

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Anane R. Sereñina – Instructor II

Period: February 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%) | 100% | 4.83 | 4.83 |
| b. Students | | | |
| Total for Instruction | 100% | | 4.83 |
| 2. Research | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Research | | | |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | | |
| Total for Extension | | | |
| 4. Administration | | | |
| 5. Production | | | |
| TOTAL | 100% | | 4.83 |

EQUIVALENT NUMERICAL RATING: 4.83

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING:

Outstanding

Prepared by: 

ANANE R. SEREÑINA

Name of Faculty

Reviewed by: 

DEEJAY M. LUMANAO

Department Head

Recommending Approval: 

SUZETTE B. LINA

Dean, CAFS

Approved: 


ROTACIO S. GRAVOSO


VP for Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANANE R. SEREÑINA, 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 - DECEMBER. 2024.


ANANE R. SEREÑINA
 Name of Faculty
 Date: 07/12/2024

Approved: 
DEEJAY M. LUMANAO
 Department Head
 Date: July 11, 2024

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target (Jan-Dec) | Actual Accomplishment Jan - June 2024 | 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 | | | | | | | |
| | PI 10: Additional outputs | A2. Number of students advised | Acts as academic adviser to graduate students | | | | | | | |
| | | A3 . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | | | | | | | |
| | | A4 . Number of Graduate reports checked | Checks reports required for graduate subject | | | | | | | |
| | | A5 . Number of Graduate examinations conducted and checked | Conducts and checks examinations for graduate subject handled | | | | | | | |
| | | A6 . Number of Graduate grade sheets submitted | Submits gradesheets for graduate subjects | | | | | | | |

| | | | | | | | | | | |
|--|---|---|--|-----|--|---|---|---|------|---|
| | | A7. Number of comprehensive examination conducted | Conducts comprehensive examination for graduate students | | | | | | | |
| | | A8. <i>Supplemental learning resources</i> | <i>Prepares Instructional learning resources for graduate subjects</i> | | | | | | | |
| 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 | <i>Handles and teaches courses assigned</i> | 4 | Handled and taught 3 courses assigned | 4 | 4 | 5 | 4.33 | |
| | PI 15: Number of instructional materials/syllabi approved | A2. Number of instructional materials/syllabi approved | <i>Prepares instructional materials/syllabi for approval</i> | 1 | Prepared 1 instructional material | 5 | 5 | 5 | 5.00 | |
| | PI 16: Percentage of courses offered with final grades submitted within the allowable period | A 3. Percentage of courses offered with final grades submitted within the allowable period | Submits gradesheets within allowable period | 5 | Submitted 9 grade sheets passed the allowable period | 5 | 5 | 4 | 4.67 | |
| | PI 18: Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES) | A 4. Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES) | Receives at least a VS in the Teaching Performance by students (TPES) | 20% | | | | | | To be reflected on IPCR July - December of 2024 |
| | PI 19: Additional Outputs | A 10. <i>Number of long examinations administered and checked</i> | Administers and checks long examination for subjects taught | 1 | Administered and checked 2 long examination for a subject taught | 5 | 5 | 5 | 5.00 | |
| | | A 11. <i>Number of quizzes administered and checked</i> | Prepares and checks quizzes for lec and lab | 10 | Prepared and checked a total 10 quizzes for lec and lab | 5 | 5 | 5 | 5.00 | |
| | | A 12. <i>Number of lab reports and term papers checked and graded</i> | Checks lab reports and term papers submitted as required | 10 | Checked a total of 11 lab reports per section as required | 5 | 5 | 5 | 5.00 | |
| | | A 13. <i>Number of grade sheets submitted within prescribed period</i> | Prepares gradesheet and submits on or before deadline | 5 | Prepared 9 gradesheets and submitted passed the deadline | 5 | 5 | 4 | 4.67 | |

| | | | | | | | | | | |
|----------------|--|---|--|---|---|---|---|---|-------------|--|
| | | A 14. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 1 | Assisted 1 student organization in implementing student as an adviser | 5 | 5 | 5 | 5.00 | |
| | | A.19. Awards received | Receives International/ National/Regional award | 0 | | | | | | |
| Average | | | | | | | | | 4.83 | |

