

Exhibit K

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

Name of Faculty Member: BERTA C. RATILLA (**Prof. VI**)

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	30	5.00	1.50
b. Students	30	4.40	1.32
Total for Instruction	60		2.82
2. Research			
a. Client/Dir. for			
b. Dept.	20	5.00	1.00
Total for Research	20		1.00
3. Extension			
a. Client/Dir. for			
b. Dept.	10	4.96	0.50
Total for Extension	10		0.50
4. Administration	10	4.99	0.50
5. Production			
TOTAL	100		4.82

EQUIVALENT 4.82

Add: Additional

TOTAL NUMERICAL 4.82


ADJECTIVAL

OUTSTANDING

Prepared by:


BERTA C. RATILLA
Name of Faculty


Reviewed by:


LUZ G. ASIO
Department Head

Recommending Approval:


SUZETTE B. LINA
Dean, College of Agriculture and Food Science

Approved by:


ROTACIO S. GRAVOSO
Vice President, Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BERTA C. RATILLA, a faculty member of the DEPARTMENT OF AGRONOMY agree to deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE 2024.


BERTA C. RATILLA
Professor VI

Date: July 24, 2024

Approved:


LUZ G. ASIO
Department Head

Date: July 25, 2024


SUZETTE B. LINA
College Dean

Date: July 26, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-June 2024)	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 Management Services										
	PI : Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1	4.89	5	5	5	5.00	
	PI 10: Additional outputs	A2. Number of students advised	Acts as academic adviser to graduate students	1	3.00	5	5	5	5.00	
		A3 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	7.00	5	5	5	5.00	
		A4 . Number of Graduate reports checked	Checks reports required for graduate subject	2	3.00	5	5	5	5.00	
		A5 . Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled	1	6.00	5	5	5	5.00	

		<u>A6</u> . Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects	1	5.00	5	5	5	5.00	
		<u>A7</u> . Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students	0	2.00	5	5	5	5.00	
		<u>A8</u> . Supplemental learning resources	Prepares Instructional learning resources for graduate subjects	1	2.00	5	5	5	5.00	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 10</u> : Total FTE, coordinated, implemented and monitored *	<u>A1</u> . Actual Faculty's FTE	Handles and teaches courses assigned	2	3	5	5	5	5.00	
	<u>PI 15</u> : Number of instructional materials/syllabi approved	<u>A2</u> . Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval							
	<u>PI 16</u> : Percentage of courses offered with final grades submitted within the allowable period	<u>A3</u> . Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	50%	100	5	5	5	5.00	
	<u>PI 18</u> : Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	<u>A4</u> . Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)	20%	100	5	5	5	5.00	
	<u>PI 19</u> : Additional Outputs	<u>A 10</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	2	5	5	5	5.00	
		<u>A 11</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	3	5	5	5	5.00	
		<u>A 12</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
		<u>A 13</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	5	5.00	

		A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
		A.19. Awards received	Receives International/ National/Regional award							
	Average Numerical Rating								5.00	
	TPES Rating								4.40	
	Instruction Involvement (%)								60.00	
	Equivalent Numerical Rating								2.82	
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A20. 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 21. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A22. Percentage of research outputs published in internationally-referred 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>		1	2	5	5	5.00	5.00	
		<i>In refereed nat'l/regional journals</i>								
	PI 4: Number of research outputs published in regional/national/ int'l fora/conferences	A 23. Number of research outputs published in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>a. International</i>								
		<i>b. National</i>								

		c. Regional or Institutional Conferences	Prepares, submits and presents research paper in scientific for a/conferences							
		A24. 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	1	2	5	5	5	5.00	
	PI 7: Amount of research money obtained from external sources	A 25. Amount of research money obtained from external sources	Requests for research money from external sources							
	Average Numerical Rating								5.00	
	Research Involvement (%)								20.00	
	Equivalent Numerical Rating								1.00	
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 (MOUs/MOAs)	A 32. 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	4.8	4.93	
	PI 2. Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects	Implements extension programs and projects	1	1	5	5	4.8	4.93	
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses							
	PI 5. Number of technical/expert services	A 36. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							

[illegible]

