

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: SANTOS B. VILLOCINO JR.

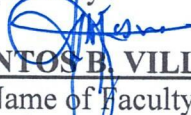
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.08	
b. Students (50%)		2.25	
Total for Instruction	80%	4.33	3.46
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	-	-	-
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	-	-	-
4. Administration	20%	4	.8
5. Production	-	-	-
TOTAL			4.26

EQUIVALENT NUMERICAL RATING: 4.26

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.26ADJECTIVAL RATING: Very Satisfactory

Prepared by:

  
SANTOS B. VILLOCINO  
Name of Faculty


Reviewed by:

  
ALJAY D. VALIDA  
Department Head

Recommending Approval:


  
SUZETTE B. LINA  
Dean/Director


Approved:

  
ROTACIO S. GRAVOSO  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SANTOS B. VILLOCINO, JR., a faculty member of the DEPARTMENT OF HORTICULTURE 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.

  
**SANTOS B. VILLOCINO, JR.**  
 Assoc. Prof V  
 Date: 7-19-24

Approved:   
**ALJAY D. VALIDA**  
 Department Head  
 Date: 7-22-24

  
**SUZETTE B. LINA**  
 College Dean  
 Date: 8/8/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	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	2	0.67	3	3	3	3.00	
	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	5	2	3	3	3	3.00	
		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	4	5	5	5	5	5.00	



		<b>A6.</b> Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects	2	1	4	4	4	4.00	
		<b>A7.</b> Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students	1	1	4	4	4	4.00	
		<b>A8.</b> Supplemental learning resources	<i>Prepares Instructional learning resources for graduate subjects</i>	2	1	4	4	4	4.00	
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 10:</b> Total FTE, coordinated, implemented and monitored *	<b>A1.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	20	19.8	4	4	4	4.00	
	<b>PI 15:</b> Number of instructional materials/syllabi approved	<b>A2.</b> Number of instructional materials/syllabi approved	<i>Prepares instructional materials/syllabi for approval</i>	1						
	<b>PI 16:</b> Percentage of courses offered with final grades submitted within the allowable period	<b>A3.</b> Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	6	7	5	5	5	5.00	
	<b>PI 18:</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	<b>A4.</b> Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)	5	5	4	4	4	4.00	
	<b>PI 19:</b> Additional Outputs	<b>A 10.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	5	4	4	4	4.00	
		<b>A 11.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	30	4	4	4	4.00	
		<b>A 12.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	50	62	5	5	5	5.00	
		<b>A 13.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	7	5	5	5	5.00	

		<b>A 14.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
		<b>A.19.</b> Awards received	Receives International/ National/Regional award							
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A20.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 21.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3:</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 22.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora/conferences							
		a. International								
		b. National								
		c. Regional or Institutional Conferences	Prepares, submits and presents research paper in scienfic for a/conferences							
	<b>PI 7:</b> Amount of research money obtained from external sources	<b>A 23.</b> Amount of research money obtained from external sources	Requests for research money from external sources							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	<b>A 32.</b> 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							



	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 33.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3:</b> Number of extension programs and projects	<b>A 34.</b> Number of extension programs and projects	Implements extension programs and projects							
	<b>PI 4:</b> Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	<b>A 35.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A 36.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
		a. Peer reviewer of journal/book								
		b. Review of research and extension proposal								
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in								
		d. accreditor								
		e. consultancy								
	<b>PI 6:</b> Number of extension proposals submitted	<b>A 37.</b> Number of extension proposals submitted	Prepares extension project proposals and submits for review							
	<b>PI 7:</b> Number of extension proposals approved	<b>A 38.</b> Number of extension proposals approved	Follow ups submitted and reviewed extension proposals							
	<b>PI 8:</b> Number of extension proposals implemented	<b>A 39.</b> Number of extension proposals implemented	Implements duly approved extension projects							
	<b>PI 9:</b> Number of extension outputs presented in int'l, national, regional or institutional conferences	<b>A 40.</b> Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences							
		a. International								
		b. National								

		c. <i>Regional or Institutional Conferences</i>								
	<b>PI 10:</b> Number of extension activities conducted	<b>A 41.</b> Number of extension activities conducted	Conducts extension program activities							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Receives an award related to extension activities							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 1. Faculty Development Services</b>									
	<b>PI 7:</b> Number of trainings, seminars, and conferences attended	<b>A 50.</b> Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)	1						



