

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

Name of Faculty Member: **FE M. GABUNADA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.86 x 50%= 2.43	
b. Students (50%)		4.50 x 50%= 2.25	
Total for Instruction	50%	4.68	2.34
2. Research			
a. Dept.Head/Center Director		5.0 x100%= 5	
Total for Research	25%	5.00	1.25
3. Extension			
a. Dept Head/Center Director (100%)		5.0 x100% = 5	
Total for Extension	25%	5.00	1.25
TOTAL			4.84

EQUIVALENT NUMERICAL RATING: 4.84

Add: Additional Points, if any:

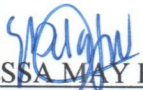
TOTAL NUMERICAL RATING: 4.84

ADJECTIVAL RATING:

**Outstanding**

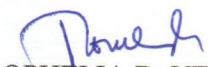
Prepared by:

Reviewed by:

  
VANESSA MAY B. MILAN  
Admin Aide

  
DHENBER C. LUSANTA  
Office Head

Recommending Approval:

  
ROSA OPHELIA D. VELARDE  
Director for Research

Approved:


  
MARIA JULIET C. CENIZA  
VP for Research, Extension and Innovation

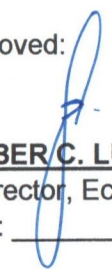
"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FE M. GABUNADA**, a faculty member of the **Ecological Farm and Resource Management Institute (Eco-FARMI)**, commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **March 15 to June 2022**.

Approved:

  
**FE M. GABUNADA**  
 Professor VI  
 Date: 4 July 2022

  
**DHENBER C. LUSANTA**  
 OIC Director, Eco-FARMI  
 Date: \_\_\_\_\_

	Description of MFOs/PAPs	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported with numerical values in numerators and denominators)
MFO No.						Quality	Efficiency	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 subjects/courses assigned	0.33	0.33	5	5	5	5	Taught 1 graduate course (AGEC 248 - Research in Agricultural Economics) with one student.
	PI 8: Number of graduate students advised	A2. Number of students advised	Advise graduate students							

		<b>A3. Number of students advised on thesis/special problem/dissertation</b>								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	5	5	5	5	Corrected the thesis proposal and manuscript of 1 graduate student (Mr. Ian Dave Custodio).
		<b>A4. Number of students entertained for consultation purposes</b>	Entertains students seeking consultation with faculty	2	2	5	4	5	4.67	Entertained the AGECE 248 student and thesis advisee.
	<b>PI 9: Number of instructional materials developed</b>	<b>A5. Number of on-line ready courseware developed and submitted for review</b>	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5	Improved the instructional materials for AGECE 248.
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4	5	5	4.67	Prepared Powerpoint presentation for AGECE 248.
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.	8	8	5	4	5	4.67	



		<b>A6.</b> Number of on-line ready courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor							
		<b>A7.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	4	4.67	Improved the learning materials of AGECE 248 virtual classroom including the creation of term examinations, revision of schedule of submission of outputs for the learning tasks, and grading of outputs.
	<b>PI 10:</b> Additional outputs	<b>A8.</b> Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
	<b>PI 5:</b> Total FTE coordinated, implemented & monitored	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	4.5	4.5	5	5	5	5	Taught 1 undergraduate course (Econ 102 - Macroeconomics) with 30 students.
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares grade sheets and submits on or before deadline	1	1	5	5	5	5	
		<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 grades							

		<b>A12.</b> Number of trainings attended related to instruction	Attends mandated trainings							
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lecture and laboratory							
		<b>A15.</b> Number of laboratory reports and term papers checked and graded	Checks laboratory reports, exercises, and terms papers submitted as required							
	<b>PI 8:</b> Number of students advised	<b>A16.</b> Number of students advised	Acts as academic adviser to students							
		<b>A17.</b> Number of students advised on thesis/field practice/special problem								
		As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	1	5	4	5	4.67	Corrected the thesis proposal and manuscript of 1 undergraduate student (Mr. Clef Lennard Piedraverde).
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5	Entertained the undergraduate thesis advisee and Econ 102 students.
	<b>PI 9:</b> Number of student organizations	<b>A19.</b> Number of student organizations advised	Advises student organizations recognized by USSO							

		<b>A20.</b> Number of student organizations assisted on student-related activities	Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials	<b>A21.</b> Number of on-line courseware 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							
		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught	20	20	5	5	5	5	Prepared Powerpoint presentations for Econ 102 - Macroeconomics.
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.	8	8	5	5	5	6	Prepared and checked long examinations, quizzes, and exercises for Econ 102 - Macroeconomics.
		<b>A22.</b> Number of on-line courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor							



		<b>A23.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	5	5	467	Posted learning materials, created assessment tools (quizzes, exercises, long/term examinations), and graded students' outputs at the Econ 102 virtual classroom .
	<b>PI 11:</b> Additional outputs	<b>A24.</b> Number of additional outputs accomplished								
		Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program instructional/insitutional accreditation and/or evaluation							
		Agency/firm/industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A25.</b> Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal							
<b>UMFO 3. RESEARCH SERVICES</b>										
	<b>PI 1:</b> Number of research outputs in the last three (3) years utilized by the industry or by other	<b>A26.</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>A27.</b> Number of research outputs completed within the year	Conducts and completes research project within the year	2	2	5	5	5	5	Served as Technical Expert and Project Staff of 2 research projects : (1) Enhancing Climate-Resilient Agriculture Using Information Support Tools in Vegetable Production in Leyte, Philippines (e-CRISP) and (2) Inter-Consortia Convergence in Socio-Economics R&D: Institutionalization of the Socio-Economics Research and Data Analytics Centers in Consortia Operations (to be completed within the year).
	<b>PI 3:</b> Number of research outputs published in internationally-refereed or CHED-recognized journal within the year	<b>A28.</b> Number 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							
		In refereed international journals								
		In refereed national/regional journals								



