


Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(July-December 2020)**Name of Faculty Member: MILAGROS C. BALES

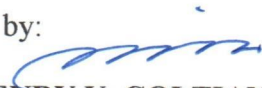
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.5	
b. Students (50%)		5.0x50%= 2.5	
Total for Instruction	35%	5.0	1.75
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.67	0.47
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.96	0.99
4. Administration	35%	5.0	1.75
5. Production			
TOTAL			4.96

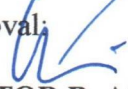
EQUIVALENT NUMERICAL RATING: 4.96
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING:

Outstanding

Prepared by: 
MILAGROS C. BALES
Name of Faculty


Reviewed by: 
HENRY Y. GOLTIANO
Department Head


Recommending Approval: 
VICTOR B. ASIO
Dean, CAFS


Approved: 
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MILAGROS C. BALES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets for the period JULY TO DECEMBER 2020.


MILAGROS C. BALES
 Assoc. Prof. V
 Date:

Approved:

HENRY Y. GOLTIANO
 Department Head
 Date:


VICTOR B. ASIO
 College Dean
 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	Timelines	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	4.0	9.33	5	5	5	5.00	1st Sem SY 2020-2021 AgEx 223e (2x3)/12 = 0.5 AgEx 233e (11x3)/12 = 2.75 AgEx 233 (19x3)/12 = 4.75 AgEx 299 (1x1)/12 = 0.083 AgEx 300 (1x6)/12 = 0.5 AgEd 231 (3x3)/12 = 0.75
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	5	5	5	5	5.00	Diosdado Alaba*, Lorife Jumalon*, Char Branchuela*, Monna Bengalan, Fstima Chavez *dropped before midterm
		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	5	5.00	Glaisa Calubiran, Jemboy Cadenas, Cristita Clava, Manuel Ilatico

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	9	5	5	5	5.00	Marion Parilla, Joan Maictin, Benjie Villaruben, Evangeline Martil, Lizel Laurente, Mark Donald Balo, Jade Batasan, Rosemarie Macale, Ma. Trisha Rempillo
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	12	5	5	5	5.00	Students who are my thesis advisees and under my class who texted, SMS and sent me emails
	PI9: 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	2	2	5	5	5	5.00	AGEX 233, AGEX 202 These 2 Learning guides were not yet revised based on the new prescribed format
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	8	5	5	5	5.00	3 PPP and 5 sets of Supplemental Reading Assignments for AGEX 233.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	24	5	5	5	5.00	3 long exams 5 exercises or learning activities for AGEX 233
		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 Moodle or Google Classroom	2	1	5	5	4	4.67	Google classrooms for 3 sections of AGEX 233 students. However, . For AGEX 233, there was already a study guide prepared but was not revised into the new format of the Module.

	<u>PI 10</u> . Additional outputs:	<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							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	6	2.55	5	5	4	4.67	1st Sem, SY 2020-2021 AgEx 122 (17x3)/20 = 2.55; Asked to be relieved or deloaded of teaching because of the heavy work in ODQA.
		<u>A10</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	2	5	4	4	4.33	Has not submitted yet due to many activities of ISO.
		<u>A 11</u> . 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	3	7	5	5	5	5.00	Faith Loreto, Clarisse Liwanag, Cristita Clava, Jemai Faith Magnaye, Ronald Melendres, Jerom Comaling, Margrette Mansanav
		<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	4	4.67	1 google classroom and Moodle but was not able to fully focus due to many responsibilities.
		<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	5	5	4	4.67	2 midterm exams and 1 special midterm exam. For AGEX 122
		<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	23	5	5	5	5.00	3 pretest-posttest; 10 short quizzes/assessments; 10 learning activities for AGEX 122
		<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							none
	<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic adviser to students	3	4	5	5	5	5.00	Jessie Basalo, Johndel Marie Martin, Madel Mendoza, Julieta Villocino
		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:								
		As Field Practice Supervisor/Adviser	Advises, and corrects research outline and thesis/SP manuscript	3						none. No students underwent field practice
		As Field Practice Member	Advises and corrects research outline and thesis/SP manuscript	5						none, was not given assignment because of heavy load at QAC

