

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			
a. Head/Dean (100%)		0 x 25%	
Total for Instruction	25%	0	0
2. Research			
a. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Research	30%	5.00	1.50
3. Extension			
a. Dept Head/Center Director (100%)		4.80 x 100% = 4.80	
Total for Extension	35% 60%	4.80	1.68 2.88
4. Administration			
a. Dept head/Center Director (100%)		4.30 x 100% = 4.30	
Total for Operation	10%	4.30	0.43
5. Production			
TOTAL			3.61 4.81

EQUIVALENT NUMERICAL RATING: 4.81

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING:

Satisfactory
Outstanding

Prepared by:

PASTOR P. GARCIA
Name of Faculty

Reviewed by:

ROMEL B. ARMECIN
Department Head

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MARIA JULIET C. CENIZA
VP for Research, Extension, & Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PASTOR P. GARCIA**, a faculty member of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** 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 January 2021 to December 2021.

PASTOR P. GARCIA

Assoc Professor IV

Date:

Approved:

ROMEL B. ARMECIN

Director

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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before							
		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							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic advisor to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student</i>							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							

		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 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	1	3 (Geoinformatics of Leyte Sab-a basin; Hydrology study of Leyte Sab-a Basin; Devt of rapid composter)	5	5	5	5.00	


	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
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	A 36. 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	2						
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	10	3 (2graduate students and 1 LGU staff)	5	4	5	4.67	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implemetes duly approved extension projects	1	None (due to covid)					
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	90	Unknow number (Field demonstration with Leyte Sab-a project team members and Tacloban city students on field data collection using Drone)	5	5	5	5.00	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	3 (thru seminars)	5	4	5	4.67	
	Research Mentoring	Research Mentor		1	4 (Research Asst and 3 field staff)	4	5	5	4.67	
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	2 (Thru zoom)	5	5	5	5.00	
	Convenor/Organizer	Convenor/Organizer								


	Consultancy	Consultant							
	Evaluator	Evaluator							
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						
UMFO 5. SUPPORT TO OPERATIONS									
OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. 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*	A 44. 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	1	1	5	4	4	4.33
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools						
		On program accreditations		1	1	5	4	4	4.33
		On institutional accreditations		1	0				
UMFO 6. General Admin. & Support Services									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	1	0				

	PI 3: Additional Outputs	A 47. 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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	Total Over-all Rating									
	Average Rating								#DIV/0!	
	Adjectival Rating									

Evaluated & Rated by:


ROMEL B. ARMECIN
 Director, FARMi
 Date:

Recommending Approval


ROSA OPHELIA D. VELARDE
 Director, Research
 Date:

Approved by:


MARIA JULIET C. CENIZA
 Vice President for Research and Extension
 Date:

Comments and Recommendation
 for Development purpose:

Participate in training/ workshops on
 research paper writing & publication.

PERFORMANCE MONITORING & COACHING JOURNAL**Rating Period: January-June 2021**

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

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 Research update and extension activities	Feb 10, Mar 3, May 20, 2021				
Coaching Mentoring on research paper writing and consultanship	Feb 10, Apr 22, May 11, 2021				

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

Conducted by:

Noted by:


ROMEL B. ARMECIN

Immediate Supervisor


MARIA JULIET C. CENIZA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January - June 2021

Name of Employee: PASTOR P. GARCIA

Performance Rating: _____

Aim: To enhance the knowledge of staff on application of no-conventional energy for climate smart agriculture

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2021 Target Date: 1st Quarter 2021

First Step:

Allow the staff to attend/participate in trainings on solar and other non-conventional energy

Result:

Able to develop R & D proposal on non-conventional energy applications for climate smart agriculture.

Date: April 2021 Target Date: 2nd Quarter 2021

Next Step:

Submit research proposal on non-conventional energy for climate smart agriculture.

Outcome:

Able to partake knowledge on application of non-conventional energy for climate smart agriculture.

Final Step/Recommendation:

Prepared by:

ROMEL B. ARMECIN

Unit Head