

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Pauline S. Caintic**

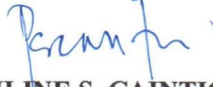
Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.60	
b. Students (50%)		4.00	
Total for Instruction	20%	4.30	0.86
2. Research Services	20%	4.75	0.95
3. Extension Services	20%	4.92	0.98
4. Administration and Facilitative Services	35%	4.87	1.70
5. Frontline Services	5%	4.67	0.23
TOTAL	100%		4.72

EQUIVALENT NUMERICAL RATING: 4.72
Add: Additional Points, if any: _____


TOTAL NUMERICAL RATING: 4.72

ADJECTIVAL RATING: Outstanding

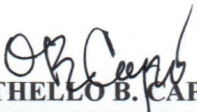
Prepared by:


PAULINE S. CAINTIC
Name of Faculty

Reviewed by:


OTHELLO B. CAPUNO
Director, ViCARP & Vice Pres for R&E

Approved:


OTHELLO B. CAPUNO
Director, ViCARP & Vice Pres for R&E

“Exhibit B”
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAULINE S. CAINTIC, of the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP), commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2019.

Pauline S. Caintic
PAULINE S. CAINTIC
Instructor

Date: _____

Othello B. Capuno
OTHELLO B. CAPUNO
ViCARP Director

Date: _____



MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
MFO 1. Advanced Education	PI 1: Number of subjects taught	Teach subjects on Agronomy	1	2 subjects with 5.46 workload units	4.7	4.7	4.7	4.7	
	PI 2: Number of student advisee	Student advising (Thesis)	1	1 student with 0.5 workload unit	4.5	4.5	4.5	4.5	
Sub-total								4.6	
MFO 2. Research Services	PI 1. Efficient coordination/facilitation in the conduct and implementation of research projects	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops	90%	100% accomplished	5	5	5	5.00	
	PI 2. Number of research proposals packaged/submitted	Facilitate/Coordinate in the conduct of meetings and writeshops; Prepare/Facilitate communications & documents for action; Prepare endorsement letters	90%	100% accomplished	5	4	5	4.67	
	PI 3. Amount of research money generated from external funding (Thousand PHP)	Preparation of billing statements for member-agencies; Prepare/Facilitate communications & documents for action	90%	100% accomplished	5	4	5	4.67	
	PI 4. Amount of money generated from institutional funding (Thousand PHP)	Prepare/Facilitate communications & documents for action	90%	100% accomplished	4	5	5	4.67	
Sub-total								4.75	
MFO 3. Extension Services	PI 1. Number of extension training / seminar workshops approved /supported/ conducted/ coordinated	Facilitate the participation of CMIIs to PCAARRD-organized trainings; Facilitate requests from CMIS for RPs of on-site trainings; Facilitate the conduct of the training/seminars/workshops/fora	90%	100% accomplished	5	4	5	4.67	
	PI 2. Number of person-days trained weighted by length of training	Prepare/Facilitate communications & documents for action; facilitate during the training proper	90%	100% accomplished	5	5	5	5.00	

	PI 3. Number of beneficiaries served								
	<i>Groups</i>	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops; Facilitate requests	90%	100% accomplished	5	5	5	5.00	
	<i>Individuals</i>	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops; Facilitate requests	90%	100% accomplished	5	5	5	5.00	
Sub-total								4.92	
MFO 4. Administrative and Facilitative Services	PI 1. Efficient day to day activities of the consortium	Serve as officer-in-charge of ViCARP	As recommended/ appointed	100% accomplished	5	5	5	5	
	PI 2: Number of workshops/management meetings facilitated/coordinated	Prepare invitation letters; Send invitation thru fax & email; Follow-up confirmation of participants; Prepare draft agenda; Prepare & reproduce minutes of meetings; Prepare powerpoint presentations; Facilitate during the meeting proper; Facilitate arrangements with host agency on venue, food and accommodation; Facilitate travel arrangements of participants; Prepare honorarium for ViCARP members	90%	100% accomplished	5	5	5	5.00	
	PI 3: Number of RDE reports packaged and produced	Preparation/consolidation and submission of reports	2	(1) Jan-March quarterly report (2) April-June quarterly report	4	5	5	4.67	
	PI 4. Efficient utilization of funds	Take charge in the monitoring and control of allotment and expenditures of ViCARP funds; Review financial reports	90%	100% accomplished	5	5	4	4.67	
	PI 5. Efficient administrative services	Provide administrative support to the consortium; Prepare appointments of consortium members, coordinators and project leaders; Take charge of office communications; Receive/send emails and fax; Facilitate and process travel documents; Establish and maintain filing system of office documents; Oversee issuance of supplies and materials	90%	100% accomplished	5	5	5	5.00	
Sub-total								4.87	
MFO 5. Frontline Services	PI 1. Efficient and customer-friendly frontline service	Facilitate requests from member-agencies & within VSU clients; Receive visitors and provide assistance to clients	90%	100% accomplished	5	5	4	4.67	

Sub-total								4.67	
Total Over-all Rating									
Average Rating								4.76	

Average Rating (Total Over-all rating divided by 4)		4.76	Comments & Recommendations for Development Purpose: <i>Highly innovative & very competent & hardworking worker. Keep it up!!!</i>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.76	
ADJECTIVAL RATING		Outstanding	

Evaluated and Rated by:

OK Capuno
OTHELLO B. CAPUNO
Director, ViCARP
Date: _____

Recommending Approval:

OK Capuno
OTHELLO B. CAPUNO
Vice Pres. for R&E
Date: _____

Approved:

OK Capuno
OTHELLO B. CAPUNO
Vice Pres. for R&E
Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAULINE S. CAINTIC
Performance Rating: Outstanding

Signature: _____

Aim: To have an efficient and effective performance.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: June 2019

First Step:

Regular consultation to ensure that office targets and goals are meet

Result:

Problems and issues are immediately addressed

Date: July 2019

Target Date: December 2019

Next Step:


Provide directions at the same time provide opportunity for the employee to
suggest ideas and new initiatives

Outcome: Employee is empowered in achieving the office targets and activities
efficiently and effectively

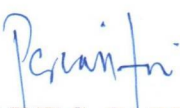
Final Step/Recommendation:

Provide opportunity for continuous learning and capability development

Prepared by:


OTHELLO B. CAPUNO
Director, ViCARP

Conforme:


PAULINE S. CAINTIC
Name of Ratee