

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS (January-June 2019)

Name of Faculty Member: **Berta C. Ratilla (Associate Professor V)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
26. Instruction			
k. Head/Dean (50%)	30%	4.97	1.49
l. Students (50%)	25%	4.83	1.21
Total for Instruction	55%		2.70
27. Research			
k. Client/Dir. for Research (50%)	7.5%	4.95	0.37
l. Dept. Head/Center Director (50%)	7.5%	4.95	0.37
Total for Research	15%		0.74
28. Extension			
k. Client/Dir. for Extension (50%)	5%	4.95	0.25
l. Dept Head/Center Director (50%)			
Total for Extension	5%		0.25
29. Administrative	20%	4.95	0.99
30. Production	5	4.95	0.25
TOTAL	100.0%		4.93

EQUIVALENT NUMERICAL RATING: 4.93


Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: **Outstanding**


Prepared by:


Reviewed by:


BERTA C. RATILLA
Name of Faculty


ULYSSES A. CAGASAN
Head, Department of Agronomy

Recommending Approval:


VICTOR B. ASIO
Dean, College of Agriculture and Food Science


BEATRIZ B. BELONIAS
Vice President, Instruction

Visca, Baybay City, Leyte

I, BERTA C. RATILLA, Associate Professor V of the Department of Agronomy, 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 1 to June 30, 2019.

Assoc. Prof. V

VICTOR B. ASIO

Dean, CAFS

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Number of graduate degree specializations offered and monitored	Number of graduate degree specializations monitored	2	2	5	5	5	5.00		
	PI 2: Total FTE monitored	Total FTE	1	2.22	5	5	5	5.00		
	PI 3: Percentage increase in number of graduate students enrolled	Monitored graduate students enrolled in the university	10	25	4.9	5	5	4.97		
	PI 4: Number of graduate program proposed and approved	Number of curricular program proposed and approved	1	1	5	5	5	5.00		
	PI 5: Number of thesis advisees who graduated within prescribed period	Number of graduate students who graduated on time	1	2	4.9	5	5	4.97		
	PI 6: Percentage increase in number of students who graduated within prescribed period	Recommended graduate students for graduation	20	67	4.9	4.9	4.9	4.90		
OVPI MFO 2. Graduate Student Management Services										

	PI 1: Number of graduate students awarded with scholarship/assistantship	Monitored graduate students awarded with scholarship/assistantship	2	5	5	5	4.9	4.97	
	PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Monitored graduate students awarded with scholarship/ assistantship who graduated within prescribed period	10%	10	5	5	5	5.00	
	PI 3: Number of graduate students awarded with honors/distinction	Recommended for approval graduate students awarded with honors/distinction	1	3	5	5	5	5.00	

UMFO 2. Higher Education Services

OVPI MFO 1. Curriculum Program Management Services

	PI 1: Total FTE monitored	Total FTE	5	13.3	5	5	5	5.00	
	PI 2: Number of new undergraduate curricular program compliant to CMO, approved and offered	Reviewed and indorsed for approval in the appropriate body	1	1	5	5	4.9	4.97	
	PI 3: Number of existing curriculum proposal subjected to evaluation and compliant to CMO	Reviewed and indorsed for approval in the appropriate body	1	1	5	5	5	5.00	
	PI 4: Percentage increase in number of undergraduate students enrolled	Reviewed and approved the offering of unscheduled subjects	10	27	5	5	5	5.00	
	PI 5: Number of undergraduate students who graduated with latin honor	Evaluated credentials of graduating students with latin honors with the Honors and Awards						0.00	
	PI 6: Percentage passing of students in licensure board examination	Gave due recognition to placers of the PRC Licensure Board Examinations	50	80	4.9	4.9	4.9	4.90	
	PI 7: Number of undergraduate students who graduated within prescribed period	Recommended undergraduate students for graduation	1	2	5	4.9	4.9	4.93	

OVPI MFO 2. Student Management Services

	PI 1: Percentage increase of students enrolled in different degree programs	Monitored number of students enrolled in different degree programs	10	25	5	4.9	4.9	4.93	
	PI 2: Number of students awarded with scholarship/fellowship/grants /assistantships	Attended and recognized students awarded with scholarships/grants	4	4	4.9	4.9	5	4.93	
	PI 3: Number of graduates gainfully employed in jobs related to their undergraduate programs	Monitored number of graduates gainfully employed in jobs related to their undergraduate						0.00	
	PI 4: Number of students availing of dormitory facilities	Monitored number of students availing of dormitory facilities						0.00	
	PI 5: Number of undergraduate students awarded with honors/distinction	Indorsed certificates of recognition to be given to undergraduate students awarded with						0.00	

UMFO 3. Research Services

	PI 1. Number of published papers in internationally indexed journals							0.00	
	<i>In refereed int'l journals</i>							0.00	

