

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **Dr. DeeJay Maranguit-Lumanao, Asst. Prof. II**Period: **July to December 2021**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	25%	4.91	1.2275
b. Students	25%	4.75	1.1875
Total for Instruction	50%		
2. Research			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	10%	4.78	0.478
Total for Research	10%		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	15%	4.88	0.732
Total for Extension	15%		
4. Administration	25%	5.00	1.25
5. Production			
TOTAL	100%		4.87

EQUIVALENT NUMERICAL RATING: **4.87**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.87**ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


DEEJAY M. LUMANAO
Name of Faculty

Reviewed by:


SUZETTE B. LINA
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, DEEJAY M. LUMANAO, a faculty member of the DEPARTMENT OF SOIL SCIENCE 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 JULY-DECEMBER, 2021 (Accomplishment).

DEEJAY M. LUMANAO

Asst. Prof. II

Date:

Approved:

SUZETTE B. LINA

Department Head

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	2	4.94	5	5	5	5	Soil 213 lec/lab (10 students); Soil 219 lec (2 students); Soil 300.1 (2 students)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	4	5	5	5	5.00	Charline Colangan; Rhonna Bulawan; Jinky Dogello; Judy Gamboa
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4	5	5	4.5	4.83	Charline Colangan; Rhonna Bulawan; Jinky Dogello; Judy Gamboa
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	5	5	5	4.5	4.83	Jeffrey Abubo; Divinagracia; Jocel Batuto; Flordemaelyn Beranda

		<u>A4 . Number of students entertained for consultation purposes</u>	Entertains students seeking consultation with faculty	2	10	5	5	5	5.00	
	<u>PI 9:</u> Number of instructional materials developed *	<u>A5 . Number of on-line ready coursewares developed and submitted for review</u>	Converts the existing instructional materials into flexible learning systems	1	1	5	4.5	4.5	4.67	Soil 213 - Advanced Soil Microbiology
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	4.5	4.5	4.67	Soil 213 - Advanced Soil Microbiology
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	5	5	4.5	4.83	powerpoint presentations for the 5 modules; journal articles related to the topics for critic; video presentation/movie clips about food wide web,
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	5	5	5.00	Midterm and Final Exams written and oral
		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	0	0					
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Soil 213 virtual classroom in VSUEE/Moodle
	<u>PI 10 . Additional outputs:</u>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal	0	0					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5:</u> Total FTE, coordinated, implemented and monitored *	<u>A9. Actual Faculty's FTE</u>	Handles and teaches courses assigned	1	16.73	5	5	5	5.00	SS24 (lec) = 48 students, SS22 (lec) = 32 students; EM112n (lec/lab) = 22 students; SS199c = 8 students; Soil 113 lec/lab (12 students)

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5	5	5	4.5	4.83	Final Grade = SS24; SS22; EM112n; SS199c; SS200
		A11. 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	0	4	5	5	5	5.00	Completion of grade for Soil 113 = Mañara; Oracion; Lazo Soil 213 = Gavileño
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	4	5	5	5	5.00	Turnitin orientation; etc.
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	10	5	5	4.5	4.83	Administered and checked midterm and final exams of SS22; SS24, EM112, SS113, SS213
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	15	5	5	4.5	4.83	Prepared and checked quizzes for both lec and lab of SS113, EM112 and lec of SS 22, SS 24
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	10	50	5	5	4.5	4.83	Checked EM112 and SS113 lab reports and term paper
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	10	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	5	5	5	4.5	4.83	Jezamae Cerna; Jessa Veril; Ezra Monte; Ramel Lazo; Reynaldo Yaun;
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	4.5	4.83	Amamangpang; Cyrill Ellorimo; Rhea Yamon
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Graduate Student Organization

		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	0	0					
	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	1	5	4.5	5	4.5	4.67	SS 113 - Soil Microbiology module and laboratory guide; Module 5 of SS 22 and SS 110; SS 24 Module 1; EM112n Module
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	20	5	5	5	5.00	Lecture powerpoint presentations for SS22; SS24; EM112n; SS 113; video clips about soil fertility; research articles as reading assignments
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	25	5	5	5	5.00	Exams and quizzes for SS22, SS24, EM112n, SS113; Fertilizer problem set for SS24; 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	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	5	5	5	5	5.00	Virtual classroom for SS22, SS110, SS24, SS113 and EM112n
	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	0	1	5	5	5	5.00	Prepared documents for the RQAT/COPC for MAgDev Program
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0						
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0						
Subtotal (Instruction):									132.50	
Ave:									4.91	
TPES									4.75	