Extension Involvement (%)							10.00	
Equivalent Numerical Rating							0.496	
UMFO 5. SUPPORT TO OPERATIONS								
OVPI MFO 1. Faculty Development Services								
PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)						
	<i>International</i>							
	<i>National</i>							
	<i>Regional/Institutional</i>		1	1	5	5	5	5.00
OVPI MFO 3. Registration Services								
PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	60%	100	5	5	5	5.00
PI 10: Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	4	14	5	5	5	5.00
OVPI MFO 4. Curricular Program Management Services								
PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review						
PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	1	10	5	5	5	5.00
PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:	Advises and corrects research outline and thesis/SP manuscript						
	<i>As SRC Chairman</i>		1	2	5	5	5	5.00
	<i>As SRC Member</i>		1	2	5	5	5	5.00

	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU							
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities							
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	1	1	5	5	4.8	4.93	
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	6	5	5	5	5.00	
UMFO 6. General Admin. & Support Services										
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	2	4	5	5	5	5.00	
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	3	6	5	5	5	5.00	
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests							
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda							
	PI 9: Number of submitted DTR within 20 days after the last day of the month	A 73. Submits DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	5	6	5	5	4.9	4.97	

	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	2	5	5	5	5	5.00	
		A 81. 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							
Average Numerical Rating									4.99	
Administration Involvement (%)									10.00	
Equivalent Numerical Rating									0.499	
Total Over-all Rating									4.82	
Average Rating									4.82	
Adjectival Rating									OUTSTANDING	
Comments and Recommendation for Development Purposes: <i>Needs to develop research proposals for national funding.</i>										

Evaluated & Rated by:

Enon
LUZ G. ASIO

Department Head

Date: *July 25, 2024*

Recommending Approval:

Suzette B. Lina
SUZETTE B. LINA

Dean, CAFS

Date: *July 26, 2024*

Approved by:

Rotacio S. Gravoso
ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *July 26, 2024*

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Department of Agronomy

Head of Office: LUZ G. ASIO

Number of Personnel: 23

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

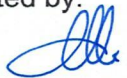
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring and evaluation helps identify the most valuable basis for modification of interventions and assess the quality of activities being conducted.	IPCR submission to monitor outputs Head and Student evaluation of faculty's class performance. Class observation by the head.	Conducts monthly meetings and checks updates on assigned task-related activities.			
Coaching True coaching improves employee and organizational resiliency and effectiveness in change, enabling employees to become effective in their tasks or roles in the workplace.	One-on-one coaching for faculty with satisfactory and below ratings. Attend instructional coaching for teacher effectiveness workshop.	Conducts regular meetings with the faculty and the department. Attend instructional coaching for teacher effectiveness workshop.			

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

Conducted by:


LUZ G. ASIO
Immediate Supervisor

Noted by:


SUZETTE B. LINA
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERTA C. RATILLA

Performance Rating: OUTSTANDING

Aim: To sustain outstanding performance in teaching, and craft research or extension proposals.

Proposed Interventions to Improve Performance

Date: January 2024

Target Date: June 2024

First Step:

Improve and revise learning guides and or laboratory manuals of the assigned course offerings.

Conceptualize research and or extension proposals.

Result:

Sustained outstanding teaching strategies.

Developed research and or extension proposals.

Target Date: January to December 2024

Next Step:


Submit research and or extension proposals for funding at the OVPREI.

Outcome: Carry out the funded research and or extension project.

Final Step/Recommendation:

Sustain outstanding ratings and developed a research and or extension proposal for funding.

Prepared by:


LUZ G. ASIO
Unit Head

Conforme:


BERTA C. RATILLA
Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: RATILLA, BERTA C.

Department: Dept. of Agronomy

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Agro 132	SUGARCANE & GRAIN LEGUMES PRODUCTION	LEC	4.00	Very Satisfactory	80.0%
Agro 132	SUGARCANE & GRAIN LEGUMES PRODUCTION	LAB	4.00	Very Satisfactory	80.0%
Agro 21	FUNDAMENTALS OF CROP PRODUCTION	LEC	4.00	Very Satisfactory	80.0%
AGRO213n	NUTRIENT MANAGEMENT OF FIELD CROPS	LEC	5.00	Outstanding	100.0%
AGRO317	CHARACTERISTICS AND DYNAMICS OF AGROECOSYSTEMS	LEC	5.00	Outstanding	100.0%
Average Rating			4.40	Very Satisfactory	88.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

RATILLA, BERTA C.

Name and Signature of Faculty

Date: 5/27/2024

Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.