



**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(July - December 2021)**Name of Faculty Member: MILAGROS C. BALES


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.5$	
b. Students (50%)		$4.50 \times 50\% = 2.25$	
Total for Instruction	50%	4.75	2.38
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	25%	5.0	1.25
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	25%	5.0	1.25
4. Administration			
5. Production			
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING: **Outstanding**

Prepared by:   
**MILAGROS C. BALES**  
Name of Faculty

Reviewed by:   
**KAREN LUZ P. YAP**  
Department Head


Recommending Approval:   
**VICTOR B. ASIO**  
Dean, CAFS

Approved:   
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MILAGROS C. BALES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets for the period JULY TO DECEMBER 2021.

  
**MILAGROS C. BALES**  
Assoc. Prof. V  
Date: February 11, 2022

Approved:  
  
**KAREN LUZ P. YAP**  
Department Head  
Date: 02-12-2022

  
**VICTOR B. ASIO**  
College Dean  
Date: 2/15/22

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	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned	4.0	8.59	5	5	5	5.00	1st Sem SY 2021-2022 AgEx 223e (14x3)/12 = 3.5 AgEx 299 (2x1) /12 = 0.17 AgEd 299 (2x1) /12 = 0.17 AGED 290 (3x 2) /12 = 0.5 AGDE 202 (9x3)/12 = 2.25 AgEd 241 (3x8)/12 = 2.0 Total: 8.42
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students	3	12	5	5	5	5.00	Josephine Fernando, DBadino, Atape, MPBMerto, DBTiu, MCafe, MMena, NSAbad, Cladera, RPantillo, RPTuba-on, JATubo
		<b>A3 .</b> Number of students advised on thesis/special problem/dissertation								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	Cristita Clava, MYARuedas, MB Camillo, M



	AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	10	5	5	5	5.00	Joan Maictin, Benjie Villaruben, Evangeline Martil, Anthony Christian Conde, Ivy Dematawaran, Maria Angeles Jaca-Ambida, Daisy Rey Palma, Rubelle Valderrama, Isabel Bihag and Lennie Guil Coronel
	<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	45	5	5	5	5.00	Students who were my academic and thesis advisees (graduate) including those under my class who texted, SMS and sent me emails or called thru phone
<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> . 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	2	4	5	5	5	5.00	AGEX 233, AGDE 202 needed to be revised based on the new prescribed format. AgSci 113 and AGED 241
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	12 new PPP and 3 revised PPP	5	5	5	5.00	12 PPP and 35 sets of Supplemental Reading Assignments for AGEX 233, AGDE 202 and AGED 241.
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	6	5	5	5	5.00	6 long exams 11 exercises or learning activities for AGEX 233, AGDE 202 and AGED 241.
	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 Moodle or Google Classroom	2	3	5	5	5	5.00	Google classrooms for AGEX 233, AGDE 202, and AGED 421
<b>PI 10</b> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>									
<b>OVPI UMFO 3. Higher Education Management Services</b>									

	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	4	2.55	5	4	4	4.33	1st Sem, SY 2021-2022 AgSci 113 (17x3)/20 = 2.55; AgEx 200 (3 x 2)/20 = 0.3
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	10	5	5	5	5.00	students who were my academic and thesis advisees (graduate and undergrad) including those under my class who texted, SMS and sent me emails or called thru phone
		<b>A11.</b> 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	2	2	5	5	5	5.00	Paul Nigel Custodio, Hubert Demabuyu. However, Demabuyu did not respond after two follow up
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	2	4	4	4	4.00	Faculty on boarding, graduate school faculty onboarding
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	3	5	4	4	4.33	agsci 113 - 10 learning tasks, 10 assessment outputs and 3 quizzes
		<b>A14.</b> Number of quizzes administered and checked, Learning task outputs and assessment output	Prepares and checks quizzes for lec and lab; Learning tasks output, assessments outputs,	10	10	5	5	5	5.00	agsci 113 - 10 learning tasks, 10 assessment outputs and 3 quizzes
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers/project/research proposals submitted as required							
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic advisor to students</i>	3	9	5	5	5	5.00	Brian Mondala, Jayrah Celeste, Melody Claveria, Jessie Basalo, Johndel Marie Martin, Madel Mendoza, Julieta Villocino, Angela Prado
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As Field Practice Supervisor/Thesis Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Brian Mondala, Jayrah Celeste, Melody Claveria
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	21	5	5	5	5.00	AgEx 200n students and AgSci 113



