

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **OTHELLO B. CAPUNO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	15%	5	.75
2. Research	40%	5	2
3. Extension	25%	5	1.25
4. Administration	20%	5	1
5. Production	5%	5	
TOTAL			5

EQUIVALENT NUMERICAL RATING: 5

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 5


ADJECTIVAL RATING:

Outstanding


Prepared by:

Reviewed by:


OTHELLO B. CAPUNO
Name of Faculty


OTHELLO B. CAPUNO
Department Head


Approved:


EDGARDO E. TULIN
President

OP# 321
10/13/20

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

I, **OTHELLO B. CAPUNO**, Director 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 2020**.


OTHELLO B. CAPUNO
VPRE, Ratee

Date: _____


EDGARDO E. TULINO
University President

Date: _____

MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
MFO 2. Research Services	PI 3. Number of research units and organizations managed, programs/projects conducted/completed	a) Managed/coordinates VSU RDE Centers/programs under the colleges/CMIs	12/150	32/150	5	5	5	5	7 VSU research centers and 26 ViCARP member agencies, DA-RRDEN, EVCIERD, RHRDC-8, Science Consortia, ERASMUS-URO Consortium and respective members
		b) Managed/coordinates Regional RDE consortia and respective programs of member agencies	6/170	26/170	5	5	5	5	

	c) Conducts programs/projects	2	7	5	5	5	5	1. Enhancing the Development of Sweetpotato Food Value Chain (VSU) 2. enhance vegetable production submitted to SEARCA (VSU) 3. Improving Artificial Insemination Success in Smallholder Pig Operations through Effective Processing and Quality Screening of Boar Semen (VSU) 4. Laboratory Improvement of the VSU Horticulture Dept. 5. Propagation of Quality Planting Materials of Baybay Tall and Selected Dwarf and Hybrid Coconut Varieties through Coconut Somatic Embrogenesis Technology (VSU) 6. Science & Technology Community Based Farm on Sweetpotato Production in Basey, Samar (SSU) 7. Impact Assessment and Mitigation of the Post-Mining Operations of Bacagay Mines on the Taft River Basin, Taft, Eastern Samar (NwSSU)
	d) Acts/approves/endorse ongoing/completed projects	145	59	5	5	5	5	Due to the pandemic, limited projects were endorsed to funding agencies
PI4. Number of proposals prepared and approved	a) Manage/endorse research proposals to University President/funding agency and supervise monitoring of approved proposals	6	8	5	5	5	5	
	b) Percent rate of approved proposals	95%	99%	5	5	5	5	
PI 5. Amount of research money generated from external funding	Facilitated generation of research money from external funding through endorsed program/project proposals	20M	23M+	5	5	5	5	
PI 6. Amount of research money generated from institutional funding	Review/endorse programs/projects and budget proposals for approval by University President/Head of the Agency	16	32	5	5	5	5	

	PI 7. Number of coordinated/supervised/conducted RDE scientific and related for a and review proceedings/outputs	Take overall coordination of RDE scientific and related fora (In-House Review, Symposium, program/project conference)	27	13	5	5	5	5	Facilitated and coordinated DA-Region 8 for their In-house reviews. The rest CMIs were not able to conduct in-house due to the pandemic
	PI 8. Number of reviewed/packaged RDE management outputs/IEC materials produced, reproduced and distributed for information and accreditation requirements	Review and approve/recommend for final packaging of R&D outputs, submitted R&D progress reports	50	55	5	5	5	5	
	PI 9. Number of forge/manage and strengthened RDE Linkages	Provided assistance to the University President in forging and maintaining international/national/regional/institutional RDE linkages	45	50	5	5	5	5	With external funding commitments for RDE support (ACIAR-FORESTRY and HORTI, DA-BAR, PCAARRD, DOST, NEDA, CHED, RHRDC, EVCIERD, Science Consortia, LGUs collaborative programs, Chamber pf Commerce, and DTI Go Negosyo
Sub-total									5.00
MFO 3. Extension Services	PI 1. Number of person-days trained weighted by length of training	Train stakeholders	11,000	12,000	5	5	4	4.67	Rigid trainings were conducted both through webinars and actual set-up, especially in close coordinations with ATI-RTC8 in order to mitigate crisis brought CoVID-19
	PI 2. Number of trainings conducted	Acts and supported conducted RDE trainings/seminars/workshops	17	35	5	5	5	5.00	With different units and stakeholders
	PI 3. Number of technical expert services served	Number of technical expert services served as Resource Persons, Consultancy/Evaluators/organizers	20	50	5	5	5	5.00	with host partner agencies, and other SUCs
	PI 4. Number of IEC materials.techniguides developed/used	Approves the production of IEC materials for distribution to stakeholders	13,000	18,000	5	5	5	5.00	Including other CMIs who are actively producing IECs especially during pandemic, 36 technologies with 500 copies being reproduced
	PI 5. Number of extension projects and major activities conducted	Conducts and facilitates extension projects and major activities	350	450	5	5	5	5.00	With CMIs who are actively conducting extension services to mitigate crisis brought by CoVID-19

