

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Dr. Cecille Marie O. Quiñones-Assistant Prof IV**

Period: **January to June 2024**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	20%	4.95	0.99
b. Students	30%	4.57	1.37
Total for Instruction	50%		2.36
2. Research			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	25%	4.50	1.12
Total for Research	25%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	20%	5.00	1.00
Total for Extension	20%		
4. Administration	5%	4.97	0.25
5. Production			
TOTAL	100%		

EQUIVALENT NUMERICAL RATING: **4.73**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.73**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

CECILLE MARIE O. QUIÑONES

Name of Faculty

Reviewed by:

DEEJAY M. LUMANAO

Department Head

Recommending Approval:

SUZETTE B. LINA

Dean, CAFS


Approved:


ROTACIO S. GRAVOSO

VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Cecille Marie O. Quiñones, a faculty member of the DEPARTMENT OF SOIL SCIENCE agree to deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE 2024.


Cecille Marie O. Quiñones
 Name of Faculty
 Date: 7/8/24

Approved: 
DEEJAY M. LUMANAO
 Department Head
 Date: July 16, 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-June 2024)	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										
	PI : Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0						
	PI 10: Additional outputs	A2. Number of students advised	Acts as academic adviser to graduate students	0						
		A3 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0						
		A4 . Number of Graduate reports checked	Checks reports required for graduate subject	0						
		A5 . Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled	0						
		A6 . Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects	0						
		A7 . Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students	0						
		A8 . Supplemental learning resources	Prepares Instructional learning resources for graduate subjects	0						
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A1. Actual Faculty's FTE	Handles and teaches courses assigned	19 units	28.75 units	5	5	5	5.00	
	PI 15. Number of instructional materials/syllabi approved	A2. Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval	0	0					

[illegible]

PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	A 32. 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	0						
PI 2: Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0	10	5	5	5	5.00	Trainers training on rainforestation-Aquilaria farming to support sustainable agarwood production as a
PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects	Implements extension programs and projects	0	2	5	5	5	5.00	Involvement in extension services of the ITEEM (i.e., Rainforestation technology
PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	0	90%	5	5	5	5.00	45/50 participants (Trainers training on rainforestation-Aquilaria farming to support sustainable agarwood production as a biodiversity-friendly enterprise in Region 8)
PI 5. Number of technical/expert services	A 36. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	a. Peer reviewer of journal/book		0	3	5	5	5	5.00	Science and Humanities Journal
	b. Review of research and extension proposal		0						
	c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		0	1	5	5	5	5.00	Trainers training on rainforestation-Aquilaria farming to support sustainable agarwood production as a biodiversity-friendly enterprise in Region 8: 50 participants: 5
	d. accreditor		0						
	e. consultancy		0						
PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	0						
PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	0						
PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	0						
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							

		a. <i>International</i>		0						
		b. <i>National</i>		0						
		c. <i>Regional or Institutional Conferences</i>		0						
	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	0						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Receives an award related to extension activities	0						
					Average				5.00	
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 1. Faculty Development Services										
	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/ institutional)	Attends training, seminars, and conferences attended (international, national, regional/ institutional)							
		<i>International</i>		0						
		<i>National</i>		0						
		<i>Regional/Institutional</i>		1	1	5	5	5	5.00	Trainers training on rainforestation-Aquilaria farming to support sustainable agarwood production as a biodiversity-friendly enterprise in Region 9; 50 participants; 5
OVPI MFO 3. Registration Services										
	PI 9: Percentage of students enrolled and validated within the registration period	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	50%	100%	5	5	5	5.00	14 students under my advisory
	PI 10. Number of students advised during the registration period	A 52. Number of students advised during the registration period	Acts as academic adviser	10	14	5	5	5	5.00	
OVPI MFO 4. Curricular Program Management Services										
	PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review	0						
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval	0	6	5	5	4.5	4.83	
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:	Advises and corrects research outline and thesis/SP manuscript							
		<i>As SRC Chairman</i>		4	5	4.8	4.8	4.8	4.80	LMR Jumao-as, JT Gubalane, JC Mantilla, K. Saclay, G.
		<i>As SRC Member</i>		1	1	5	5	5	5.00	DDC Lumactod

PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts as coordinator/facilitator for students from other schools having summer program in VSU	0						
PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	0						
PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	0						
PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	
				Average				4.95	

UMFO 6. General Admin. & Support Services (GASS)

PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	0						
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	0						
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	0						
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	0						
PI 9: Number of submitted DTR within 20 days after the last day of the month	A 73. Submits DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	5	6	5	5	5	5.00	
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	5%	100%	5	5	5	5.00	Housing transfer related; already settled
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	5	5	5	5	5.00	As faculty from Dept. of Soil Science; as affiliate faculty of ITEEM;
	A 81. 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	0						
				Average				5.00	
Total Over-all Rating								113.80	
Average Rating								4.88	
Adjectival Rating									

Comments and Recommendation for Development Purposes:

Dr. Quiriones should make and submit research proposal for internal and/or external funding.

Evaluated & Rated by:


DEEJAY M. LUMANAO

Department Head

Date:

July 16, 2024

Recommending Approval:



SUZETTE B. LINA

Dean, CAFS

Date:

7/16/24

Approved by:


ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date:

8/1/24



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TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Soil Science

Semester and Academic Year: First Semester 2023-2024

College: College of Agriculture & Food Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANABELLA BAUTISTA TULIN	3	4.00	80.00 %	Very Satisfactory
BISMARK . ARTHUR	2	4.00	80.00 %	Very Satisfactory
CECILLE MARIE OQUIAS QUIÑONES	7	4.57	91.43 %	Outstanding
DEEJAY MARANGUIT LUMANAO	5	4.80	96.00 %	Outstanding
KENNETH ORAIZ	6	5.00	100.00 %	Outstanding
MAISA MEA . BUNGHANOV	2	5.00	100.00 %	Outstanding
MARIA CRISTINA ALAPAN LOREÑO	7	4.86	97.14 %	Outstanding
MEDARDO COQUILLA MAGDADARO, JR.	4	4.75	95.00 %	Outstanding
ROMEL BRIGOLI ARMECIN	1	5.00	100.00 %	Outstanding
SUZETTE BINONGO LINA	4	4.50	90.00 %	Outstanding
VICTOR BINGCO ASIO	5	5.00	100.00 %	Outstanding
Department Mean		4.68	93.60%	Outstanding

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 02, 2024

Received by:

SUZETTE BINONGO LINA
Name and Signature of Department head
Date: 5/22/24

VICTOR BINGCO ASIO
Name and Signature of College Dean
Date: 5/22/24

Distribution of copies: ODIE, College, Department

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Soil Science

Head of Office: DEEJAY M. LUMANAO

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of Teaching Materials		X (DSS meeting)			Improved a lot already
Teaching Load assignments		X (DSS meeting)			
Reporting on Time in the office		X (DSS meeting)			
Coaching					
<ul style="list-style-type: none">- Root cause analysis- Identifying corrective action- Making of OBE-Syllabus		Group meeting			

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

Conducted by:

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
UMFO I. ADVANCED EDUCATION SERVICES								
PI 4. Total FTE coordinated, implemented & monitored*	1. Handles subjects/courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
PI 10: Additional outputs	1. Acts as academic adviser to graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	2. Entertains students seeking consultation with faculty	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Emelita Pausanos	Jan- June	/	/	/	/	accomplished
	3. Conducts and checks examinations for graduate subject handled	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	/	/	/	/	accomplished
	4. Submits gradesheets for graduate subjects	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	June				/	accomplished
	5. Conducts comprehensive examination for graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan-June			/	/	accomplished
	6. Prepares	Suzette B. Lina	Jan-June	/	/	/	/	accomplished

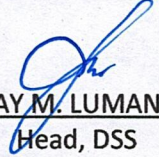
	Instructional learning resources for graduate subjects	Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes						
UMFO 2. HIGHER EDUCATION SERVICES								
PI 10: Total FTE, coordinated, implemented and monitored *	1. Handles and teaches courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 15. Number of instructional materials/syllabi approved	1. Prepares instructional materials/syllabi for approval	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
PI 16: Percentage of courses offered with final grades submitted within the allowable period	1. Submits grade sheets within allowable period	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	June				/	accomplished
PI 19: Additional Outputs	1. Administers and checks long examination for subjects taught	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	2. Prepares and checks quizzes for lec and lab	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished
	3. Checks lab reports and term papers submitted as required	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	/	/	/	accomplished

