

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROMEL B. ARMECIN
Position/Designation: Professor V

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (100%)		4.92	1.230
b. Students (0%)			
TOTAL for Instruction			1.230
2. Research	50%	5.00	2.500
3. Extension	20%	4.94	0.988
5. Others	5%	5.00	0.250
TOTAL	100%		4.968

EQUIVALENT NUMERICAL RATING:

4.968

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.968

ADJECTIVAL RATING:

OUTSTANDING

Prepared by

ROMEL B. ARMECIN
Name of Staff

Reviewed by:

ROSALINDA D. VELARDE
Director for Research

Recommending Approval:

ROSALINDA D. VELARDE
Director for Research

Approved:

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

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROMEL B. ARMECIN**, a faculty member of the National Abaca Research Center (**NARC**), commit to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July to December 2022**.

ROMEL B. ARMECIN

Professor V

Date: _____

Approved:

MARIA JULIET C. CENIZA

VP for Res., Extension and Innovation

Date: _____

MFO No.	Description of MFOs/PAPs	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
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	3	4	✓	✓	✓	✓	
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	3	4	✓	✓	✓	✓	
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	✓	✓	✓	✓	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	10	✓	✓	✓	✓	
	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 using 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	1	1	✓	✓	✓	✓	
		A10. Number of grade sheets submitted within prescribed period	Preapres grade sheets and submits on or before deadline	1	1	✓	✓	✓	✓	
		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	2	2	✓	✓	✓	✓	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture and laboratory	4	4	✓	✓	✓	✓	

		A15. Number of laboratory reports and term papers checked and graded	Checks laboratory reports and terms papers submitted as required	2	2	5	5	4	4.67	
	PI 8: Number of students advised	A16. Number of students advised	Acts as academic adviser to students	1	1	4	5	5	4.67	
		A17. Number of students advised on thesis/field practice/special problem								
		As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	4	4.67	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5	
	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							
		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.							
		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							
		A23. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	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/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							
		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	5	5	5	5
	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							
		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							

	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	1	1	5	5	5	5	
	PI 6: Additional 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	4	5	5	5	5	5	
		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 probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5	
	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	30	5	5	5	5	


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	1	5	5	5	5	
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%	60	5	5	5	5	
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	5	5	5	
Peer reviewer/Panelist	Peer reviewer/panelist								
Resource person	Resource person		1	1	4	5	5	4.5	
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 institutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	4	4	5	5	5	5	
		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								113.66	Comments and recommendation for development purposes for outstanding Research ad extension outputs of the Center for promotion
	Average Rating								4.94	
	Adjectival Rating								"(BUT) 100/100"	

Recommending Approval and
Evaluated by:

Approved by:

for 
ROSAPHILIA D. VELARDE ^{oic}
 Director for Research 1/19/23

for 
MARIA JULIET C. CENIZA ^{oic}
 VP for Research, Extension and Innovation 1/19/23

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROMEL B. ARMECINSignature: 

Performance Rating: _____

Aim: To become an effective Director of NARC

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

Date: July 2022

Target Date: _____

31-Dec-22

First Step:

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

* Assess the manpower resources and potential of the center and its constituents

Result:

* Strength, weaknesses, and opportunities of the center determined and analyzed

Date: January 1, 2023Target Date: June 30, 2023

Next Step:

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

Outcome:

* Better managerial capabilities acquired/gained.

Final Step/Recommendation:

* Further exposure and participation in cross visits to observe/benchmark reputable institutions to gain more experiences on office management.

Prepared by:


MARIA JULIET C. CENIZA

VP for Res., Ext'n. and Innovation