SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **PASTOR P. GARCIA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.92 x 50%= 2.46	
b. Students (50%)		0 x 50%= 0	
Total for Instruction	25%	2.46	0.62
2. Research			
a. Dept.Head/Center Director		0 x100%= 0	
Total for Research	5%	0	0
3. Extension			
a. Dept Head/Center Director (100%)		4.84 x100% = 4.84	
Total for Extension	70%	4.84	3.39
TOTAL			4.01

EQUIVALENT NUMERICAL RATING: 4.01
Add: Additional Points, if any: ———
TOTAL NUMERICAL RATING: 4.01

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by: Reviewed by:

VANESSA MAY B. MILAN   DHENBER C. LUSANTA
Admin Aide   Office Head

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PASTOR P. GARCIA**, a faculty member of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** 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 July 2022 to December 2022.

Approved:

PASTOR P. GARCIA
Instructor III
Date:

DHENBER C. LUSANTA
Director
Date:

0.0

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Efficiency	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	1.5	0.55	5	5	5	5	(5hrs x 1)/9= 0.55
	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	1						
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	1	4	5	5	4.7	
	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	1						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	5	5	5	5	

		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							
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	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							
	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 related activities							
	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								
		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 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 Moddle or Google Classroom								
	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	1							
	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	2							
	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		1							
		In refereed nat'l/regional journals		2							
	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		2							
	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							

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	1	1	5	5	5	5	
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	10	2	5	5	4	4.67	
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	90	11	5	4	5	4.67	
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	1	2	5	5	5	5	
Research Mentoring	Research Mentor								
Peer reviewers/ Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	1	4	5	5	4.67	
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant		1	1	5	5	5	5	

	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									
		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 (GASS)												
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients									
	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										48.66		
Average Rating										4.87		
Adjectival Rating										O		

Evaluated & Rated by:

DHENBER C. LUSANTA
Director, FARMI
Date:

Recommending Approval

ROSA OPHELIA D. VELARDE
Director, Research
Date:

Approved by:

MARIA JULIET C. CENIZA
Vice President for Research and Extension
Date:

Comments and Recommedation for Development Purpose:

Update strategies on research and Extension for the institute's development

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: July-December 2022

		Q
	1st	U
	2nd	A R
√	3rd	T E
√	4th	R

Name of Officer : **PASTOR P. GARCIA**
Head of Office   : **DHENBER C. LUSANTA**
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify	
	One-on-One	Group			
Monitoring -conducts meeting and discuss Eco-FARMI Research, Extension, Innovation (REI) agenda for 2022-2027 with the core staff Discussion on the update of the Eco-FARMI revisit Conducts meeting and discuss R&D framework		September 26, 2022 September 19, 2022 November 9, 2022			
Coaching -conducted consultations	July 2022				

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

Conducted by: Noted by:

DHENBER C. LUSANTA   **MARIA JULIET C. CENIZA**
Immediate Supervisor   Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
Rating Period: July-December 2022

Name of Employee: PASTOR P. GARCIA

Performance Rating: _____

Aim: To improve staff knowledge of research development and research paper writing

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

Date: July 2022   **Target Date:** within the 3rd quarter 2022

First Step:

Allow the staff to attend/participate training-workshop related to research paper writing

Result:

Able to publish articles.

Date: October 2022   **Target Date:** within the 4th quarter 2022

Next Step:

Allow the staff to attend or participate in training workshops related to journal article writing for retooling.

Outcome:

Participation in the writing of articles for the publication of research findings.

Final Step/Recommendation:

Prepared by:

_____
DHENBER C. LUSANTA
Unit Head

Conforme:

PASTOR P. GARCIA
Ratee