	PI 6. Number of extension proposals submitted	Prepares extension programs and review/endorse proposals submitted by proponents	6	10	5	5	4	4.67	With CMIs who are actively conducting extension services to mitigate crisis brought by CoVID-19
	PI 7. Percent of extension proposals approved	Percent of extension proposals approved	100%	100%	5	5	5	5.00	
	PI 8. Amount of extension money generated from external funding	Facilitate submission of program/project budget proposals	10 M	10 M	5	5	4	4.67	
	PI 9. Amount of extension money generated from institutional/Other agency funding	Facilitate submission of program/project budget proposals	4 M	5 M	5	4	4	4.33	With CMIs who are actively conducting extension projects to mitigate crisis brought by CoVID-19
Sub-total								4.81	
MFO 4. Admin Support Services	PI 1. Percentage of RDE documents acted on time	Acts on time administrative documents	100%	100%	5	5	4	4.6667	
	PI 2. Number of meetings conducted	Preside OVPRE/ViCARP and other related meetings	14	17	5	5	5	5	Mostly online meetings
	PI 3. Percent of RDE related trips approved	Approved RDE related trips	98%	100%	5	5	5	5	for the delivery of relief goods
	PI 4. Number of awards OVPRE has contributed to the university under the VP's overall supervision	RDE related awards received: - institution - consortium - projects: papers/posters - researchers	20	7	5	5	5	5	VICARP as First Runner-Up for Ugnay Award 2020, 7 VSU employees won as Regional awardee for the Civil Service sponsored awards. Since it is still in the middle of the year, few were listed as awardees. The target indicated here is for January to December 2020.
MFO 5. Other New Initiatives	PI1. Number of initiatives/undertakings conducted	Implemented project funded by PCAARRD	1	1	5	5	5	5	Intensifying vegetable production to mitigate crisis brought by CoVID-19, As of June 2020, a total of 3,916 kilograms of assorted vegetables were distributed to beneficiaries
Sub-total								4.9333	
Total Over-all Rating								19.59	
Average Rating								4.92	

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Total Over-all Rating									19.59
Average Rating									4.92

Average Rating (Total Over-all rating divided by 4)	4.92	Comments & Recommendations for Development Purpose: <i>initiate innovative RDEI projects to mitigate disaster and related events</i>
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.92	
ADJECTIVAL RATING	Outstanding	

Recommending Approval:

Othello B. Capuno
OTHELLO B. CAPUNO

Vice Pres. for R,E & I

Date: _____

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
President

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: Othello B. Capuno

Position: Vice President


Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						

B. Leadership & Management (For supervisors only to be rated by higher supervisor)						Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1					
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1					
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1					
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1					
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1					
Total Score										
Average Score										

Overall recommendation : dependable


EDGARDO E. TULIN
 Printed Name and Signature
 Head of Office

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Othello B. Capuno
Performance Rating: Outstanding

Aim: To attain outstanding performance.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

1. Privately talked on how to improve weaknesses.

Result:

1. Improvement on performance efficiently.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

1. Frequent consultation to discuss more improvement of the RDE function.
overtime work/travel if needed.

Outcome:

Improved performance: Increased number of program/projects funded by external sources; substantial increase in resources generated; more technologies generated and protected; increased number of individual and institutional awards; increased number of beneficiaries served with improved productivity and income.


Final Step/Recommendation:

Recommended for promotion.

Prepared by:


EDGARDO. E. TULIN
Unit Head

Conforme:


OTHELLO B. CAPUNO
Name of Ratee Faculty/Staff