SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ZENAIDA C. GONZAGA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.9x100%= 4.9	
b. Students (50%)			
Total for Instruction	40%	4.9	1.96
2. Research			
a. Client/Dir. for Research (50%)		5 x 50% = 2.5	
b. Dept. Head/Center Director (50%)		5 x 50% = 2.5	
Total for Research	30%	5	1.5
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50%) = 2.5	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	5	0.75
4. Administration	10%	5	0.5
5. Production	5%	5	0.25
TOTAL			4.96

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

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

ZENAIDA C. GONZAGA   **ROSARIO A. SALAS**

Name of Faculty   Department Head

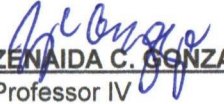Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, _____ZENAIDA C. GONZAGA_____, a faculty member of the _____DEPARTMENT OF HORTICULTURE_____ 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 - JUNE 2020___.

Approved:

ZENAIDA C. GONZAGA
Professor IV
Date:

ROSARIO A. SALAS
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	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	6.83	0.83	3.0	3.0	3.0	3.0	
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	5	8	5.0	5.0	5.0	5.0	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	4 (Emmanuel Auguis, Malvin Datan, Blanche Franchette Llera & Ariel Paguntalan)	5.0	5.0	5.0	5.0	

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3 (Nestor Gaurana, Eric John Hinayon & Jay Bernard Cutamura)	5.0	5.0	5.0	5.0	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	15	5.0	5.0	5.0	5.0	
PI 9: 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	1	1	4.8	4.8	4.8	4-8	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4.8	4.8	4.8	4-8	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4.8	4.8	4-8	4-8	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	1	3.0	3.0	3.0	3-0	
		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	1	1	4.8	4.8	4.8	4-8	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	4.8	4.8	4.8	4-8	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 2. HIGHER EDUCATION SERVICES										

OVPI UMFO 3. Higher Education Management Services

PI	Activity	Description						
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	37.3	26.9	50	50	50	5.0
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	4	50	50	50	5.0
	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	3	4	5.0	50	50	50
	A12. Number of trainings attended related to instruction	Attend mandated trainings	5	3	50	50	5.0	50
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	12	8	50	5.0	50	50
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	13 quizzes (7 quizzes Hort22 & 6 quizzes CrpSci22)	50	50	50	5.0
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	-				
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	20	19 students	50	50	50	5.0
	A17. Number of students advised on thesis/ field practice/special problem:							
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	15	9 advisees	50	50	50	50
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	7	50	50	50	50
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	30	15	48	48	4.8	4.8
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	2	1		4.8	4.8	4.8	4.8	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3	1		3.0	3.0	3.0	3.0	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	2		5.0	5.0	5.0	5.0	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	14	-						
		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	2	-						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	1		3.0	3.0	3.0	3.0	
	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								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
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	4	-						
	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	3	-						
	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	9	2 publishable materials	3.0	3.0	3.0	3.0		
		In refereed int'l journals									

		In refereed nat'l/regional journals			2 publishable materials					
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								
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
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	1	1	48	48	4-8	4-8		
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
	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	2	1	48	48	4-8	4-8		
	A 34. Number of UMs submitted to 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	1	1	48	48	48	4-8		
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	10	10 LGU's (Baybay, Ormoc, Tabon2x, Merida,San Isidro, Burauen, Alang2x, Pastrana, Carigara, Silago, So. Leyte), 1 NGO DA ATI-RTC 8, East West Seed Company, Landcare	4.8	4.8	48	4.8	
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							
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	Implementes duly approved extension projects	3	4 Extension projects (3 DA Funded Projects and 1 COVID-19 Mitigation)	5.0	5.0	5.0	5.0	
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							
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		25	8 graduate students, 19 undergraduate students, 2 senior high school students	3.0	3.0	3.0	3.0	

Peer reviewers/Panelists	Peer reviewers/Panelists			2	1	4.8	4.8	9.8	4.8	
Resource Persons	Resource Persons									
Convenor/Organizer	Convenor/Organizer									
Consultancy	Consultant									
Evaluator	Evaluator									
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	1	1	4.8 4.8 4.8 4.8					

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 theQMS 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						
	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						
	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						
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 performfing 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								
	Total Over-all Rating										
	Average Rating				4.9						
	Adjectival Rating				O						

Evaluated & Rated by:

ROSARIO A. SALAS
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

**Comments & Recommendations
for Development purposes**

Keep up the good work

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ZENAIDA C. GONZAGA
Performance Rating: OUTSTANDING

Aim: Maintain the Outstanding rating
Proposed Interventions to Improve Performance:
Date: January, 2020   Target Date: December, 2020

First Step:

To revise horticulture undergraduate and graduate teaching guides
To publish scientific paper in referred journal
To attend trainings/seminars, scientific conference related to agriculture
To continue establish strong linkage with LGU, Landcare Phil., Eastwest seed co., and ATI-8 on extension related activities

Result:

Had prepared learning modules in graduate (Hort 241 and Hort 299) and undergraduate horticulture courses (Hort 22 and Hort 141 for both online and offline teaching modalities
Had published scientific paper in referred journal
Had attended training/seminars/scientific conferences related to agriculture
Had established strong linkage with LGU, Landcare Phil., Eastwest seed. Co., and   ATI on extension related activities

Date: January 2021   Target Date: December 2021

Next Step:

To teach horticulture graduate and undergraduate courses through online and off line modalities
To publish scientific paper in referred journal
To attend trainings/seminars, scientific conference related to agriculture
To continue establish strong linkage with LGU and ATI-8 on extension related activities
To write and submit research proposal to funding agencies
To maintain and improve the manage demonstration/learning site
To advise horticulture graduate and undergraduate students

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

ROSARIO A. SALAS
Unit Head

Conforme:

ZENAIDA C. GONZAGA
Name of Ratee Faculty/Staff