

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ROMEL B. ARMECIN**  
Position/Designation: **Professor VI**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
<b>1. Instruction</b>	<b>25%</b>		
a. Head/Dean (50%)		<b>4.84</b>	<b>0.605</b>
b. Students (50%)		<b>5.00</b>	<b>0.625</b>
<b>TOTAL for Instruction</b>			<b>1.125</b>
<b>2. Research</b>	<b>50%</b>	<b>5.00</b>	<b>2.500</b>
<b>3. Extension</b>	<b>20%</b>	<b>4.74</b>	<b>0.948</b>
<b>5. Others</b>	<b>5%</b>	<b>4.67</b>	<b>0.234</b>
<b>TOTAL</b>	<b>100%</b>		<b>4.807</b>

**EQUIVALENT NUMERICAL RATING:**

**4.807**

Add: Additional Points, if any:

**TOTAL NUMERICAL RATING:**

**4.807**

**ADJECTIVAL RATING:**

**OUTSTANDING**

Prepared by:

**ROMEL B. ARMECIN**  
Name of Staff

Reviewed by:

**IVY C. EMNACE**  
Director for Research

Recommending Approved:

**IVY C. EMNACE**  
Director for Research

Approved:

**SANTIAGO T. PEÑA JR.**  
Director for Research, Extension and Innovation



**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte, Philippines

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **ROMEL B. ARMECIN**, a faculty member of the National Abaca Research Center (**NARC**), commit to 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 2024**.

**ROMEL B. ARMECIN**

Professor VI

Date: 07/04/24

Approved:

**SANTIAGO T. PEÑA, JR.**

VP for Res., Extension and Innovation

Date: 07/18/24

MFO No.	Description of MFOs/PAPs	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: 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	Advise graduate students	2	3	5	5	5	5	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	4	5	5	4.67	



		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	5	4	5	5	4.67	
	PI 9: Number of instructional materials developed	A5. Number of on-line ready courseware developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
	PI 5: Total FTE coordinated, implemented & monitored	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	10.65	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheets and submits on or before deadline	4	6	5	5	5	5	
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grades							
		A12. Number of trainings attended related to instruction	Attends mandated trainings							



		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	4	5	5	4.67	
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lecture and laboratory	10	10	4	5	5	4.67	
		<b>A15.</b> Number of laboratory reports and term papers checked and graded	Checks laboratory reports and terms papers submitted as required							
	<b>PI 8:</b> Number of students advised	<b>A16.</b> Number of students advised	Acts as academic adviser to students	1	3	5	5	5	5	
		<b>A17.</b> Number of students advised on thesis/field practice/special problem								
		As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	4	5	5	4.67	
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	4	5	5	4.67	
	<b>PI 9:</b> Number of student organizations advised/assisted	<b>A19.</b> Number of student organizations advised	Advises student organizations recognized by USSO							
		<b>A20.</b> Number of student organizations assisted on student-related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed	<b>A21.</b> Number of on-line courseware developed and submitted	Prepares and submits for review by the Technical Review Panel							



		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
<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>A26.</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							
	<b>PI 2:</b> Number of research outputs completed within the year	<b>A27.</b> Number of research outputs completed within the year	Conducts and completes research project within the year							
	<b>PI 3:</b> Number of research outputs published in internationally-refereed or CHED-recognized journal within the year	<b>A28.</b> Number 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 international journals								
		In refereed national/regional journals								
	<b>PI 4:</b> Number of research outputs presented in regional/national/international fora/conferences	<b>A29.</b> Number of research outputs presented in regional/national/international fora/conferences	Prepares, submits and presents research paper in scientific fora/conferences	2	0					



		In international fora/conferences								
		In regional/national fora/conferences								
	<b>PI 5:</b> Number of research proposals approved	<b>A30.</b> Number of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up approval for immediate implementation							
	<b>PI 6:</b> Additional outputs	<b>A31.</b> Number of research-related awards								
		<b>A32.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts a peer reviewer of journal articles/scientific papers and returns duly reviewed paper	1	2	5	5	5	5	
		<b>A33.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology-generated research output							
		<b>A34.</b> Other outputs implementing the new normal due to Covid-19	Designs research-related activities and other outputs to implement the new normal							
<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 services	<b>A35.</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	1	1	4	5	5	467	
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A36.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	25	30	5	5	5	5	

