

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MALVIN DATAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.7x100%= 4.7	
b. Students (50%)			
Total for Instruction	50%	4.25	2.12
2. Research			
a. Client/Dir. for Research (50%)		5 x 50%	
b. Dept. Head/Center Director (50%)		5 x 50%	
Total for Research	50%	4	2
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50%	
b. Dept Head/Center Director (50%)		5.0 x 50%	
Total for Extension	NA		
4. Administration	NA		
5. Production	NA		
TOTAL			4.12

EQUIVALENT NUMERICAL RATING: 4.12

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.12ADJECTIVAL RATING: Very Satisfactory

Prepared by:

Reviewed by:

MALVIN B. DATAN

Name of Faculty

ROSARIO A. SALAS

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Malvin B. Datan, 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 the period July to December, 2020.

  
**MALVIN B. DATAN**

Part time instructor

Date:

Approved:

  
**ROSARIO A SALAS**

Department Head

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	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 Management Services										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned							
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 .</b> <i>Number of students advised on thesis/special problem/dissertation</i>								
		<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							
		<b>A4 .</b> <i>Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> <i>Number of on-line ready coursewares developed and submitted for review</i>	<i>Converts the existing instructional materials into flexible learning systems</i>							



		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						
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>									
<b>OVPI UMFO 3. Higher Education Management Services</b>									
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	15	22.75	5	5	5	5
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline						
		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						
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	4	4	4	4
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	4	4	4	4
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	5	4	4	4	4

		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	75	5	5	5	5	
<b>PI 8:</b> Number of students advised: *		<b>A16.</b> Number of students advised:	Acts as academic adviser to students	0	0					
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	150	203	5	5	5	5	
<b>PI 9:</b> Number of student organizations advised/ assisted *		<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by USOO	0	0					
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	0					
<b>PI 10:</b> Number of instructional materials developed *		<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	4	4	4	4	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	3	4	4	4	4	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	6	4	4	4	4	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	4	4	4	4	



		<b>A 23 :</b> Number of on-line course submits the course were reviewed by TRP & edited by MMDC editor	1	1	4	4	4	4	
		<b>A 24 :</b> Number of virtual classroom created and operational	2	2	4	4	4	4	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:							
		Program accreditation/evaluation							
		Agency/firm/Industry linkages							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19							
<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 *							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	1	1	4	4	4	4	
	<b>PI 3.</b> Percentage of research outputs published in internationally-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	1	1	4	4	4	4	
		<i>In refereed int'l journals</i>	1	1	4	4	4	4	
		<i>In refereed nat'l/regional journals</i>							
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *							
		<i>In int'l fora/conferences</i>							
		<i>In nat'l/regional fora/conferences</i>							

	<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							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	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							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders 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							
	<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							
	<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	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							



	Research Mentoring	Research Mentor							
	Peer reviewers/Panelists	Peer reviewers/Panelists							
	Resource Persons	Resource Persons							
	Convenor/Organizer	Convenor/Organizer							
	Consultancy	Consultant							
	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						
<b>UMFO 5. SUPPORT TO OPERATIONS</b>									
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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		zero non-conformity				
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant				
		On program accreditations							
		On institutional accreditations							

## UMFO 6. General Admin. & Support Services

	<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		Zero % complaint					
	<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 Over-all Rating</b>									
	<b>Average Rating</b>									
	<b>Adjectival Rating</b>									
Evaluated & Rated by:		Recommending Approval			Approved by:					

**ROSARIO A. SALAS**

Department Head

Date:

**VICTOR B. ASIO**

Dean,

Date:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:

**Comments & Recommendations  
for Development purposes**

Should publish article in a  
referred journal.



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MALVIN B. DATAN

Performance Rating: OUTSTANDING

Aim: Maintain the outstanding rating

Proposed Interventions to Improve Performance: \_\_\_\_\_

**Date:** July 2020 **Target Date:** December 2020

**First Step:**

To write and submit scientific paper for publication in refereed journal.

To attend and participate in trainings/seminars/scientific forums.

Prepare module

**Result:**

Has written and submitted scientific papers for publication.

Attended and participated in trainings/seminars/scientific forums.

**Date:** July 2021 **Target Date:** December 2021

**Next Step:**

To actively participate in all department, college and university activities.

To submit and publish scientific paper in refereed journal.


To attend and participate in trainings/seminars/scientific forums.

Outcome: \_\_\_\_\_

Final

Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**ROSARIO A. SALAS**  
Unit Head

Conforme:

  
**MALVIN B. DATAN**

Name of Ratee Faculty/Staff