outputs presented in regional/national/ international fora/ conferences	A29. Number of research outputs presented in regional/national/ international fora/conferences	Prepares, submits and presents research paper in scientific fora/conferences							
	In international fora/conferences								

		In regional/national fora/conferences		1					
PI 5: Number of research proposals approved	**A30**. Number of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up approval for immediate implementation							
PI 6: Adiditional outputs	**A31**. Number of research-related awards								
	A32. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts a peer reviewer of journal articles/scientific papers and returns duly reviewed paper		1	3	5	5	5	5.00
	A33. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology-generated research output							
	A34. Other outputs implementing the new normal due to Covid-19	Designs research-related activities and other outputs to implement the 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 services	**A35**. Number of active partnerships with LGUS, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with robable partners for estension activities and maintains this active partnership		1	1	5	4	4	4.33
PI 2: Number of trainees weighted by the length of training	**A36**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer		25	25	5	5	5	5.00

PI 3: Number of extension programs organized and supported consistent with the SUC's mandate and priority programs	A37. Number of extension programs/projects implemented	Implements duly approved extension projects	1	2	5	4	5	4.67	
PI 4: Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	A38. Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	60%						
PI 5: Number of technical/expert services	A39. Number of technical/expert services	Provides technical and expert services as requested by beneficiaries							
Research Mentoring	Research Mentor		1	1	5	4	5	4.67	
Peer reviewer/Panelist	Peer reviewer/panelist								
Resource person	Resource person		1	2	5	5	5	5.00	
Convenor/ organizer	Convenor/organizer								
Consultancy	Consultancy								
Evaluator	Evaluator								
PI 8: Number of extension proposals approved	A40. Number of extension proposals approved	Prepares extension project proposals, submits and follow up approval for immediate implementation							
PI 11: Additional outputs	A41. Number of extension-related awards								

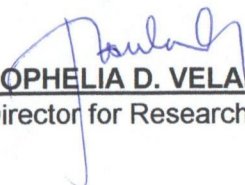|										
		A42. Other outputs implementing the new normal due to Covid-19	Designs extension-related activities and other outputs to implement the new normal							
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8: Compliance to all requirements through the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/Department under ISO 9001:2015	**A43**. 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 within the performance of functions as faculty							
		A44. Compliance to all requirements of the program and isntitutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditation								
		On institutional accreditation								
UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 2: Zero percent complaint from clients served	**A45**. Customer-friendly frontline services	Provides customer-friendly frontline services to clients							

PI 3: Additional outputs	A46. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other departments/ agencies	Initiates/introduces improvements in performing functions resulting to best practice							
	A47. Other outputs implementing the new normal due to Covid-19	Designs administration/ management-related activities and other outputs to implement the new normal							
Total Over-all Rating								17.35	
Average Rating								4.89	
Adjectival Rating								O	
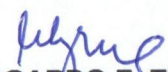
Evaluated and Rated by:

ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approval:

MARIA JULIET C. CENIZA
VP for Research & Exension

Approved by:

EDGARDO E. TULIN
VSU President

Comments and recommendation for Development purposes:

Enhance leadership & Management skills through webinars or training

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: January - June 2020

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

Name of Officer : **ROMEL B. ARMECIN**
Head of Office   : **MARIA JULIET C. CENIZA**
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring - conducts meeting with center directors - revisit research agenda related to IFS	Feb. 2020	Jan 2020			
Coaching - consultations	May 2020				

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

Conducted by:

MARIA JULIET C. CENIZA
Immediate Supervisor

Noted by:

EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
   ODAHRD
   PRPEO

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January - June 2021

Name of Employee: ROMEL B. ARMECIN

Performance Rating:

Aim: To become an effective Director of Eco-FARMI.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2021   **Target Date:** 1st Quarter 2021

First Step:

Be aware of the functions and strategies of an effective administrator.

Assess the manpower resources and potential of the Institute and its constituents

Result:

Strength, weaknesses, and opportunities of the Institute determined and analyzed

Date: April 2021   **Target Date:** 2nd Quarter 2021

Next Step:

Seek or participate in leadership training and other related webinars on improving and enhancing management capabilities of key administrator

Outcome:

Better managerial capabilities acquired/gained.

Final Step/Recommendation:

Further exposure and participation in virtual observation/benchmarking from reputable institutions to gain more experiences on office management.

Prepared by:

MARIA JULIET C. CENIZA
VP for Research, Extension, and Innovation

Conforme:

ROMEL B. ARMECIN
Ratee