	<b>PI 9:</b> Number of student organizations advised/assisted *	<b>A19 . Number of Student organizations advised</b>	Advises student organizations recognized by USOO							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> 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	2	1	4	4	4	4.00	AgSci 113 instructional module is co-authored with other colleagues at the dept.
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10	5	5	5	5.00	8 PPP for AGSci 113, 2 video clips
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	11	5	5	5	5.00	1 midterm exam, 10 quiz/exercises for AgSci 113
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	4	4	4.33	AgSci 113 in Google Classroom, 1 module is not yet uploaded yet because it is still being done
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	1	4	5	5	5	5.00	PhD AGED FOR Level II, MS AgEx, MS AgEd nd MgDev AgEx nd AgEd for Level IV
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							none, not anymore a coordinator
		<b>A 26.</b> 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**

	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</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>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research or project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		Number of articles published in internationally-refereed or CHED recognized journal	Published articles in refereed or CHED recognized journal							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation		1	5	5	5	5.00	The VSU-PhilFIDA Research entitled "Evaluation of the Extension Service Delivery of the Abaca Industry in Eastern Visayas in Support to the Implementation of Investment for the Agriculture and Fisheries Modernization Plan (FMP) at the Local and National Levels or I-Plan Sub-Components 1.2 was approved for implementation
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)			none					



		<b>A 33.</b> 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		none					
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output		none					
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement 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 activities	<b>A 36.</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	2	*about 67 people's organizations established partnerships in the conduct of CBFBS *39 partnerships	5	5	5	5.00	<b>YRRP</b> Leyte = 29 municipalities Biliran= 3 municipalities Samar = 5 municipalities <b>GTH</b> LGU Baybay & LGU Hilongos MOAs are on file at the Dept.
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries on technologies appropriate to their needs.	25	GTH - 32	5	5	5	5.00	GTH-Training on Record Keeping with 21 pax and Training on Preparation of Organic Inputs with 11 pax at Brgy. Marcos; for CS-FBS, the last activity (Exit Conference/Business Summit) scheduled for Dec was cancelled because of typhoon Odette and the sudden surge of COVID 19.
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	2	2	5	5	5	5.00	*Green-the-Home Project *Building Capacities for Farmer Entrepreneurs through Climate Smart Farm Business School in Selected 38 Municipalities in Region VIII

	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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%	95%	5	5	5	5.00	CS-FBS (YRRP) and Green-the-Home Projects
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor			7	5	5	5	5.00	MCLipian, SRA-GTH; Archille Galupo, Jamaica Mueda, Lyca Ipong, Angim Loreno and Krystel Kave Casinillo, Rosemarie Decio
	Peer reviewers/Panelists	Peer reviewers/Panelists			None					
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	Leadership for Entrepreneurial Development for 4-H Club members in Carigara, Leyte and Complying Leadership Requirements for ISO 9001:2015
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation		None					
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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	0	zero non-conformity	5%	5	5	5.00	



		<b>A 45.</b> 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	Prepares PPP/NP for programs to be scheduled for accreditation		1	5	5	5	5.00	Prepared PPP for Extension for Level II PhD AGED program accreditation scheduled on Nov 8-12 accreditation, Prepred draft NP for the 3 programs slated for Level IV reaccreditation (MS AgEx, MS AgEd and MgDev Program
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		Number of internal audits conducted and no of audit reports prepared	Conducts internal audits of offices as assigned by the lead auditor	5	Conducted internal audits to 5 offices and prepared audit reports	5	5	5	5.00	Top Management, 5 offices of ODHRM
		Attendance to ISO and AACCUP related trainings/meetings	Attends/participates in ISO/AACCUP related trainings	8	Participated in ISO and AACCUP-related trainings and meetings	5	5	5	5.00	Training for Online Accreditation for Levels III and IV on July 16-18 2021. Meetings in preparation for Level II nd IV Program accreditations nd ISO Internal Audit and MR
	<b>Total Over-all Rating</b>			<b>170.99</b>		Comment & Recommendation for Development Purposes: <i>Thank you so much for an excellent performance!</i>				
	<b>Average Rating</b>			<b>4.89</b>						
	<b>Adjectival Rating</b>			<b>OUTSTANDING</b>						

Evaluated & Rated by:

**KAREN LUZ P. YAP**

Department Head

Date: 02-12-22

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date: 2/15/22

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: 2/16/22

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Milagros C. Bales

Performance Rating: Outstanding

Aim: Send Dr. Bales to an international training/conference either as a trainee or paper presenter

Proposed Interventions to Improve Performance: Attend relevant international training

Date: Jan 2022

Target Date: Jan-Dec 2022

First Step: Approved by the department's personnel committee

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Result: Dr. Bales to look for relevant training or conference on extension management amidst evolving concerns in social development

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Date: Aug. - Dec. 2022 Target Date: Within Aug. - Dec. 2022

Next Step: Dr. Bales to apply for participation to an international training/conference

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Outcome: Attended international training/presented paper in an international conference in 2022.

Final Step/Recommendation:

The department strongly recommends her for an international training/conference

Prepared by:

  
**KAREN LUZ P. YAP**  
DAEE Head

Conforme:

  
**MILAGROS C. BALES**

Name of Ratee Faculty/Staff