| | | | | | | | | | | |
|-----------------------------------|---|---|--|--|--|--|--|--|--|--|
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | A20. 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 | | | | | | | |
| | PI 2. Number of research outputs completed within the year * | A 21. Number of research outputs completed within the year * | Conducts and completes research project within the year | | | | | | | |
| | PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences | A 22. Number of research outputs presented in regional/national/ int'l fora/conferences * | Prepares, submits and presents research paper in scientific fora/conferences | | | | | | | |
| | | a. International | | | | | | | | |
| | | b. National | | | | | | | | |
| | | c. Regional or Institutional Conferences | Prepares, submits and presents research paper in scientific for a/conferences | | | | | | | |
| | PI 7: Amount of research money obtained from external sources | A 23. Amount of research money obtained from external sources | Requests for research money from external sources | | | | | | | |
| 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 (MOJIs/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 | | | | | | | |

| | | | | | | | | | |
|--|--|---|--|--|--|--|--|--|--|
| 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 | | | | | | | |
| PI 3: Number of extension programs and projects | A 34. Number of extension programs and projects | Implements extension programs and projects | | | | | | | |
| 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 | | | | | | | |
| 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 | | | | | | | |
| | <i>a. Peer reviewer of journal/book</i> | | | | | | | | |
| | <i>b. Review of research and extension proposal</i> | | | | | | | | |
| | <i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in</i> | | | | | | | | |
| | <i>d. accreditor</i> | | | | | | | | |
| | <i>e. consultancy</i> | | | | | | | | |
| PI 6: Number of extension proposals submitted | A 37. Number of extension proposals submitted | Prepares extension project proposals and submits for review | | | | | | | |
| PI 7: Number of extension proposals approved | A 38. Number of extension proposals approved | Follow ups submitted and reviewed extension proposals | | | | | | | |
| PI 8: Number of extension proposals implemented | A 39. Number of extension proposals implemented | Implements duly approved extension projects | | | | | | | |
| 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 | | | | | | | |

[illegible]

| | | | | | | | | | | |
|--|--|---|---|--|--|--|--|--|--|--|
| | 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 coordinator/facilitator for students from other schools having summer program in VSU | | | | | | | |
| | 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 | | | | | | | |
| | 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 | | | | | | | |
| | PI 21: Additional outputs | A 62. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | | | | | | | |
| UMFO 6. General Admin. & Support Services | | | | | | | | | | |
| | PI 3: Number of committee meetings conducted | A 67. Number of committee meetings conducted | Acts as committee chairman | | | | | | | |
| | PI 4: Number of routinary documents acted | A 68. Number of routinary documents acted | Signs documents | | | | | | | |
| | PI 5: Number of requests acted | A 69. Number of requests acted | Approves requests | | | | | | | |
| | PI 6: Number of memoranda prepared | A 70. Number of memoranda prepared | Issues memoranda | | | | | | | |
| | 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 | | | | | | | |
| | 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) | | | | | | | |
| | PI 17: Additional Outputs | A 80. Number of meetings attended | Attends meetings (departmental/institutional) | | | | | | | |

[illegible]

Evaluated & Rated by:

Recommending Approval:

Approved by:

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----|---------------------------------|
| X | 1st | Q U A R T E R |
| X | 2nd | |
| | 3rd | |
| | 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 |

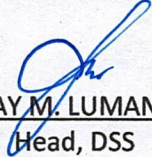
| | | | | | | | | |
|--|--|--|----------|---|---|---|---|--------------|
| | Instructional learning resources for graduate subjects | Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes | | | | | | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | |
| PI 10: Total FTE, coordinated, 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: ANANE R. SERENINA

Performance Rating: Very Satisfactory (VS)

Aim: To improve VS to 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: Feb 2024

Target Date: June 2024

First Step:

Revise/update Instructional Materials

Attend national and international scientific for a, seminars or workshops

Result:

Revised instructional materials.

Had attended the PAA conference held at Pampanga.

Date: July 2024

Target Date: Dec 2024

Next Step:

Write scientific proposals for future research

Collaborate other institutions for research and extension projects

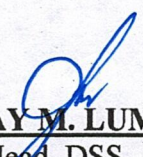
Prepare and update syllabi and learning guides for 1st semester classes

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

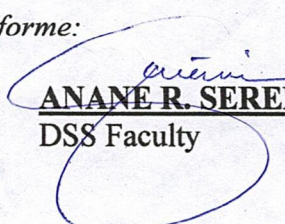
Final Step/Recommendation:

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

Prepared by:


DEEJAY M. LUMANAO
Head, DSS

Conforme:


ANANE R. SERENINA
DSS Faculty