		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	17	5	5	5	5.00	AgEx 122 students
	PI 9: Number of student organizations advised/assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	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	2	2	5	4	4	4.33	2 instructional module is co-authored with other colleagues at the dept. (AgSc 113 & AgEx 122)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	6	5	5	5	5.00	1 PPP for AGEX 122, 5 PPPs for AGSci 113
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	24	5	5	5	5.00	1 midterm exam, 10 quiz/exercises, 13 module assessments
		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 Moodle or Google Classroom	1	1	5	5	4	4.67	AgEX 122 in Google Classroom, 1 module is not yet uploaded yet because it is still being done
	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	1						no accreditation was done during the period under review
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						none, not anymore a coordinator

		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research 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							
		Number of articles published in interntionally-refereed or CHED recognized journal	Published articles in refereed or CHED recognized journal		1	5	5	4	4.67	Understanding vaccine hesitancy among mothers: the case of a community hit by rubella outbreak
		<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 scienfic for a/conferences							
		<i>In int'l fora/conferences</i>		1						none
		<i>In nat'l/regional fora/conferences</i>		1						none
	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								
		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 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	*about 67 people's organizations established partnerships in the conduct of CBFBS *39 partnerships	5	5	5	5.00	YRRP Leyte = 29 municipalities Biliran= 3 municipalities Samar = 5 municipalities GTH LGU Baybay & LGU Hilongos MOAs are on file at the Dept.
	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	50	35 x1 GTH 763 x 12 days = total of 9510 trainees	5	5	5	5.0	GTH-Training on Broiler Production at Brgy. Marcos; CS-FBS community-based trainings conducted in collaboration with the different LGUs with 763 participants conducted in 12 sessions in 28 municipalities
	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	Implements duly approved extension projects	2	2	5	5	4	4.67	*Green-the-Home Project *Building Capacities for Farmer Entrepreneurs through Climate Smart Farm Business School in Selected 38 Municipalities in Region VIII
	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%	95%	5	5	5	5.00	CS-FBS (YRRP) and Green-the-Home Projects

	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			6	5	5	5	5.00	MCLipian, SRA-GTH; Archille Galupo, Jamaica Mueda, Lyca Ipong, Angim Loreno and Krystel Kaye Casinillo
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		2	2	5	5	5	5.00	Developing high impact extension projects in Northwest Samar State University, ISO awareness with the new Director for Planning and Infrastructure Devt and the Planning Officer
	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		no. of seeds and vegetable planting materias distributed (more 1000 vegetable seedlings distributed)	5	5	5	5.00	Distributed planting materials to faculty and staaff and nearby communities to propote PPP of DA and to address resilliency and food security in times pf pmdemic
			No. of Training Manuals prepared and reproduced		2 manuals translated to Waray-Waray and Cebuano reproduced in 100 copies	5	5	5	5.00	Two manuals translated into Waray-waray and Cebuano version reproduced and dsitributed to the differetent training facilitators as their guide in the conduct of community-based training
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	0	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							
		On program accreditations								
		On institutional accreditations								
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		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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							

