

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ARSENIO D. RAMOS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.18	
b. Students (50%)		2.42	
Total for Instruction	40%	4.6	1.84
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		-	
Total for Research	30%	4.18	1.25
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		-	
Total for Extension	20%	4	0.8
4. Administration	10%	5	0.5
5. Production	-	-	-
TOTAL			4.39

EQUIVALENT NUMERICAL RATING: 4.39

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.39ADJECTIVAL RATING: Outstanding

Prepared by:

ARSENIO D. RAMOS

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




# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ARSENIO D. RAMOS, a faculty member of the DEPARTMENT OF HORTICULTURE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for July to December, 2023

  
**ARSENIO D. RAMOS**  
 Professor V  
 Date: Jan 11, 2024

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

  
**VICTOR B. ASIO**  
 College Dean  
 Date: 1/16/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles Hort 209, Hort 300 and Hort 400	5	2.22	3	3	3	3.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	3	8	5	5	5	5.00	



		<b>A3 . Number of students advised on thesis/special problem/dissertation</b>			4	3	4	4	4	4.00	
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	5	2	4	4	4	4.00	
		<b>A4 . Number of students entertained for consultation purposes</b>		Entertains students seeking consultation with faculty	20	100	5	5	5	5.00	
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 . Number of on-line ready coursewares developed and submitted for review</b>		Converts the existing instructional materials into flexible learning systems	1	1	4	4	4	4.00	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	4	4	4	4.00	



		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	4	4	4	4.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	4	5	5	5	5.00	
		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor	6	5	5	5	5	5.00	
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4.00	
	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	1	1	4	4	4	4.00	
UMFO 2. HIGHER EDUCATION SERV											
OVPI UMFO 3. Higher Education Man											



	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		<i>Handles and teaches Hort 112, Hort 144, Hort 195-b, Hort 200.1 and Hort 200.4</i>	12	7.852	4	4	4	4.00	
		<b>A10.</b> <i>Number of grade sheets submitted within prescribed period</i>	Preparation	Prepares gradesheet and submits on or before deadline	5	10	5	5	5	5.00	
		<b>A 11.</b> <i>Number of INC forms with grade submitted within prescribed period</i>		Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	10	10	4	4	4	4.00	
		<b>A12.</b> <i>Number of trainings attended related to instruction</i>	Trainings attended	Attend mandated trainings	2	1	4	4	4	4.00	
		<b>A13.</b> <i>Number of long examinations administered and checked</i>	exam prep	Administers and checks long examination for subjects taught	8	8	4	4	4	4.00	



		<b>A14.</b> <i>Number of quizzes administered and checked</i>		Prepares and checks quizzes for lec and lab	40	50	5	5	5	5.00	
		<b>A15.</b> <i>Number of lab reports and term papers checked and graded</i>		Checks lab reports and term papers submitted as required	20	150	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		<i>Acts as academic adviser to students</i>	10	21	5	5	5	5.00	
		<b>A17.</b> <i>Number of students advised on thesis/ field practice/special problem:</i>			10	11	5	5	5	5.00	
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	7	7	4	4	4	4.00	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	8	7	4	4	4	4.00	
		<b>A18.</b> <i>Number of students entertained for consultation purposes</i>		Entertains students consulting on subject taught, thesis and grades	20	20	4	4	4	4.00	



	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19 . Number of Student organizations advised</b>		<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>		<i>Assists student organizations in implementing student related activities</i>	1	1	4	4	4	4.00	
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :		<i>Prepares and submits for review by the Technical Review Panel</i>	1	1	4	4	4	4.00	
		<i>On-line ready courseware</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	3	5	5	5	5.00	
		Supplemental learning resource		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	10	5	5	5	5.00	
		<i>Assessment tools</i>		<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	3	18	5	5	5	5.00	



		<b>A 23 :</b> Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor	1	1	4	4	4	4.00	
		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	2	4	4	4	4.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	1	4	4	4	4.00	
		Agency/firm/ industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> 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	
<b>UMFO 3 . RESEARCH SERVICES</b>											



	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	2	5	5	5	5.00	
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research oroject within the year	1	1	4	4	4	4.00	
	<b>PI 3.</b> Percentage of research outputs published in internationall y-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	1	1	4	4	4	4.00	



		<i>In refereed int'l journals</i>			1	1	4	4	4	4.00	
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/nati onal/ int'l fora/confere nces	<b>A 30.</b> Number of research outputs presented in regional/nation al/ int'l fora/conference s *		Prepares, submits and presents research paper in scienfic for a/conferences	1	1	4	4	4	4.00	
		<i>In int'l fora/conferenc es</i>			1	0	4	4	4	4.00	
		<i>In nat'l/regional fora/conferenc es</i>			1	1	4	4	4	4.00	
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	1	0	4	4	4	4.00	



	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research- related awards (research conducted by faculty or student w/ faculty)			1	0	4	4	4	4.00	
		<b>A 33.</b> Number of journal articles/scienti fic 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	2	4	5	5	5	5.00	
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	1	0	4	4	4	4.00	
<b>UMFO 4. EXTENSION SERVICES</b>											



	<b>PI 1.</b> Number of active partnership s with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholder s as a result of extension activities	<b>A 36.</b> 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	1	1	4	4	4	4.00	
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	25	25	4	4	4	4.00	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implementes duly approved extension projects	2	2	4	4	4	4.00	







	Consultancy	Consultant			1	1	4	4	4	4.00	
	Evaluator	Evaluator									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	1	1	4	4	4	4.00	
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											



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							
		A 45.	Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools						
		On program accreditations	Pilot Plant Manager								



		On institutional accreditations	SSF Rootcrop facility incharge								
<b>UMFO 6. General Admin. &amp; Support</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Overall Rating</b>									231.00	
										4.62	
	<b>Average Rating</b>									<b>Outstanding</b>	
	<b>Adjectival Rating</b>										

Evaluated & Rated by:

Recommending Approval

Approved by:



*MSal*  
**ROSARIO A. SALAS**  
Department Head  
Date: *1/15/24*

*VB*  
**VICTOR B. ASIO**  
Dean, \_\_\_\_\_  
Date: *1/18/24*

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

**Comments & Recommendations  
for Development purposes**

*Submit article in Scopus / WoS  
and JCI Journal*



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARSENIO D. RAMOSPerformance Rating: OutstandingAim: Enhance Work Efficiency

Proposed interventions to Improve Performance

Date: July 2023Target Date: December 2023

First Step:

Write and submit 1 research and 1 extension proposal for funding  
Actively participate in all department, college and university activities  
Implement existing extension and research projects effectively  
Attend conferences, trainings, seminars and workshops related to the field of specialization  
Prepare and present project reports

Results:

Actively participated in all department, college and university activities  
Effectively implemented extension projects and research projects  
Attended conferences, trainings, seminars and workshops related to the field of specialization  
Prepared and presented research and extension projects during the annual In-House Review

Date: January 2024Target Date: June 2024

Next Step:

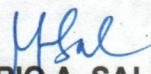
Write and submit 1 research proposal for funding  
Actively participate in all department, college and university activities  
Continue implementation of existing extension and research projects effectively  
Attend conferences, trainings, seminars and workshops related to the field of specialization  
Write and submit 1 scientific publication to a referred journal  
Present research findings in scientific conference

Outcome:

Final Step/Recommendation

Approval of the research and extension proposals after the presentation/evaluation.

Prepared by:

  
**ROSARIO A. SALAS**  
Unit Head

Conforme:

  
**ARSENIO D. RAMOS**  
Name of Ratee Faculty/Staff