SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: TRIANA F. SOROÑO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.43	
b. Students (50%)		1.75	
Total for Instruction	90% ~~100%~~	4.18	3.76 **4.18**
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration			
5. Production _& Support to Operations_	10%	5.00	0.50
TOTAL			4.26 **4.18**

EQUIVALENT NUMERICAL RATING: 4.26   **4.18**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.26   **4.18**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

TRIANA F. SOROÑO
Name of Faculty

Reviewed by:

ELDON P. DE PADUA
Department Head

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.
Dean/Director

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice President

**DEPARTMENT OF AGRICULTURAL
AND BIOSYSTEMS ENGINEERING**
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 525-0140 local 1015
Email: dabe@vsu.edu.ph

VISAYAS
STATE UNIVERSITY

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TRIANA F. SOROÑO., a faculty member of the DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING
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 January to June 2021.

Approved:

TRIANA F. SOROÑO
Instructor
Date: 7/21/21

ELDON P. DE PADUA
Department Head
Date: 7/22/21

ROBERTO C. GUARTE
Dean, CET
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accompli shment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	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								
PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students								
	A3 . Number of students advised on thesis/special problem/dissertation									
	As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript								
	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript								
	A4 . *Number of students entertained for consultation purposes*	*Entertains students seeking consultation with faculty*								

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							
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
	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 Moddle or Google Classroom							
	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 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	7	9	4	5	5	4.67	ESci 113 and ESci 112
		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	10	38	5	5	5	5.00	

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	*3*						
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	9	5	5	5	5.00	ESci 113 and ESci 112
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	16	5	5	5	5.00	ESci 113 and ESci 112
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15						
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviserto students*								
	A17 . Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	20	4	5	5	4.67	Various BSABE, BSCE and BSME students
	PI 9: Number of student organizations advised/ assisted *	*A19 . Number of Student organizations advised*	*Advises student organizations recognized by USOO*	3						
		A20 . Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	3						
	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	4	5	5	4.67	
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	2	5	4	5	4.67	ESci 113 and ESci 112

		Supplemental learnin	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	11	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	25	5	5	5	5.00	
		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	2	5	4	5	4.67	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	ESci 113 and ESci 112
	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								

PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject 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							
	In refereed int'l journals								
	In refereed nat'l/regional journals								
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							

	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							
		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							
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							

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							
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								
Peer reviewers/Panelists	Peer reviewers/Panelists								
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						
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-confor mity	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% complia nt	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 % complai nt	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 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								68.33	
	Average Rating								4.88	
	Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purposes:

Engr. Soreño has shown excellence in her work. I highly recommend though that she will be sent for trainings/workshops to improve her potential in research and extension.

Evaluated & Rated by:

ELDON P. DE PADUA
Department Head
Date: 7/22/21

Recommending Approval:

ROBERTO C. GUARTE
Dean, CET
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 7/23/21

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **TRIANA F. SOROÑO**

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	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Virtual classrooms w/ learning materls. & assessments	1-1-2021	6-30-2021	2-26-2021	VI	VS	ESci 112 & ESci 113
3	Research services	-	-	-	-	-	-	No Research conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	1-1-2021	6-30-2021	2-26-2021	VI	O	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	1-1-2021	6-30-2021	2-26-2021	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)
**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:

ELDON P. DE PADUA
Head, DABE