		<i>International</i>								
		<i>National</i>								
		<i>Regional/Institutional</i>								
	<b>OVPI MFO 3. Registration Services</b>									
	<b>PI 9:</b> Percentage of students enrolled and validated within the registration period	<b>A 51.</b> Percentage of students enrolled and validated within the registration period	Validates students within the registration period	20	10	4	4	4	4.00	
	<b>PI 10:</b> Number of students advised during the registration period	<b>A 52.</b> Number of students advised during the registration period	Acts as academic adviser	30	56	5	5	5	5.00	
	<b>OVPI MFO 4. Curricular Program Management Services</b>									
	<b>PI 12:</b> Number of IMs reviewed by the DIMRC	<b>A 53.</b> Number of IMs reviewed by the DIMRC	Submits IMs for review							
	<b>PI 13:</b> Number of course syllabi and TOS reviewed and approved	<b>A 54.</b> Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval							
	<b>PI 16:</b> Number of student thesis advised:	<b>A 57.</b> Number of students advised on thesis/field practice/special problem:	Advises and corrects research outline and thesis/SP manuscript	13	8	4	4	4	4.00	
		<i>As SRC Chairman</i>		5	3	4	4	4	4.00	
		<i>As SRC Member</i>		5	5	4	4	4	4.00	
	<b>PI 18:</b> Number of students from other schools having summer program supervised	<b>A 59.</b> Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU							
	<b>PI 19:</b> Number of external institutions/agencies conducting benchmarking activities served	<b>A 60.</b> Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities							
	<b>PI 20:</b> Number of students from other academic departments conducting research activities served	<b>A 61.</b> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities							

	<b>PI 21:</b> Additional outputs	<b>A 62.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 3:</b> Number of committee meetings conducted	<b>A 67.</b> Number of committee meetings conducted	Acts as committee chairman							
	<b>PI 4:</b> Number of routinary documents acted	<b>A 68.</b> Number of routinary documents acted	Signs documents							
	<b>PI 5:</b> Number of requests acted	<b>A 69.</b> Number of requests acted	Approves requests							
	<b>PI 6:</b> Number of memoranda prepared	<b>A 70.</b> Number of memoranda prepared	Issues memoranda							
	<b>PI 9:</b> Number of submitted DTR within 20 days after the last day of the month	<b>A 73.</b> Submits DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	1	6	5	5	5	5.00	
	<b>PI 10:</b> Percentage of complaints, if any, addressed on time	<b>A 74.</b> Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
	<b>PI 17:</b> Additional Outputs	<b>A 80.</b> Number of meetings attended	Attends meetings (departmental/institutional)	2	6	5	5	5	5.00	
		<b>A 81.</b> 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							
	<b>Total Over-all Rating</b>								85.00	
	<b>Average Rating</b>								4.25	
	<b>Adjectival Rating</b>								Very Satisfactory	

Evaluated & Rated by:

**ALJAY D. VALIDA**

Department Head

Date:

7-22-24

Recommending Approval:

**SUZETTE B. LINA**

Dean, CAFS

Date:

6/10/24

Approved by:

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Date:

8/13/24



Comments & Recommendations for Development Purpose:

Good work !!!

## PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

**Name of Office:** Department of Horticulture

**Head of Office:** Aljay D. Valida

**Number of Personnel:** 16


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Assignment of teaching load		Department meeting			Distribution of teaching load; tap affiliate faculty and GTAs to lessen IFW.
Submission of DTR on time		Department meeting			Improve reporting time and submission of DTR.
<b>Coaching</b>					
Faculty having less than very satisfactory rating in TPES	On one mentoring and root cause analysis of low TPES rating with the concerned faculty.				Monitoring of the next TPES result if there is an improvement.

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

Conducted by:

ALJAY D. VALIDA  
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 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
<b>MFO 1 ADVANCED EDUCATION SERVICES (20%)</b>								
Increase enrolment in graduate programs	Monitor the enrolment trend for graduate Programs	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Graduate Courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Offer new programs and/or revise existing one	Revised and Submit Curricular Programs	Dept. Head and Faculty	Depending on the process	✓	✓	✓	✓	Ms and Phd Horticultur e Proposal for revised curriculum has been submitted
<b>MFO 2 HIGHER EDUCATION SERVICES</b>								
Increase employability of graduates 2 years prior	Monitor the employability if graduates	Dept. head and DdrC	1 year	✓	✓	✓	✓	60% completed
Increase enrolment of undergraduate students in CHED and RDC-identified programs	Monitor the enrolment trend for BSA- Horticulture	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Undergraduate courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Monitor undergraduate degree programs implementation	Monitor BSA- Horticulture	Dept Head. DDrC	Within 6 months of rating period	✓	✓	✓	✓	BSA- Horticultur e program monitored
Produce teaching- learning materials for efficient delivery of instruction	Production of Instructional Materials	Dept. Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	Revisions of Instruction al materials necessary
Improve the graduation rate of undergraduate students	Monitor the number of graduates	Dept. Head DDrC	2 weeks	✓	✓	✓	✓	More than 50% undergradu

								ate students graduated in the prescribed period
Improve delivery of instruction services	Update TOS and Syllabus	Department Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	TOS and Syllabus updated in line with ISO Standards
<b>MFO 5 SUPPORT TO OPERATIONS</b>								
Increase the percentage of graduate faculty pursuing PhD	Monitor the percentage of faculty pursuing PhD	Department Head	Within 6 months of rating period	✓	✓	✓	✓	90% of members of Faculty are PhD Holder
Obtain COPC of graduate program	Ensure COPC for graduate programs	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Both MS and PHD have COPC
Increase the percentage of graduate students enrolled on schedule	Monitor number of graduate students status	Department Head DdRC	Within 6 months of rating period	✓	✓	✓	✓	Increase number of graduates given the prescribed period
Obtain COPC of undergraduate programs	Ensure COPC for BSA-Hort	Department Head	3 years	✓	✓	✓	✓	COPC for BSA Hort is in good standing
Obtain accreditations for all undergraduate programs	Ensure good accreditation standing for BSA-Horticulture	Department Head	3 years	✓	✓	✓	✓	BSA-Horticulture is level 4 accredited in AACUP
Increase percentage of undergraduate students enrolled on schedule	Monitor the enrollment trend for BSA Horticulture	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of Enrollment for BSA Horticulture
Improve teaching performance of faculty members	Monitor teaching performance	Department Head	1 week	✓				100% of the faculty attain very satisfactory rating
Smooth enrolment of students in the subsequent semester	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are



								validated
Comply with CSC, CHED and PRC qualification requirements	Monitor the hiring of Teaching and non teaching staff	Department Head DdRC	1 week	✓	✓	✓	✓	Application and hiring process of Part-time is in line with ISO standard
Enable all students to enroll within the scheduled registration period	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are validated
Provide support to students from partner schools	Accepts and Monitors students from partner schools	Department Head DdRC	4 weeks	✓	✓	✓	✓	Phil.Sci high school as partner school
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
<b>MFO 6 GENERAL ADMINISTRATION AND SERVICES</b>								
Efficiently deliver needed services	Monitor submission of IFW and Actual Teaching load	Department Head	4 weeks	✓	✓	✓	✓	100% submission of IFW and Actual teaching load submitted 2 weeks after enrollment
<b>MFO 3 RESEARCH SERVICES</b>								
Enhance the research competence of faculty	Submit Research Proposal	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	2 Research proposal Submitted
<b>MF04 EXTENSION SERVICES</b>				✓	✓	✓	✓	