ISO-QMS Implementation	Number of quality procedures/guidelines, forms and manuals reviewed	Reviews quality procedures, guidelines and forms for ISO	52	Reviewed quality procedures/guidelines and forms	5	5	5	5.00	GL-QAC-06 Standard format for VSU internal documents, PM-QAC-13 Document Review, GL-QAC-02 Document Approval Matrix, GL-QAC-05 Assignment of Control Number, GL-INF-01 Formatting of VSU Letterheads and forms, Procedure on Preparation and Evaluation of IM (based on existing BOR approved guidelines), Procedure on Preparation and Evaluation of Courseware (based on existing BOR approved guidelines), GL-IMD-01 Guideline on Preparation and Evaluation of IM during the COVID-19 pandemic crisis, PM-IMD-01 Procedure on Preparation, Evaluation and Reproduction of IM during the COVID-19 pandemic crisis, PM-CON-01 Conduct of case study preparation, PM-CON-02 Procedure on the Conduct of Related Learning Experience (RLE) Extension Duty, PM-CON-03 Submission of an Accomplished Excuse Slip Document, 11 QMS manual, PM-QAC-14, PM-VPA-04 Procedure on Thesis
	Number of internal audits conducted and no of audit reports prepared	Conducts internal audits of offices as assigned by the lead auditor	5	Conducted internal audits to 5 offices and prepared	5	5	5	5.00	Top Management, Planning Office, ODHRM, USSO, Office of the Director for Extension,
	Number of management reviews coordinated/conducted	Facilitates/coordinates the conduct of ISO Management Review including the preparation of notices of meetings and agenda	2	Facilitated the conducted of Maangement Reviews for 2 staggered days	5	5	5	5.00	management review was move to January 15 and 20, 2021 because MR iinputs from other offices were not yet ready

		Number of meetings/workshops/ trainings facilitated (AACCUP, ISO, etc)	Facilitates/coordinates meetings related to ISO, AACCUP, etc)	10	Facilitated meetings and prepared minutes	5	5	5	5.00	4 top mgt meetings, review of stage 2 audit findings, 2 meetings preparation of FSA, preparation of QMS portal doc review and
		Prepared/Reviewed minutes of meetings	Prepares minutes of meetings facilitated/conducted	3	Facilitated meetings and prepared minutes	5	5	5	5.00	2 MR minutes (Jan 15 and 20 meetings and Capability Assessment meeting
		No. of Conduct verifications/monitoring of MR action plans	Conducts verification/validation of 2020 MR action plans	5	Verification activities conducted	5	5	5	5.00	Verified/Followed up the action plans of top management, IQA, Planning Office, DPO, OVPREI CEO
		Number of processes/procedures monitored during the roll out/implementation	Monitors processes/procedures during the QMS implementation	134	monitored the implementation of QMS processes	5	5	5	5.00	This include monitoring of compliance of stage 2 audit findings, customer feedbacks, MR action plans, corrective actions
		No of corrective action reports issued, monitored and closed	Issues corrective action reports (CAR) and monitor for implementation and closure	35	issued corrective actions to offices which were found not conforming to documented information/procedure	5	5	5	5.00	corrective actions reports were mostly related to academic, customer feedback and non- compliance to submission of PECAs reports
		Attendance to ISO and AACCUP related trainings	Attends/participates in ISO/AACCUP related trainings	3	Participated in IOS and AACCUP- related trainings	5	5	5	5.00	Risk Assessment (Aug 25), Remote Audit Training (No 5-6), AACCUP Online Accreditation (
Total Over-all Rating				201.35		Comments & Recommendations for Development Purpose: <i>she's a very dynamic employee who is also very hardworking</i>				
Average Rating				4.91						
Adjectival Rating				OUTSTANDING						

Evaluated & Rated by:

HENRY Y. GOLTIANO

Department Head

Date:

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EMPLOYEE DEVELOPMENT PLAN (July-December 2020)

Name of Employee: Milagros C. Bales
Performance Rating: Outstanding

Aim: Send Dr. Bales to an international training/conference either as a trainee or paper presenter

Proposed Interventions to Improve Performance: Attend relevant international trainings (virtual trainings or physical-presence once Covid 19 pandemic restrictions are lifted).

Date: October-December 2020 Target Date: Within April-June 2021

First Step: Approved by the department's personnel committee and APB committee.

Result: Dr. Bales to look for relevant training or conference that can enhance her expertise and managerial abilities.

Date: January-March 2021 Target Date: Within April-June 2021

Next Step: Dr. Bales to apply for participation to an international training/conference

Outcome: Attended international training/presented paper in an international conference within April-June 2021.

Final Step/Recommendation:

The department strongly recommends her for an international training/conference virtually or by actual physical presence.

Prepared by:


HENRY Y. GOLTIANO
DAEEx Head

Conforme:


MILAGROS C. BALES
Name of Ratee Faculty/Staff