

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: RENEZITA S. COME

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
<b>1. Instruction</b>			
a. Head/Dean (50%)		$4.75 \times 50\% = 2.38$	
b. Students (50%)		$5 \times 50\% = 2.5$	
<b>Total for Instruction</b>	70%	4.88	3.42
<b>2. Research</b>			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
<b>Total for Research</b>	20%	4.25	0.85
<b>3. Extension</b>			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
<b>Total for Extension</b>	-	-	-
<b>4. Administration</b>	10%	4	0.4
<b>5. Production</b>	-	-	-
<b>TOTAL</b>			4.67

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.67  
0

4.67

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

RENEZITA S. COME

Name of Faculty

Reviewed by:

DENNIS P. PEQUE

Department Head

Recommending Approval:

DENNIS P. PEQUE

Dean

Approved:


BEATRIZ S. BELONIAS


Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RENEZITA S. COME, a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY TO JUNE 2020.

  
**RENEZITA S. COME**  
Associate Professor V  
Date:

Approved:   
**DENNIS P. PEQUE**  
Department Head  
Date:

  
**DENNIS P. PEQUE**  
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	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	0	0					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	(2/1) 200%	5	5	5	5	Ms Katang katang and Ms Tiusen (MS students)
		A3 . Number of students advised on thesis/special problem/dissertation		1	(2/1) 200%	5	5	5	5	Ms Katang katang and Ms Tiusen (MS students)
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	2	5	5	5	5	Ms Katang katang and Ms Tiusen (MS students)

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					
		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	1	(2/1) 200%	4	4	4	4	Ms Katang katang and Ms Tiusen (MS students)
	<b>PI9</b> : Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	0	0					
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	0					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	0					
		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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	0					
	<b>PI 10</b> . 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	0						



UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	1	5.6/1 (560%)	5	5	5	5	FMgt 132 and Fsci 142 Lecture and Laboratory
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	(4/1) 300%	5	5	5	5	FMgt 132, Fsci 142, FORY 200A, FORY300
		A 11. 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	1	(1/1) 100%	4	4	4	4	Ms Vanissa Maupoy (FOR Y 198)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	(10/1) 1000%	5	5	5	5	See attached certificates (i.e. EV-HEIs Webinars and Trainings, Forestry related Webinars International and National)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	(4/2) 200%	5	5	5	5	FMgt 132 and Fsci 142 Lecture and Laboratory
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	(4/2) 200%	5	5	5	5	FMgt 132 and Fsci 142 Lecture and Laboratory
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	(10/2) 500%	5	5	5	5	FMgt 132 and Fsci 142 Lecture and Laboratory
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	(4/1) 400%	5	5	5	5	Guiral, Martinez, Rom, Rocha
		A17. Number of students advised on thesis/ field practice/special problem:		1	(4/1) 400%	5	5	5	5	Guiral, Martinez, Rom, Rocha

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	0					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	(1/1) 100%	4	4	4	4	Mr Chad Wales BSF Thesis
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	1	(5/1) 500%	5	5	5	5	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	(2/1) 200%	5	5	5	5	Forestry Student Society and Christian Brotherhood International
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	(2/1) 200%	4	4	4	4	
	<b>PI 10:</b> Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	(2/1) 200%	5	5	5	5	FMgt 132 and Fsci 142
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	(2/1) 200%	5	5	5	5	FMgt 132 and Fsci 142
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	(2/1) 200%	4	4	4	4	FMgt 132 and Fsci 142
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	(2/1) 200%	4	4	4	4	FMgt 132 and Fsci 142
		<u>A 23</u> : 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	1	0					



		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	(2/1) 200%	5	5	5	5	I have been using Edmodo as online platform since August 2018.
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	(1/1) 100%	5	5	5	5	UPLB CFNR Forest Biological Sciences Lab Drafted MOA and initial communications for a potential collaboration
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	(1/1) 100%	5	5	5	5	Discussions and communications with my students using edmodo and messenger group chats
<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>A27.</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	0	0					
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	0	0					
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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	1	(1/1) 100%	4	4	4	4	
		<i>In refereed int'l journals</i>		1	(1/1) 100%	4	4	4	4	
		<i>In refereed nat'l/regional journals</i>		1	(0/1)					

	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> 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>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	(0/1)					
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)		0	0					
		<b>A 33.</b> 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	1	(1/1) 100%	4	4	4	4	
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	(1/1) 100%	5	5	5	5	Submitted proposal for the World Forestry Congress for 2021 to present findings of Landscape Forestry in the Tropics Project. This includes webinars or online conference
<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	<b>A 36.</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	0	0					



	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0	0					
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	0	0					
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	0					
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	0	0					
	<i>Research Mentoring</i>	<i>Research Mentor</i>		0	0					
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		0	0					
	<i>Resource Persons</i>	<i>Resource Persons</i>		0	0					
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		0	0					
	<i>Consultancy</i>	<i>Consultant</i>		0	0					



	Evaluator	Evaluator		0	0					
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0					
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	0					
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	0					
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					
		<b>A 45.</b> 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					
		On program accreditations		0	0					
		On institutional accreditations		0	0					
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					





## PERFORMANCE MONITORING FORM


Name of Employee: RENEZITA S. COME

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Submitted grades on time for the Second Sem SY 2019-2020. Returned corrected manuscripts on time.
2	Makes research proposals, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Encouraged to submit more publications
3	Attends meetings and makes letters.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	Attentively attend meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2020	June 30, 2020	June 30, 2020	Very Impressive	Outstanding	

\*Either very impressive, impressive, needs improvement, poor, very poor

\*\*Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

  
**DENNIS P. PEQUE**  
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Renezita S. Come  
Performance Rating : 4.67 (Outstanding) January – June 2020

Aim: To improve research capability of faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2020

Target Date: March 2020

First Step:

Required Dr. Come to conduct research on different tree species, agroforestry and related topics.

Result:

Dr. Come actively wrote project proposals related to agroforestry and related topics.

Date: April 2020

Target Date: June 2020

Next Step:

Collect sufficient data to warrant the development of a scientific article.


Outcome:

Dr. Come is now drafting articles for possible publication in scientific journals.

Final Step/Recommendation:

Dr. Come may write more research proposal especially on the topic "tree physiology" being her major field of specialization.

Prepared by:

  
DENNIS P. PEQUE  
Unit Head

Conforme:

  
RENEZITA S. COME  
Ratee