	4. Assists student organizations in implementing student related activities	Kenneth Oraiz Anane Sereñina Emelita Pausanos	April		/			accomplished
UMFO 3. RESEARCH SERVICES								
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	1. Conducts research for possible utilization by industry or other beneficiaries	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz	Jan-June	/	/	/	/	On-going
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	1. Prepares, submits and presents research paper in scientific fora/conferences	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina						
PI 7: Amount of research money obtained from external sources	1. Requests for research money from external sources	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan	/				accomplished
UMFO 4. EXTENSION SERVICES								
PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	1. Identifies and links with probable partners for extension activities and maintains this active partnership	Suzette B. Lina Deejay M. Lumanao	June				/	accomplished
PI 2. Number of trainees weighted by the length of training	1. Conducts trainings among beneficiaries of technologies for transfer	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	July			/		To be conducted
PI 5. Number of technical/expert services	1. Provides the technical and expert services requested by beneficiaries	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	June			/		accomplished
PI 6: Number of extension proposals submitted	1. Prepares extension project proposals and submits for review	Suzette B. Lina	Jan		/			accomplished

PI 8: Number of extension proposals implemented	1. Implements duly approved extension projects	Suzette B. Lina Deejay M. Lumanao	Jan-June	/	/	/	/	On-going
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	1. Prepares, submits and presents extension paper in conferences	Deejay M. Lumanao	July	/				accomplished
UMFO 5. SUPPORT TO OPERATIONS								
PI 7: Number of trainings, seminars, and conferences attended	1. Attends training, seminars, and conferences attended (international, national, regional/institutional)	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina	March				/	accomplished
PI 18: Number of students from other schools having summer program supervised	1. Acts coordinator/facilitator for students from other schools having summer program in VSU	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 19: Number of external institutions/agencies conducting benchmarking activities served	1. Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	Angelica Asoy Emelita Pausanos	March				/	accomplished
PI 20: Number of students from other academic departments conducting research activities served	1. Facilitates in assisting students from other academic depts conducting research activities	Angelica Asoy Emelita Pausanos	May			/	/	accomplished
UMFO 6. GENERAL ADMIN & SUPPORT SERVICES								
PI 3: Number of committee meetings conducted	1. Acts as committee chairman	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan-June	/	/	/	/	accomplished
PI 4: Number of routinary documents acted	1. Signs documents	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie	Jan-June	/	/	/	/	accomplished

		Quiñones Anane Sereñina						
PI 9: Number of submitted DTR within 20 days after the last day of the month	1. Submits DTR within 20 days after the last day of the month	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina Emelita Pausanos Bonifacio Castillo Angelica Asoy	Jan-June	/				accomplished

Prepared by:


DEEJAY M. LUMANAO
 Head, DSS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CECILLE MARIE O. QUIÑONES

Performance Rating: OUTSTANDING

Aim: To sustain outstanding performance of the department

Proposed Interventions to Improve Performance:

Full support from the University in terms of continuous faculty development program, research/extension activities and administrative support in the preparation of updated teaching materials.

Date: Jan 2024

Target Date: June 2024

First Step:

Revise/update Instructional Materials

Attend national and international scientific for a, seminars and workshops

Write article for possible publication in international refereed journals

Result:

Prepared course syllabi for new courses handled

Date: July 2024

Target Date: Dec 2024

Next Step:

Write scientific proposals for future research

Collaborate other institutions for research and extension projects

Update syllabi and learning guides for 1st semester classes

Outcome: Submit scientific proposals to other institutions for possible collaboration.

Final Step/Recommendation:

If the proposal is approved and budget is ready, then implementation will follow.

Prepared by:


DEEJAY M. LUMANAO
Head, DSS

Conforme:


CECILLE MARIE O. QUIÑONES
DSS Faculty