

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: PASTOR P. GARCIA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
2. Research			
b. Dept. Head/Center Director (100%)		4.57 x 100% =4.57	
Total for Research	65%	4.57	2.97
3. Extension			
b. Dept Head/Center Director (100%)		4.70 x 100% =4.70	
Total for Extension	20%	4.70	0.94
4. Administration	15%	5.00	0.75
5. Production			
TOTAL			4.66

EQUIVALENT NUMERICAL RATING: 4.66Add: Additional Points, if any:       TOTAL NUMERICAL RATING: 4.66ADJECTIVAL RATING: Outstanding

Prepared by:

PASTOR P. GARCIA  
Name of Faculty

Reviewed by:

ROMEL B. ARMECIN  
Department Head

Recommending Approval: ^

JOSE L. BACUSMO  
Dean/Director

Approved:

OTHELLO B. CAPUNO  
Vice President

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 1	Advanced Education Services	PI 1: Total FTE monitored PI 2: Number of graduate students advised									
MFO 2	Higher Education Services	PI 1: Number of FTE coordinated and implemented PI 2: Number of students advised PI 3: No. of student organizations Advised/Assisted PI 4: Number of instructional materials developed PI 5: Additional outputs									
MFO 3	Research Services	PI 1: Number of published papers in internationally indexed journal (institutional) PI 2: Number of research outputs presented in regional/ national/ intl fora/ conferences PI 3: Number of research projects conducted and/ or completed on schedule PI 4: Number of research proposals PI 5: Percent of research proposals approved PI 6: Amount of research money generated from external funding PI 7: Amount of research money generated from institutional funding PI 8: Additional outputs	Published in ATR  Completed research presented in research conference  Implemented research projects      	3  1  4      	0  1  6      	  Presented the result of Geoinformatics study of Sab-a basin during the Agusan Marsh platinum anniversary and national conference last Nov 11-12, 2019  1) Small-scale Irrigation project; 2) AMIA project; 3) Geo-informatics study for Sab-a basin; 4) Rehabilitation of degraded upland; 5) Development of rapid composter; 6) Enhancing Landuse and LCCAP using drone      	4  4  5      	4  5  5      	4  5  5      	4  7  5      	

MFO 4	Extension Services	PI 1: Number of person-days trained weighted by length of training									
		PI 2: Number of IEC materials/ technoguides developed/ used									
		PI 3: Number of beneficiaries served									
		PI 4: Number of Extension projects conducted and/or completed on schedule	1	1	Title: Strengthening VSU's Land Administration and Management Program and Enhanced Land Use Planning Services to Local Government Units in Eastern Visayas	4	5	5	4	7	
		PI 5: Number of extension proposal									
		PI 6: Percent of extension proposals									
MFO 5	Support to operations	PI 7: Amount of extension money generated from institutional funding									
		PI 8: Additional outputs									
		* Number of extension-related awards									
		* New linkage established									
		* Conducted trainings/seminar workshop									
		PI 1: Number of university seminars/ trainings/ conventions coordinated									
MFO 6	General Admin. & Support Services	PI 2: Number of in-house seminars/ trainings coordinated									
		PI 3: Amount of income generated from activity									
		PI 4: Additional outputs									
		* Number of literatures contributed to Ecological Farming System (EFS) Database									
		PI 1: Number of staff supervised and monitored	Exercis overall supervision of research and extension projects	6	9	Research staff for AMIA (3), SSIP project (6)	✓	✓	✓	✓	✓
		PI 2: No. of mgt meetings conducted	Preside meetings	12	14	Meetings with SSIP, AMIA projects	✓	✓	✓	✓	✓
		PI 3: No. of letters/ memos issued									
		PI 4: No. of reports/ documents submitted	Prepares and/ or reviews and submits reports, data and other info. Requested by VSU and other	12	20	Reports submitted to DA-BAR, DA-RFO 8 and IIRR	✓	✓	✓	✓	✓
		PI 5: No. of documents reviewed/ signed	Reviews/signs admin. docs, vouchers, travels, CSRs/DTRs, requisitions, etc	60	100	Payroll, Appointment, Cas advance, Travel orders, Travel reimbursements, Purchase Requests	✓	✓	✓	✓	✓





## PERFORMANCE MONITORING &amp; COACHING JOURNAL

Rating Period: July - November 2019

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4 <sup>th</sup>	

Name of Officer : PASTOR P. GARCIA

Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Discuss on the preparation of progress reports		July 2019			
Coaching Monitoring on timely submission of project reports		Sept. 2019			

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

Conducted by:

ROMEL B. ARMECIN

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PASTOR P. GARCIA

Performance Rating: \_\_\_\_\_

Aim: To enhance the knowledge of the staff on research development research paper writing.

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: 3<sup>rd</sup> Quarter 2019

First Step:

Allow the staff to attend/participate in seminars, trainings/symposiums on research and extension.

Result:

Published articles in referred journals.

Date: October 2019 Target Date: 4<sup>th</sup> Quarter 2019

Next Step:

Allow the staff to attend/participate in seminars or trainings related to journal article writing for retooling.

Outcome: The staff attended seminar related to article writing for publication of research results.

Final Step/Recommendation:

Prepared by:

ROMEL B. ARMECIN  
Unit Head

Conforme:

PASTOR P. GARCIA  
Name of Ratee Faculty/Staff