

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARTURO E. PASA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.67 \times 50\% = 2.34$	
b. Students (50%)		$5 \times 50\% = 2.5$	
Total for Instruction	40%	4.84	1.94
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	4.75	0.95
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	20%	4.75	0.95
4. Administration	20%	4.73	0.87
5. Production			
TOTAL			4.71

EQUIVALENT NUMERICAL RATING:

4.71

Add: Additional Points, if any:

0


TOTAL NUMERICAL RATING:

4.71

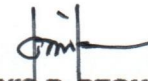
ADJECTIVAL RATING:

OUTSTANDING


Prepared by:

  
ARTURO E. PASA  
Name of Faculty

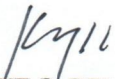
Reviewed by:

  
DENNIS P. PEQUE  
Department Head

Recommending Approval:


  
DENNIS P. PEQUE  
Dean

Approved:

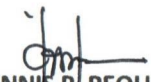
  
BEATRIZ S. BELONIAS  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARTURO E. PASA**, Faculty of the **Department of Forest Science**, commits 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, 2019.

  
**ARTURO E. PASA** 7/16/19  
 Ratee

Approved:

  
**DENNIS P. PEQUE** 8/24/19  
 Head of Unit

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Advanced & Higher Education Services	Full Time Equivalent (FTE)								
Instruction	Vacation/Sick Leave Status	Teaching							
	Number of Graduates within prescribed period:	Lecturer							
	Baccalaureate	Adviser							
	Number of graduate students supervised	Host supervisor of local and international students	1	1/1 (100%)	4	4	4	4	
	Course Syllabi revised	Author	1	1/1 (100%)	4	4	5	4.33	
	Powerpoint lecture materials developed/improved	Author	1	2/1 (200%)	5	5	5	5	
	Approved Manuscripts submitted within prescribed period	Adviser/Co-adviser	1	2/1 (200%)	5	5	5	5	
	Number of hours spent to students consultation	Academic adviser, thesis adviser, faculty member	10	20/10 (200%)	5	5	5	5	
Research Services									
	Number of appointment signed	As Project Leader/Study Leader/Component Leader/Trainer	7	8/7 (114%)	5	5	5	5	
	Number of project progress reports submitted	As co-author	1	3/1 (300%)	5	5	5	5	
	Number of RDE Review attended	Research Leader	1	1/1 (100%)	4	4	4	4	




MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of research linkages forged	Research Leader	1	2/1 (200%)	5	5	5	5	
<b>Administrative Services</b>									
	Number of meetings conducted	Presiding Officer/Project Leader	3	5/3 (167%)	5	5	5	5	
	Number of meetings attended	Faculty Member and Member of Committee	4	4/4 (100%)	4	4	4	4	
	Number of documents reviewed/approved/signed	Approving Official	4	10/4 (250%)	5	5	5	5	
	Number of letters and memoranda prepared	Signatory	5	10/5 (200%)	5	5	5	5	
<b>Extension Services</b>									
	Number of training/seminars	Participant	2	2/2 (100%)	5	4	4	4.33	
	Number of IEC materials developed/improved	Project Leader	1	1/1 (100%)	5	4	4	4.33	
	Conference organized	Project Leader	1	1/1 (100%)	5	4	4	4.33	
<b>Total Over-all Rating</b>								74.32	

<b>Average Rating (Total Over-all rating divided by 4)</b>	4.65	
<b>Additional points:</b>		
Approved Additional Points (with copy of the approval)	0	
<b>FINAL RATING</b>	4.65	
<b>ADJECTIVAL RATING</b>	Outstanding	


**Comments & Recommendations for Development Purpose:**

Being a full-fledged professor, consider mentoring the faculty in terms of research and extension.

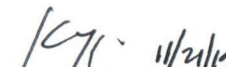
Evaluated by:

  
**DENNIS P. PEQUE**  
 Unit Head  
 Date: \_\_\_\_\_

Recommending Approval:

  
**DENNIS P. PEQUE**  
 Dean  
 Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President  
 Date: \_\_\_\_\_

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

## PERFORMANCE MONITORING FORM

Name of Employee: ARTURO E. PASA

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, 2019	June 30, 2019	June 30, 2019	Impressive	Very Satisfactory	
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	January 1, 2019	June 30, 2019	June 30, 2019	Very Impressive	Outstanding	
3	Attends meetings and makes letters.	Very Impressive	January 1, 2019	June 30, 2019	June 30, 2019	Very Impressive	Outstanding	
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2019	June 30, 2019	June 30, 2019	Very Impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor  
 \*\* Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

*[Signature]*  
**DENNIS P. PLOUT**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Arturo E. Pasa  
Performance Rating : 4.71 (Outstanding) January – December 2019

Aim: To improve research extension capability of faculty member

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

Date: January 2019

Target Date: March 2019

First Step:

Required Dr. Pasa to lead the ACIAR Project.

Result:

Actively lead in the implementation of the ACIAR PROJECT in Region 6, 7 and 8.

Date: April 2019

Target Date: June 2019

Next Step:

Draft scientific articles for possible publication in scientific journals


Outcome:

Dr. Pasa is on the process of collecting additional data and will draft scientific articles once data are sufficient for publications.


Final Step/Recommendation:

Dr. Pasa may write more scientific publications and proposals for future research undertakings.

Prepared by:

  
DENNIS P. PEQUE  
Unit Head

Conforme:

  
ARTURO E. PASA  
Ratee