	<b>PI 4:</b> Number of research outputs presented in regional/national/international fora/conferences	<b>A29.</b> Number of research outputs presented in regional/national/international fora/conferences	Prepares, submits and presents research paper in scientific fora/conferences							
		In international fora/conferences								
		In regional/national fora/conferences								
	<b>PI 5:</b> Number of research proposals approved	<b>A30.</b> Number of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up approval for immediate implementation							
	<b>PI 6:</b> Additional outputs	<b>A31.</b> Number of research-related awards								
		<b>A32.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts a peer reviewer of journal articles/scientific papers and returns duly reviewed paper							
		<b>A33.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology-generated research output							
		<b>A34.</b> Other outputs implementing the new normal due to Covid-19	Designs research-related activities and other outputs to implement the new normal							

UMFO 4. EXTENSION SERVICES										
	<b>PI 1:</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension services	<b>A35.</b> Number of active partnerships with LGUS, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with robable partners for estension activities and maintains this active partnership							
	<b>PI 2:</b> Number of trainees weighted by the length of training	<b>A36.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3:</b> Number of extension programs organized and supported consistent with the SUC's mandate and priority programs	<b>A37.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5	Served as Technical Expert of the project Enhancing Capacity in Socio-Economic Analytic through the Visayas Socio-Economic Research and Data Analytic Center (ViSERDAC).
	<b>PI 4:</b> Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	<b>A38.</b> Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							

	<b>PI 5:</b> Number of technical/expert services	<b>A39.</b> Number of technical/expert services	Provides technical and expert services as requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewer/Panelist	Peer reviewer/panelist								
	Resource person	Resource person								
	Convenor/organizer	Convenor/organizer								
	Consultancy	Consultancy								
	Evaluator	Evaluator								
	<b>PI 8:</b> Number of extension proposals approved	<b>A40.</b> Number of extension proposals approved	Prepares extension project proposals, submits and follow up approval for immediate implementation							
	<b>PI 11:</b> Additional outputs	<b>A41.</b> Number of extension-related awards								
		<b>A42.</b> Other outputs implementing the new normal due to Covid-19	Designs extension-related activities and other outputs to implement the new normal							



UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8: Compliance to all requirements through the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/Department under ISO 9001:2015	A43. 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 within the performance of functions as faculty	zero non-conformity						
		A44. 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 accreditation								
		On institutional accreditation								

UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)									
	<b>PI 2:</b> Zero percent complaint from clients	<b>A45.</b> Customer-friendly frontline services	Provides customer-friendly frontline services to clients						
	<b>PI 3:</b> Additional outputs	<b>A46.</b> Number of new initiatives introduced resulting to best practice replicated/benchmarked by other departments/agencies	Initiates/introduces improvements in performing functions resulting to best practice						
		<b>A47.</b> Other outputs implementing the new normal due to Covid-19	Designs administration/management-related activities and other outputs to implement the new normal						
	<b>Total Over-all Rating</b>								78.02
	<b>Average Rating</b>								4.87
	<b>Adjectival Rating</b>								Outstanding

Evaluated and Rated by:

**DHENBER C. LUSANTA**  
OIC Director, Eco-FARMI  
Date: \_\_\_\_\_

Recommending Approval:

**ROSA OPHELIA D. VELARDE**  
Director for Research  
Date: \_\_\_\_\_

Approved by:

**MARIA JULIET C. GENIZA**  
VP for Research, Extension, and Innovation  
Date: \_\_\_\_\_

Comments and recommendations for Development purpose:

Attend relevant training related to research and extension for continued updates.

## PERFORMANCE MONITORING &amp; COACHING JOURNAL

Rating Period: March - June 2022

√	1 <sup>st</sup>	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Officer : **FE M. GABUNADA**Head of Office : **DHENBER C. LUSANTA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b> Made a procurement plan and purchase request for the research project's office equipment and materials.	June 2022				
<b>Coaching</b> -conducted consultations	June 2022				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

**DHENBER C. LUSANTA**

Immediate Supervisor

Noted by:

**MARIA JULIET C. CENIZA**

Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: March 15- June 2022**

**Name of Employee:** FE M. GABUNADA  
**Performance Rating:** \_\_\_\_\_

**Aim:** To enhance the knowledge of staff on research development related to socio-economics.

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

**Date:** March 15, 2022 **Target Date:** within 1st Quarter of 2022

**First Step:** \_\_\_\_\_

Allow the staff to attend/participate online trainings related to socio-economics.

**Result:** \_\_\_\_\_

Serves as a resource speaker for online research and extension related expertise training.

**Date:** April 2022 **Target Date:** 2nd Quarter

**Next Step:** \_\_\_\_\_

Allow the staff to attend/participate online training related to research and extension for continued updates.

**Outcome:** \_\_\_\_\_

Participation in online training, particularly in socioeconomics, for extension and research development

**Final Step/Recommendation:** \_\_\_\_\_

Prepared by:

DHENBER C. LUSANTA

Unit Head

Conforme:

FE M. GABUNADA

Ratee