

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **BERTA C. RATILLA (Associate Professor V)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	35.00	4.90	1.72
b. Students	35.00	5.00	1.75
Total for Instruction	70		3.47
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research	20	5.00	1.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	5.00	4.90	0.25
4. Administration	5.00	4.90	0.25
5. Production	-		
TOTAL	100		4.96

EQUIVALENT NUMERICAL RATING: **4.96**


Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.96**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:


BERTA C. RATILLA
Name of Faculty


VICTOR B. ASIO
Dean, CAFS

Recommending Approval:


VICTOR B. ASIO
Dean, College of Agriculture and Food Science


Approved by:



BEATRIZ S. BELONIAS
Vice President, Instruction

Visayas State University
DEPARTMENT OF AGRONOMY
COLLEGE OF AGRICULTURE AND FOOD SCIENCE
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, BERTA C. RATILLA, Associate Professor V of the Department of Agronomy, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December, 2018.


BERTA C. RATILLA
Assoc. Prof. V
Date: January 23, 2019


VICTOR B. ASIO
Dean, CAFS
Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services										
OVPI MFO 1. Graduate Degree Program Management Services										
	PI 1: Number of graduate degree specializations offered and monitored	Number of graduate degree specializations monitored	2	2	5	5	5	5.00		
	PI 2: Total FTE monitored	Total FTE	2	3.45	5	5	5	5.00		
	PI 3: Percentage increase in number of graduate students enrolled	Monitored graduate students enrolled in the university	20	40	5	5	5	5.00		
	PI 6: Percentage increase in number of students who graduated within prescribed period	Recommended graduate students for graduation	50	100	5	5	5	5.00		

OVPI MFO 2. Graduate Student Management Services									
	PI 1: Number of graduate students awarded with scholarship/ assistantship	Monitored graduate students awarded with scholarship/assistantship	5	8	5	5	5	5.00	
	PI 2: Percentage of graduate students awarded with scholarship/ assistantship who graduated within prescribed	Monitored graduate students awarded with scholarship/ assistantship who graduated	32%	83	5	5	5	5.00	
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
	PI 1: Total FTE monitored	Total FTE	3	16.1	5	5	5	5.00	
	PI 2: Number of new undergraduate curricular program compliant to CMO, approved and offered	Reviewed and indorsed for approval in the appropriate body	1	1	5	5	4.9	4.97	
	PI 4: Percentage increase in number of undergraduate students enrolled	Reviewed and approved the offering of unscheduled subjects	10	22%	4.9	4.8	5	4.90	
	PI 6: Percentage passing of students in licensure board examination	Gave due recognition to placers of the PRC Licensure Board Examinations	50	100	5	5	5	5.00	
	PI 7: Number of undergraduate students who graduated within prescribed period	Recommended undergraduate students for graduation	1	1	5	5	4.9	4.97	
OVPI MFO 2. Student Management Services									
	PI 1: Percentage increase of students enrolled in different degree programs	Monitored number of students enrolled in different degree programs						0.00	
	PI 2: Number of students awarded with scholarship/fellowship/grants /assistantships	Attended and recognized students awarded with scholarships/grants	4	8	4.9	4.9	4.9	4.90	
	PI 3: Number of graduates gainfully employed in jobs related to their undergraduate programs	Monitored number of graduates gainfully employed in jobs related to their undergraduate programs	4	6	4.9	5	4.9	4.93	
UMFO 3. Research Services									
	PI 1. Number of published papers in internationally indexed journals							0.00	
	<i>In refereed int'l journals</i>							0.00	
		Submitted paper for review	1	1	4.9	4.9	4.9	4.90	
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences							0.00	