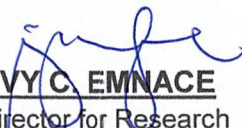


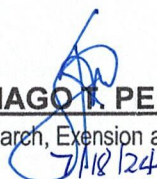
<b>PI 3:</b> Number of extension programs organized and supported consistent with the SUC's mandate and priority programs	<b>A37.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	4	5	5	4.67
<b>PI 4:</b> Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	<b>A38.</b> Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	60%	60%	4	5	5	4.67
<b>PI 5:</b> Number of technical/expert services	<b>A39.</b> Number of technical/expert services	Provides technical and expert services as requested by beneficiaries						
Research Mentoring	Research Mentor							
Peer reviewer/Panelist	Peer reviewer/panelist							
Resource person	Resource person		1	1	4	5	5	4.67
Convenor/organizer	Convenor/organizer							
Consultancy	Consultancy							
Evaluator	Evaluator							
<b>PI 8:</b> Number of extension proposals approved	<b>A40.</b> Number of extension proposals approved	Prepares extension project proposals, submits and follow up approval for immediate implementation						
<b>PI 11:</b> Additional outputs	<b>A41.</b> Number of extension-related awards							

	<b>Total Over-all Rating</b>					Comments and Recommendations for Development Purposes:
	<b>Average Rating</b>					
	<b>Adjectival Rating</b>					

Recommending Approval and  
Evaluated by:

Approved by:

  
**IVY C. EMNACE**  
Director for Research  
7/16/24

  
**SANTIAGO T. PEÑA, JR.**  
VP for Research, Extension and Innovation  
7/18/24





**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester SY 2023-2024

Name of faculty: ARMECIN, ROMEL B.

Department: Dept. of Soil Science

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
Soil 110	SOILS AND SOIL MANAGEMENT	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

2.50 – 2.49 Fair (F)

3.00 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

ARMECIN, ROMEL B.

Name and Signature of Faculty

Date: \_\_\_\_\_

Distribution of copies: ODIE, College, Department, Faculty



# PERFORMANCE MONITORING AND COACHING JOURNAL (2024)

x	1 <sup>st</sup>	Q U A R T E R
x	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of the Office: National Abaca Research Center (NARC)

Head of the Office: Dr. Romel B. Armecin

Number of Personnel: 40

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls specify)	
	One-one-one	Group			
I. Monitoring					
RDEI In-House Review	Faculty and Research Staff were reminded on their respective Project outputs	Conducted several meetings from January to June 2024		Notices of meetings	Six (6) research projects were presented during the In-House Review
Abaca Production and demo-farm areas	Person(s) In-Charge in these areas were always reminded for their respective tasks and responsibilities	During meetings, inquiries for updates were done		Notices of meetings	Well-maintained production and demo-farm areas
Research Projects	Project leaders are always checked monitored on their respective research activities				Research activities are on schedule and well implemented
Improvement of the new NARC Annex building	Laboratory in-charged were monitored for the installation of new facilities				Improvement and installation of facilities are still on-going
Maintenance of the Building and Facilities	Support staff were always reminded on the cleanliness and maintenance of office building and other facilities.	During meetings, inquiries for updates were done		Notices of meetings	Possible repair will be scheduled in the succeeding quarters




		Initiated group work/pintakasi for the repair of waterwheel's structure and dikes			Repair was done as scheduled
II. Coaching					
					Most of the Staff have obtained outstanding ratings with few very satisfactory ratings. Commendations were noted in the evaluation and recognized during the scheduled meetings.

Conducted by:

Noted:

  
**IVY C. EMNACE**  
 Immediate Supervisor

  
**SANTIAGO T. PEÑA JR.**  
 Vice President for R, E & I



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROMEL B. ARMECIN

Performance Rating: OUTSTANDING

Aim: To become an effective Director of NARC.

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: June 30, 2024

**First Step:**

- Be aware of the functions and strategies of an effective administrator.
- Assess the manpower resources and potential of the center and its constituents.

**Result:**

- Strength, weaknesses, and opportunities of the center determined and analyzed.

Date: January 1, 2024

Target Date: June 30, 2024

**Next Step:**

- Seek or participate in leadership training and other related trainings on improving and enhancing management capabilities of key administrator.

**Outcome:**

- Better managerial capabilities acquired/gained.

**Final Step/Recommendation:**

- Further exposure and participation in cross visits to observe/benchmark reputable institutions to gain more experience on office management.

Prepared by:

*fr* *oio*  
**SANTIAGO T. PEÑA JR.**  
VP for Res., Ext'n and Innovation *ni* 12/13/24

Conforme:

*RM*  
**ROMEL B. ARMECIN**  
Name of Ratee Faculty/Staff