SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARSENIO D. RAMOS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.38	
b. Students (50%)		4.33	
Total for Instruction	40%	~~4.38~~ 4.36	~~1.75.8~~ 1.74
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		-	
Total for Research	30%	4	1.2
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		-	
Total for Extension	15%	4.1	0.62
4. Administration	10%	5	0.5
5. Production	5%	4	0.2
TOTAL			~~4.27~~ 4.26

EQUIVALENT NUMERICAL RATING: (4.27) 4.26

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.27) 4.26

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

ARSENIO D. RAMOS   **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,ARSENIO D. RAMOS, a faculty member of the DEPARTMENT OF HORTICULTURE 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 to December, 2021

ARSENIO D. RAMOS
Asso. Prof. V
Date: 1/3/22

Approved:

ROSARIO A. SALAS
Department Head
Date: 1/10/22

VICTOR B. ASIO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment	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											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles Hort 209, Hort 300 and Hort 400	2	3.89	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	3	5	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation			4	4	5	5	5	5.00	
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2	4	5	5	5	5.00	
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	5	5	4	4	4	4.00	

		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty		20	20	4	4	4	4.00	
	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		2	2	4	4	4	4.00	
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof		2	2	4	4	4	4.00	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught		5	10	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.		6	6	4	4	4	4.00	
		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		6	6	4	4	4	4.00	
		A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	1		1	4	4	4	4.00	
	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		1	1	4	4	4	4.00	
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 Hort 112, Hort 144, Hort 199-C, Hort 200.1 and Hort 200.4	12	18.45	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	5	6	5	5	5	5.00	
	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	15	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	2	3	5	5	5	5.00	
	A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	8	6	3	3	3	3.00	
	A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	40	40	4	4	4	4.00	
	A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	20	20	4	4	4	4.00	
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	10	24	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:			10	10	4	4	4	4.00	
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	7	7	4	4	4	4.00	
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	8	10	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	20	20	4	4	4	4.00	

	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*	1	1	4	4	4	4.00
	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	1	1	4	4	4	4.00
		On-line ready courseware		*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	2	3	5	5	5	5.00
		Supplemental learning resources		*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	5	10	5	5	5	5.00
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	10	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	1	1	4	4	4	4.00
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2	2	4	4	4	4.00
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Program accreditation/evalua tion		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	4	4	4	4.00

		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	1	1	4	4	4	4.00	
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	2	5	5	5	5.00	
	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	1	1	4	4	4	4.00	
	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	1	0	3	3	3	3.00	
		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	1	1	4	4	4	4.00	
		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	4	4	4	4.00	
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)			1	0	3	3	3	3.00	
	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	1	1	4	4	4	4.00	
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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	4	4	4	4.00	
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	4	4	4	4.00	
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	25	25	4	4	4	4.00	

PI	A		Activity						
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	2	2	4	4	4	4.00
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	90	4	4	4	4.00
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	10	10	4	4	4	4.00
Research Mentoring	*Research Mentor*								
Peer reviewers/Panelists	*Peer reviewers/Panelists*			2	1				
Resource Persons	*Resource Persons*			2	3	5	5	5	5.00
Convenor/Organizer	*Convenor/Organizer*								
Consultancy	*Consultant*			1	1	4	4	4	4.00
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	1	1	4	4	4	4.00
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	4	4	4.00	

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:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools								
		On program accreditations	Pilot Plant Manager									
		On institutional accreditations	SSF Rootcrop facility incharge									

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								
	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										4.82	
	Adjectival Rating										Outstanding	

Evaluated & Rated by:

ROSARIO A. SALAS
Department Head

Date: 1/10/22

Recommending Approval

VICTOR B. ASIO
Dean,

Date: 1/18/22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: 1/24/22

Comments & Recommendations
for Development purposes

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ARSENIO D. RAMOS
Performance Rating: Outstanding

Aim: Enhance Work Efficiency
Proposed interventions to Improve Performance
Date: July, 2021   Target Date: December, 2021

First Step:

Write and submit 1 research and 1 extension proposal for funding
Actively participate in all department, college and university activities
Implement existing extension and research projects effectively
Attend conferences, trainings, seminars and workshops related to the field of specialization
Prepare and present project reports

Results

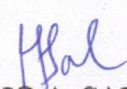| |
|---|
| Submitted 1 extension proposal |
| Actively participated in all department, college and university activities |
| Effectively implemented extension projects and research projects |
| Attended conferences, trainings, seminars and workshops related to the field of specialization |
| Prepared and presented research and extension projects during the annual In-House |
| Review |

Date: July, 2022   Target Date: December, 2022

Next Step:

Write and submit 1 research proposal for funding
Actively participate in all department, college and university activities
Continue implementation of existing extension and research projects effectively
Attend conferences, trainings, seminars and workshops related to the field of specialization
Write and submit 1 scientific publication to a referred journal
Present research findings in scientific conference

Outcome:
Final Step/Recommendation

 Approval of the research and extension proposals after the presentation/evaluation.

Prepared by:

ROSARIO A. SALAS
Unit Head

Conforme:

ARSENIO D.RAMOS
Name of Ratee Faculty/Staff