

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

Name of Faculty Member: **ULYSSES A. CAGASAN (Assoc Prof V)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		5.00	
b. Students			
Total for Instruction	40%	5.00	2.00
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director		5.00	
Total for Research	30.00%	5.00	1.50
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	15.00%	5.00	0.75
4. Administration	10.00%	5.00	0.50
5. Production	5.00%	5.00	0.25
TOTAL	100%	25.00	5.00

EQUIVALENT NUMERICAL RATING: **5.00**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **5.00**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

ULYSSES A. CAGASAN

Name of Faculty

ULYSSES A. CAGASAN

Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO, Ph.D.

Dean, College of Agriculture and Food Science

Approved by:

BEATRIZ S. BELONIAS

Vice President, Instruction

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ulysses A. Cagasan, a faculty member of the DEPARTMENT OF AGRONOMY 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 January to June, 2020.

ULYSSES A. CAGASAN
Assoc Prof V
Date:

Approved:

ULYSSES A. CAGASAN
Department Head
Date:

VICTOR B. ASIO
College Dean
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	Handles subjects/courses assigned	2	4.33	5	5	5	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	6	5	5	5	5	5.00	to be accomplished in December
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	1	5	5	5	5.00	to be accomplished in December
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	4.8	4.8	4.8	4.80	to be accomplished in December
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	8	5	5	5	5.00	to be accomplished in December

	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	1	5	5	5	5.00	to be accomplished in December
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4.8	4.8	4.8	4.80	to be accomplished in December
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	3	4.8	4.8	4.8	4.80	to be accomplished in December
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	2	3	3	3	3.00	to be accomplished in December
		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	2	1				0.00	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.00	
	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	5	5	5	5.00	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										to be accomplished in December
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	20	18	3	3		2.00	to be accomplished in December
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	6	4.8	4.8	4.8	4.80	to be accomplished in December
		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	2	3	5	5	5	5.00	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	4.8	4.8	4.8	4.80	to be accomplished in December
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	9	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	12	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	3	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	15	12	5	5	5	5.00	to be accomplished in December
		A17. Number of students advised on thesis/ field practice/special problem:		2	5	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	to be accomplished in December
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	17	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	0					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	1	5	5	5	5.00	to be accomplished in December
	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	2	5	5	5	5.00	

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	12	5	5	5	5.00	to be accomplished in December
		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	2	2	4	4	4	4.00	to be accomplished in December
		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	to be accomplished in December
	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	2	3	5	5	5	5.00	to be accomplished in December
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	5	2	3	3	3	3.00	to be accomplished in December
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	2	5	5	5	5.00	
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 project within the year	0	0					
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	50	50	4.8	4.8	4.8	4.80	
		<i>In refereed int'l journals</i>		1	1	5	5	5	5.00	
		<i>In refereed nat'l/regional journals</i>		1	1	5	5	5	5.00	to be accomplished in December
	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 fora/conferences	0	0					
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00	to be accomplished in December
	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	2	2	4.8	4.8	4.8	4.80	to be accomplished in December
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					
		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	5	5	5	5.00	to be accomplished in December
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	1	5	5	5	5.00	
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	0	0					
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	5	5	5.00	to be accomplished in December
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	50	0				0.00	to be accomplished in December
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	0	0					
Research Mentoring	Research Mentor		1	1	4.8	4.8	4.8	4.80	reduce accomplishment due Covid 19 Pandemic
Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.00	to be accomplished in December
Resource Persons	Resource Persons		2	0					
Convenor/Organizer	Convenor/Organizer		0	0					
Consultancy	Consultant		0	0					

	Evaluator	Evaluator		0	2	5	5	5	5.00	
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0					
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	0					
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1	5	5	5	5.00	to be accomplished in December
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	<u>PI 8.</u> 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*	<u>A 44.</u> 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	compliant	zero non-conformity	5	5	5	5.00	reduce accomplishment due Covid 19 Pandemic
		<u>A 45.</u> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100%	90	5	5	5	5.00	to be accomplished in December
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients	1	90 % complaint	5	5	5	5.00	reduce accomplishment due Covid 19 Pandemic
	<u>PI 3:</u> Additional Outputs	<u>A 47.</u> 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	1	1	4.8	4.8	4.8	4.80	

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	0	0						
	Total Over-all Rating										240.20
	Average Rating										4.71
	Adjectival Rating										OUTSTANDING

Comments and Recommendations for Development Purpose:

Keep up the outstanding performance. May attend conference

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

Evaluated & Rated by:

[Signature]
VICTOR B. ASIO

Dean, CAFS

Date:

Recommending Approval

[Signature]
VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

[Signature]
BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULYSSES A. CAGASAN

Performance Rating: OUTSTANDING

Aim: Sustain the outstanding rating

Proposed Interventions to Improve Performance

Date: January 30, 2020

Target Date: January to June 30, 2020

First Step:

Attend scientific forum and conferences and publish paper in refereed journals

Update instructional materials

Develop research proposal

Result:

Published research articles

Updated instructional materials

Submitted research proposal to funding institution

Target Date: July 1 to Dec. 31, 2020

Next Step:

Attend and present papers in scientific conference

Update instructional materials

Outcome: Attended and presented scientific paper in the conference

Published scientific paper in refereed journal


Updated instructional materials

Final Step/Recommendation:

Maintain outstanding rating and publish research paper in refereed journals

Submit research proposals for funding

Prepared by:


VICTOR B. ASIO
Dean, CAFS

Conforme:


ULYSSES A. CAGASAN
Name of Ratee Faculty/Staff