	<i>In int'l fora/conferences</i>	Co-authored poster presentation	1	2	4.9	4.9	5	4.93	
	<i>In institutional fora/conferences</i>		1	1	4.9	4.9	5	4.93	
	PI 3. Number of research projects conducted and/or completed on schedule	Research on actinomycetes	1	1	5	4.9	4.9	4.93	
UMFO 4. Extension Services									
	PI 4. Number of extension projects conducted and/or completed on schedule	CAFS -BIDANI project	1	1	4.9	4.9	4.9	4.90	
	PI 5. Number of extension proposals submitted		1	1	4.9	4.9	4.9	4.90	
	No. of extension-related awards (extrn. conducted by faculty or studnt & faculty)							0.00	
UMFO 6. General Administration and Support Services (GASS)									
OVPI MFO 1. Administrative and Facilitative Services									
	PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Recommended faculty for advance study						0.00	
	PI 2: Number of management meetings coordinated	Attended college and university committee meetings	4	6	4.9	4.9	5	4.93	
	PI 5: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Monitored frontline academic services and ensured to be customer friendly and efficient	1	1	4.9	4.9	4.9	4.90	
	PI 6: Number of new faculty requested to be hired using procedures aligned with ISO standards	Recommended for approval to the University President	1	1	5	5	5	5.00	
	PI 7: Number faculty recommended for graduate studies	Recommended for approval to University President	1	1	4.9	5	5	4.97	
	PI 8: Percentage of newly hired faculty oriented with university policies and procedures	Coordinated orientation for newly-hired faculty members	1	1	5	5	5	5.00	
	PI 9: Percentage of faculty evaluated by their students	Coordinated and monitored faculty evaluation by their students	40	100	5	5	5	5.00	
	PI 10: Percentage implementation of SPMS & PBB	Reviewed/Calibrated OPCR/IPCR of the departments and faculty and staff of the university						0.00	

OVPI MFO 2. Frontline Services

	P111. Efficient and customer-friendly frontline service	Zero percent complaint from clients served			5.00	4.9	4.9	4.93	
	Best practices/new initiatives	Subsidized students' contribution during parties			5.00	5.0	4.9	4.97	
		Set schedules or thesis manuscript processing to assure on time graduation			5.00	4.9	4.9	4.93	
Total Over-all Rating					138.90	138.70	138.80	138.80	
Average Rating					4.96	4.95	4.96	4.96	

Adjectival Rating

Outstanding

Comments and Recommendations for Development Purpose:

May attend some international conferences

- 1- Quality
- 2- Efficiency
- 3- Timeliness
- 4- Average

Evaluated and Rated by:

Recommending Approval:

Approved by:


VICTOR B. ASIO, Ph.D.

Dean, College of Agriculture and Food Science

Date: _____


VICTOR B. ASIO, Ph.D.

Dean, College of Agriculture and Food Science

Date: _____


BEATRIZ S. BELONIAS

Vice President, Instruction

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Dept. of Agronomy

Head of Office: BERTA C. RATILLA

Number of Personnel: 20

Activity Monitoring	MECHANISM			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
Monitoring					
Assignment of teaching load		Department meeting			Equally distribute teaching load;
Remind faculty to be extra careful in the computation and giving of grades		Department meeting			To avoid error
Logging in & out in logbook		Dept. meeting			Improved reporting time
Coaching					
Remind staff to be serious in attending trainings	Call the attention of concerned staff				Improved commitment and seriously attend all sessions
To be visible in office premises	Call the concerned individual				To attend student/client inquiry & needs
To file necessary documents (e.g/ travel order) when on travel		Dept. Meeting			For easier monitoring

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

Conducted by:

Noted by:


BERTA C. RATILLA
Immediate Supervisor


VICTOR B. ASIO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERTA C. RATILLA
Performance Rating: OUTSTANDING

Aim: Sustain the outstanding rating
Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step:
Attend and present poster in AAACU scientific forum

Result:
Co-authored poster presentation during AAACU International Scientific Conference

Date: January 2019 Target Date: June 2019

Next Step:
Publish scientific paper in refereed journal

Outcome: Has attended and presented paper in scientific conference

Final Step/Recommendation:

Prepared by:


VICTOR B. ASIO
Dean