	<i>In refereed nat'l journals</i>							0.00	
	<i>In institutional journals</i>								
	Number of papers submitted for publication		1	1	5	4.9	4.9	4.93	
	PI 2. Number of research outputs presented in regional/national/							0.00	
	<i>In int'l fora/conferences</i>							0.00	
	<i>In nat'l fora/conferences</i>							0.00	
	<i>In reg'l fora/conferences</i>							0.00	
	<i>In institutional fora/conferences</i>							0.00	
	PI 3. Number of research projects conducted and/or completed on							0.00	
	PI 4. Number of research proposals submitted							0.00	
	PI 5. Percent of research proposals approved							0.00	
	PI 6. Amount of research money generated from external funding							0.00	
	PI 7. Amount of research money generated from institutional							0.00	
	PI 8. Additional outputs							0.00	
	No. of technical/expert services (as peer reviewer)							0.00	
	No. of research-related awards (research conducted by							0.00	

UMFO 4. Extension Services

	PI 1. Number of person-days trained weighted by length of training							0.00	
	PI 2. Number of IEC materials/technoguides developed/used							0.00	
	PI 3. Number of beneficiaries served							0.00	
	<i>Groups</i>							0.00	
	<i>Individuals</i>							0.00	
	PI 4. Number of extension projects conducted and/or completed on		1	1	5	5	4.9	4.97	
	PI 5. Number of extension proposals submitted							0.00	
	PI 6. Percent of extension proposals approved							0.00	
	PI 7. Amount of extension money generated from external funding							0.00	
	PI 8. Amount of extension money generated from institutional							0.00	
	PI 9. Additional outputs							0.00	
	No. of extension-related awards (extrn. conducted by faculty							0.00	

UMFO 6. General Administration and Support Services (GASS)

OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised,	Recommended faculty for advance study						0.00	
	PI 2: Number of management meetings coordinated	Attended college and university committee meetings	4	6	4.9	5	5	4.97	

	PI 3: Number of personnel policies reviewed and endorsed to							0.00	
	PI 4: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	Reviewed and evaluated faculty recruited/hired using ISO standards						0.00	
	PI 5: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter	Monitored frontline academic services and ensured to be customer friendly and efficient	1	1	4.9	4.9	5	4.93	
	PI 6: Number of new faculty requested to be hired using procedures aligned with ISO standards	Recommended for approval to the University President	1	2	5	5	4.9	4.97	
	PI 7: Number faculty recommended for graduate studies	Recommended for approval to University President	1	1	4.9	5	5	4.97	
	PI 8: Percentage of newly hired faculty oriented with university policies and procedures	Coordinated orientation for newly-hired faculty members						0.00	
	PI 9: Percentage of faculty evaluated by their students	Coordinated and monitored faculty evaluation by their students	40	100	4.9	5	5	4.97	
	PI 10: Percentage implementation of SPMS & PBB	Reviewed/Calibrated OPCR/IPCR of the departments and faculty and staff of the university						0.00	

OVPI MFO 2. Frontline Services

	PI11. Efficient and customer-frienly frontline service	Zero percent complaint from clients served						0.00	
	Best practices/new initiatives	Subsidized students' contribution during parties						0.00	
		Set schedules of thesis manuscript processing to assure on time graduation						0.00	
Total Over-all Rating					119.10	119.30	119.10	119.17	
Average Rating					4.96	4.97	4.96	4.97	

Adjectival Rating

Comments and Recommendations for Development Purpose:

Maintain Outstanding rating, and continue to attend conferences and seminar workshops

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

Evaluated and Rated by:


VICTOR B. ASIO

Dean, College of Agriculture and Food Science

Date: _____


Recommending Approval:


VICTOR B. ASIO

Dean, College of Agriculture and Food Science

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President, Instruction

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

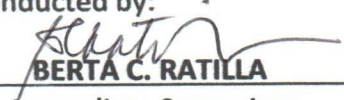
Name of Office: Dept. of Agronomy

Head of Office: BERTA C. RATILLA

Number of Personnel: 20

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Assignment of teaching load		Department meeting			Equal distribution of teaching load; tap affiliate faculty & research assistants to lessen individual workload of regular faculty
Logging in & out in logbook		Dept. meeting			Improved reporting time
Coaching					
To accompany students in the field and maximize use of allotted time	Call the attention of concerned staff				Heeded the advise
To be keen and patient in correcting thesis outlines/manuscript	Inform concerned advisers	Remind everyone during department meeting			Applied what has been shared

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

Conducted by: 
BERTA C. RATILLA
Immediate Supervisor

Noted by: 
VICTOR B. ASIO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERTA C. RATILLA
Performance Rating: OUTSTANDING

Aim: Sustain outstanding rating and to apply for Sabbatical Leave
Proposed Interventions to Improve Performance: Sabbatical Leave (Rest and Recreation)

Date: Feb 1, 2019

Target Date: July 31, 2019

First Step: Apply for Rest and Recreation status of Sabbatical Leave

Result:

Application for Sabbatical Leave Approved

Date: August 1, 2019

Target Date: July 31, 2020

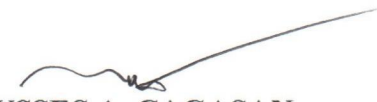
Next Step: To reinstate after the given period of leave

Outcome: Renewed and has the opportunity to visit nearby places and outside the country

Final Step/Recommendation:

None

Prepared by:


ULYSSES A. CAGASAN
Unit Head

Conforme:


BERTA C. RATILLA
Name of Ratee Faculty/Staff