

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **BEATRIZ CUEVAS JADINA (Prof. VI)**

Period: **January to June 2020**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head	30%	4.9	1.47
b. Students	35%	4.9	1.72
Total for Instruction	65%		3.19
2. Research			
a. Client/Dir. for Research	20%		
b. Dept. Head		4.8	0.96
Total for Research	20%		0.96
3. Extension			
a. Clients/Dir. for Extension	5%	4.8	0.24
b. Study Leader (Ext'n project)			
Total for Extension	5%		0.24
4. Administration (as BAC member)	5%	5.0	0.25
5. Production	5%	4.9	0.24
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: **4.88**

Add: Additional Points, if any:

Punctuality & regular attendance

TOTAL NUMERICAL RATING: **4.88**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

BEATRIZ C. JADINA

Name of Faculty

Reviewed by:

SUZETTE B. LINA

Department Head

Recommending Approved:

VICTOR B. ASIO

Dean, College of Agriculture and Food Science

Approved by:

BEATRIZ S. BELONIAS

Vice President, Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BEATRIZ C. JADINA, a faculty member of the DEPARTMENT OF SOIL SCIENCE commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY-JUNE, 2020 (Accomplishment).


BEATRIZ C. JADINA

Professor

Date: September 30, 2020

Approved:


SUZETTE B. LINA

Department Head

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	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								
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	3	5	5	5	5.00	Aquino, Gaveliño, Isaih, Pontecilla, Israel
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5.00	Gaveliño
		AS GAC Member.								
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	8	5	5	5	5.00	

	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review								
	On-line ready courseware									
	Supplemental learning resources									
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	5	5.00		
	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	0							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Soil 213	
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	1	1	5	5	5	5.00		
		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	8	16.65	5	5	5	5.00	Soil 24 lec (3 sections), Soil 116 lec, SS 116 lab, Soil 199 A	
		A10. Number of grade sheets submitted within prescribed period	2	6	5	5	5	5.00		
		A 11. Coordination of classes Soil 24, SHS Immersion	0	1	4.5	4.5	4.5	4.50		

		A12. Number of trainings attended related to instruction	Attend mandated trainings	0	5	5	5	5.00	Webinars on making modules. Online training on google classroom and moodle.
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	8	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	40	5	5	5.00	Soil 116 lab reports
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	14	5	5	5.00	7 (1st yr); 5 (2nd yr); 2 (3rd yr - Benedito, Oquias); 1 (4th yr - Lungay)
		A17. Number of students advised on thesis/ field practice/special problem:							
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	5.00	Benedito, Lunagay
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	4	5	5	5.00	Oclinaria
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised							
		A20. Number of Student organizations assisted on student related activities							
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	4.5	4.83	EaSc 001 & ELS learning guide; EaSc 001 & ELS laboratory manual
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	8	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	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	0						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	(2) EaSc 001, Soil 114, Soil 199 B
	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	0						
		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 on-going research	Conducts and completes research oroject within the year	0	1	4.5	4.5	4.5	4.50	

	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							
		<i>In refereed int'l journals</i>		0	1	5	5	5	5.00	MJST
		<i>In refereed nat'l/regional journals</i>								
	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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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								
		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	0	2	5	5	5	5.00	Science and Humanities Journal (SHJ)
		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	0						

	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	0	2					ATI
	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	1	1	5	4.5	5	4.83	DSS Extension Project
	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	0	2					ATI
	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		2					ATI
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		0						
	<i>Resource Persons</i>	<i>Resource Persons</i>		0	2					ATI
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								

	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 (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19								
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 the QMS 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-conformity						
		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% compliant						
		On program accreditations								
		On institutional accreditations								
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	Zero % complaint						
	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 performing 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							
		A 49. As BAC member	Attend meetings	1	>10 meetings	5	5	5	5.00	
Total Over-all Rating						128.66				
Average Rating						4.95				
Adjectival Rating						Outstanding				

Average Rating (total over-all rating divided by 4)	4.95
Additional Points:	
Punctuality	
Approved additional points	
Final Rating	O
Adjectival Rating	Outstanding

Comments and Recommendation for Development Purpose:

Would be better to help the young faculty of the department in developing research proposal for funding as mentoring activity. Continue writing articles & publish in ISI journals.

Evaluated & Rated by:

SUZETTE B. LINA
SUZETTE B. LINA
 Department Head
 Date: *D*

Recommending Approval

VICTOR B. ASIO
VICTOR B. ASIO
 Dean, CAFS
 Date:

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BEATRIZ CUEVAS JADINA**

Performance Rating: **OUTSTANDING**

Aim: To improve further and maintain the outstanding performance

Proposed Interventions to sustain/improve Performance:

Full support from the Department of Soil Science, the College of Agriculture and Food Sciences and from the University in terms of financial support for the **purchased of high -end computers** to meet the current needs of our students in this new normal. Going online for instruction and other activities would require **stable internet connectivity and power supply**. Furthermore, all proposals to be submitted to produce outputs for instruction (ex. budget for teaching guide preparation), research (ex approval and release of budget for research proposal submitted), extension (ex. time and budget to do the extension activities) and production are necessary.

Full administrative support in terms of on – time & efficient processing of all official & relevant documents in the department is very important to sustain the efforts of the faculty. Equally important is the revival of the Soils Research, Testing & Plant Analysis Laboratory (SRTPAL) to support Instruction, Research, Extension & production functions of the department.

Date: January 2, 2020 to June 30, 2020

First Step:

	Revision, updating & submission of instructional materials for the blended learning modalities,
	Submission of research and extension proposals to the Department Head & other
VSU	offices for processing & approval;;
	Proper & on – time scheduling and distribution of workload to enable the faculty to perform all the expected functions and effectively deliver the expected outputs.

Expected outcomes:

Revision of instructional materials and uploading into moodle platform for the blended learning mode of instruction;

Continuous learning of the different learning modalities for the new normal by attending trainings and seminars;

Timely comments and suggestions and endorsement for approval and implementation of the research and extension proposals submitted;

Timely release of research and extension funds;

Duration: January 2, 2020 to June 30, 2020

Next Step: To continue the preparation & revision of instructional materials for the next semester offering; submission of research & extension proposals for funding; submission of journal articles for possible publication.

Outcome: Revised and updated instructional materials for blended learning; submission of research and extension proposals for funding; submission of journal articles for possible publication;

Final Step/Recommendation:

There should be regular updates from concerned offices on the status of proposals submitted for funding and implementation. Researches conducted by the faculty can facilitate training and mentoring of students; and research outputs produced are good materials to enrich references for instruction.


BEATRIZ CUEVAS JADINA
DSS Faculty

Approved:


SUZETTE B. LINA
Unit Head