UMFO 3 . RESEARCH SERVICES										
<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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	0	0						
<u>PI 2.</u> Number of research outputs completed within the year *	<u>A 28.</u> Number of research outputs completed within the year *	Conducts and completes research or project within the year	0							
<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A 29.</u> Percentage of research outputs published in internationally-referred 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>		0	2	5	5	4.5	4.83	Published in European Journal of Soil Biology 106 (2021): 103353, and Soil Biology and Biochemistry, https://doi.org/10.1016/j.soilbio.2020.107852 .	
	<i>In refereed nat'l/regional journals</i>		0							
<u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences	<u>A 30.</u> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences	0	0						
	<i>In int'l fora/conferences</i>									
	<i>In nat'l/regional fora/conferences</i>									
<u>PI 5.</u> Percent of research proposals approved *	<u>A 31.</u> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0	2	4.5	5	4.5	4.67	Research proposal submitted to PCARRD and submitted to NCRC.	
<u>PI 6.</u> Additional outputs*	<u>A 32.</u> No. of research-related awards (research conducted by faculty or student w/ faculty)		0							
	<u>A 33.</u> 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	2	5	5	5	4.5	4.83	SHJ; ATR; LDD; JATM; etc.	

		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0						
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0						
		Subtotal (Research):							14.33	
		Ave:							4.78	
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	0	1	5	5	5	5.00	Baybay City Agriculture Office
	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	0	1	5	4.5	5	4.83	Conducted training about Integrated Nutrient Management to the Higulo-an Farmers Association
	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	Implemtenes duly approved extension projects	1	1	5	5	4.5	4.83	DSS Extension Project
	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	0	100%	5	5	5	5.00	Higulo-an Farmers Association
	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							
	Research Mentoring	Research Mentor		0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0						

	Resource Persons	Resource Persons		0	1	4.5	5	5	4.83	Resource person during our training with the Higulo-an Farmers Association
	Convenor/Organizer	Convenor/Organizer		0	1	5	5	5	5.00	As organizer during our training with the Higulo-an Farmers Association
	Consultancy	Consultant		0						
	Evaluator	Evaluator		0						
	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	0						
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *		0						
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	1	4.5	5	4.5	4.67	Prepared leaflets/Phamplets about Soil collection and preparation which was distributed to the farmers
Subtotal (Extension)									34.17	
Ave:									4.88	
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	zero non-conformity	zero non-conformity	5	5	5	5.00	
		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	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								


UMFO 6. General Admin. & Support Services (GASS)									
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint	5	5	5	5.00
	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 (Conducted monthly consultation meeting with the Staff of the Online Programs Office)	1	5	5	5	5	5.00 Conducted monthly consultation meeting with the OPO staffs.
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal (Conducted the online consultation dialogue with the distance learning students)	0	1	5	5	5	5.00 Conducted dialogue/consultation meeting with the MAgDev/ Distance education learners.
					Subtotal (Support	25.00			
					Ave:	5.00			
	Total Over-all Rating					206.00			
	Average Rating					4.874272487			
	Adjectival Rating					OUTSTANDING			

Average Rating (Total Over-all Rating Divided by 4)		4.87
Additional Points:		
Punctuality	XX	
Approved Additional Points (with copy of approval)	XX	
FINAL RATING		4.87
ADJECTIVAL RATING		OUTSTANDING

Comments and Recommendations for Development Purpose:

- Maintain the outstanding rating & continue writing research proposals for submission to funding agency.

Evaluated & Rated by: 
SUZETTE B. LINA
 Department Head

Recommending Approval

VICTOR B. ASIO
 Dean, CAFS

Approved by: 
BEATRIZ S. BELONIAS
 Vice President for Instruction

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DEEJAY MARANGUIT-LUMANAOPerformance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Sustain/Improve Performance:

Full support from the Department of Soil Science, the College of Agriculture and Food Sciences, and from the University in terms of financial support for all proposals to be submitted to produce outputs for instruction (ex. Budget for teaching guide preparation), research (ex. Approval and release of budget for research proposal submitted), extension (ex. Time and budget to do the extension activities) and production.

Date: July 1, 2021Target Date: December 30, 2021

First Step:

Revise instructional materials to online-ready courseware.Attend and participate in local, national, and international scientific forums and training-workshop.Submission of instruction, research and extension proposals for funding.Submit an article to ISI journals.Review manuscript submitted in the journal as peer-reviewer.

Result:

Has revised the instructional materials to online-ready courseware based on the learning guide format of the University.Has attended and participated series of Webinars concerning teaching in the new normal conducted by the SUC consortium of Region 8.Follow-up proposal submitted to the International Foundation of Science (IFS)Published article in Catena and in JATM.Reviewed articles from ATR, SHJ, JATM.

Date: January 1, 2022

Target Date: July 30, 2022

Next Step:


Write another research article for publication in ISI journal.Write a research proposal for funding.Outcome: Submission of research article for publication in the ISI journal.Submission of research proposal for funding.

Final Step/Recommendation:

If research paper is accepted for publication and will be published, it will be used as a reference for graduate and undergraduate students. And if the research proposal will be submitted and will be funded, new graduates will be hired as a research assistant, and data generated will be published.

Conforme:

Prepared by:


DEEJAY M. LUMANAO
 Faculty


SUZETTE B. LINA
 Head, DSS