Increase the research outputs utilized by the industry or by other beneficiaries	Submission of Publications/ Research outputs	Members of Faculty	Within 6 months of rating	✓	✓	✓	✓	2 publications submitted
Engage in active partnership with LGUs, industries, NGOs, NGAs, SMEs and other stakeholders because of extension activities	Crafting of MOUs/MOAs with LGUs or HEIs	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Crafted and MOAs approved in collaboration with LGUs
Increase the number of trainees weighted by the length of training	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Undertake extension programs and projects consistent with VSUs mandated and priority programs	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Increase the percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	96% rated very satisfactory for the members of Faculty being resource person
Enhance extension competence of the faculty	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings

Prepared by:

ALJAY D. VALIDA  
Head, Department of Horticulture



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SANTOS B. VILLOCINO

Performance Rating: Very Satisfactory

Aim: Attain an Outstanding rating

Proposed Interventions to Improve Performance: \_\_\_\_\_

Date: January 2024

Target Date: June 2024

### First Step:

Write and submit one (1) research proposal to a research funding agency  
Attend conferences, trainings, and seminars related to the field of specialization

Actively participate in all college and departmental activities

Accept more Horticulture Thesis Advisees

### Result:

Attended meetings set by the Department heads.

Participated the activities organized by the department and college.

Advised more or less ten thesis advisees.

Coordinated OJT students and HEIs during the internship program.

Date: July 2024

Target Date: December 2024

### Next Step:

Make necessary processes and transition of responsibilities before retirement.

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:

ALJAY D. VALIDA  
Unit Head

Conformer:

SANTOS B. VILLOCINO

Name of Ratee Faculty/Staff



**TEACHING PERFORMANCE EVALUATION**  
**Summary by Department**


Department: Dept. of Horticulture

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
AIZA MAE T TAJOR	1	5.00	100.00 %	Outstanding
ALJAY DARIA VALIDA	4	5.00	100.00 %	Outstanding
ARCEL MARIÑO MONTES	2	4.50	90.00 %	Outstanding
ARSENIO DECOY RAMOS	5	4.80	96.00 %	Outstanding
BLANCHE FRANCHETTE DIVINAGRACIA LLERA	2	4.00	80.00 %	Very Satisfactory
CATHERINE CASTRO ARRADAZA	3	4.00	80.00 %	Very Satisfactory
DARIO PEREZ LINA	4	3.75	75.00 %	Very Satisfactory
DHENBER C. LUSANTA	3	4.00	80.00 %	Very Satisfactory
GLORIA ESTAURA BANCALE	5	3.40	68.00 %	Satisfactory
JOY CAÑETE CODOG	2	5.00	100.00 %	Outstanding
MALVIN BELMI DATAN	6	4.50	90.00 %	Outstanding
MARILOU MANTE BENITEZ	6	4.33	86.67 %	Very Satisfactory
MARILYN MARANGUIT BELARMINO	5	4.60	92.00 %	Outstanding
RODEN DY TROYO	2	5.00	100.00 %	Outstanding
ROSARIO ALGODON SALAS	2	4.50	90.00 %	Outstanding
SANTOS JR. BERDIN VILLOCINO	4	4.50	90.00 %	Outstanding
ZENAIDA CUEVAS GONZAGA	4	5.00	100.00 %	Outstanding
Department Mean		4.46	89.27%	Very Satisfactory


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:

  
**ROSARIO ALGODON SALAS**  
Name and Signature of Department head  
Date: 5/2/24

  
**VICTOR BINGSCO ASIO**  
Name and Signature of College Dean  
Date: 5-2-24

Distribution of copies: ODIE, College, Department

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