

Exhibit K

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

Name of Faculty Member: **JEROME O. ARRIBADO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.85 x 50% = 2.43	
b. Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	35%	4.68	1.64
2. Research			
a. Dept. Head/Center Director		4.67 x 100 % = 4.67	
Total for Research	15 %	4.67	0.70
3. Extension			
a. Dept Head/Center Director (100%)		4.91 x 100% = 4.91	
Total for Extension	40%	4.91	1.96
4. Administration	10%	5.00	0.50
5. Production			
TOTAL			4.80

EQUIVALENT NUMERICAL RATING: 4.80

Add: Additional Points, if any:

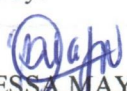
TOTAL NUMERICAL RATING: 4.80

ADJECTIVAL RATING:

Outstanding


Prepared by:

Reviewed by:

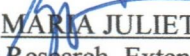

VANESSA MAY B. MILAN
Admin Aide


DHENBER C. LUSANTA
Department Head

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEROME O. ARRIBADO**, 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 accomplishments in accordance with the indicated measures for the period July to December **2022**.

JEROME O. ARRIBADO

Instructor I

Date:

Approved:

DHENBER C. LUSANTA

OIC Director, Eco-FARMI

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	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							
	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								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares 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 Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : 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 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	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							
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	Handles and teaches courses assigned	10	7.53	5	5	5	5.00	actual accomplishment was based on actual teaching workload

		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	actual accomplishment was based on 3 sections taught
		A 11 . 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	3	1	5	5	5	5.00	actual accomplishment was a number of student
		A12 . Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	1	5	5	4	4.67	actual accomplishment was based on number of subject taught
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	15	5	5	5	5.00	actual accomplishment was based on 3 sections in 1 subject taught
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	8	5	5	5	5.00	actual accomplishment was based on the total number of exercise
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviserto students</i>							
		A17 . Number of students advised on thesis/ field practice/special problem:			8	5	5	4	4.67	total number of student advised including the vsu villaba campus students
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	5	5	4	4.67	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	1	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	45	5	5	5	5.00	Total number of students who were entertained for consultation

	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	4	5	4.67	the same student organization as of Jan-June 2022
		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 *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	12	4	5	5	4.67	Number of powerpoint presentation shared/given to the students in 3 sections
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	1	4	5	5	4.67	Number of subject taught with quizzes
		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 Moodle or Google Classroom	2	1	4	5	5	4.67	number of subject created/operated with classroom
	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							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement 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 *	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 oroject within the year	1	1	5	5	4	4.67	the project was extended
	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 scienfic 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	3	2	5	5	5	5.00	
	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	50	55	5	5	5	5.00	Total number of individual/farmers participated the training
	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	Implemantes duly approved extension projects	1	1	5	5	5	5.00	the extension project is still the project reflected in Jan-Jun 2022

	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		1	4	5	5	4.67		
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43. 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									

	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:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		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							
	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							
		No. of IGP/STF projects supervised		1	1	5	5	5	5.00	the IGP project is still the project reflected last Jan - June 2022

		No. of reports reviewed and submitted (e.g. IGP and Annual)		12	8	5	5	5	5.00	number of financial, Research and extension reports reviewed and submitted from January-June 2022
	Total Over-all Rating								107.03	
	Average Rating								4.87	
	Adjectival Rating								O	

Evaluated & Rated by:

DHENBER C. LUSANTA
OIC Director, FARM I
Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director, Research
Date:

Approved by:

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

Comments and Recommendation for
Development Purpose:

Attend training / workshop on proposal
and technical writing.

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July-December 2022

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

Name of Officer : **JEROME O. ARRIBADO**Head of Office : **DHENBER C. LUSANTA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Farm visit and update (crops and animals)	Once or twice a week	September 28, 2022 & December 9, 2022			
Farm Animal Inventory	Every last week of the month				
Conducts meeting & discuss the Eco-FARMI REI Agenda for 2022-2027 with the core staff		September 26, 2022			
Discussion on the update of ECO-FARMI Revisit		September 19, 2022			
Conducts meeting and discuss R&D framework		November 9, 2022			
Coaching					
Conducted consultations	September 2022				

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

Conducted by:

DHENBER C. LUSANTA

Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July-December 2022

Name of Employee: JEROME O. ARRIBADO
Performance Rating: _____

Aim: To enhance knowledge on research, extension and development related to live-stock and natural farming system

Date: July 2022

Target Date: 3rd quarter of the year

First Step:

Allow the staff to attend/participate training on research, extension and development related to crop-livestock farming & natural farming system.

Result:

Attendance to training.

Date: November 2022

Target Date: 4th quarter of the year

First step

Allow the staff to attend or take part in training sessions on research, extension, and development pertaining to crop-livestock farming and natural farming systems to ensure regular updates.

Outcome:


The staff will served as facilitator or key person on research, extension and development related activities

Final Step/Recommendation:

Prepared by:

DHENBER C. LUSANTA
OIC, Unit Head

Conforme:


JEROME O. ARRIBADO
Name of Ratee