SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ROMEL B. ARMECIN**
Position/Designation: **Professor V**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction	25%		
a. Head/Dean (50%)		5.00	0.625
b. Students (50%)		4.00	0.500
TOTAL for Instruction			1.125
2. Research	50%	5.00	2.500
3. Extension	20%	5.00	1.000
5. Others	5%	5.00	0.250
TOTAL	100%		4.875

EQUIVALENT NUMERICAL RATING: 4.875

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ROMEL B. ARMECIN
Name of Staff

Reviewed by:

ROSA OPHELIA D. VELARDE
Director for Research

Recommending Approved:

ROSA OPHELIA D. VELARDE
Director for Research

Approved:

MARIA JULIET C. CENIZA
Director for Research, Exntension and Innovation

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROMEL B. ARMECIN,** a faculty member of the National Abaca Research Center **(NARC),** commit to deliver and agree to be rated

on the attainment of the following accomplishment in accordance with the indicated measures for the period **January to June 2023.**

Approved:

ROMEL B. ARMECIN
Professor V
Date: _____

MARIA JULIET C. CENIZA
VP for Res., Extension and Innovation
Date: _____

MFO No.	Description of MFOs/PAPs	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Rating Q¹	E²	T³	A⁴	Remarks
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE coordinated, implemented & monitored	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised	**A2**. Number of students advised	Advise graduate students	2	4	5	5	5	5	
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	4	5	5	5	5	
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	5	5	5	5	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	6	5	5	5	5	
PI 9: Number of instructional materials developed		**A5**. Number of on-line ready courseware 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							
		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
		A6. 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							

		A7. Number of virtual classroom created and operational	Creates virtual classroom usining either Moodle or Google Classroom							
	PI 10: Additional outputs	A8. Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
	PI 5: Total FTE coordinated, implemented & monitored	A9. Actual Faculty's FTE	Handles and teaches courses assigned	2	2	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Preapres grade sheets and submits on or before deadline	4	4	5	5	5	5	
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grades							
		A12. Number of trainings attended related to instruction	Attends mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture and laboratory	10	10	5	5	5	5	

		A15. Number of laboratory reports and term papers checked and graded	Checks laboratory reports and terms papers submitted as required						
PI 8: Number of students advised	A16. Number of students advised	Acts as academic adviser to students	1	1	5	5	5	5	
	A17. Number of students advised on thesis/field practice/special problem								
	As SRC Chairman	Advises and corrects research outline and thesis/SP manuscript	1	1	5	5	5	5	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2					
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	5	5	5	5	5	
PI 9: Number of student organizations advised/assisted	A19. Number of student organizations advised	Advises student organizations recognized by USSO							
	A20. Number of student organizations assisted on student-related activities	Assists student organizations in implementing student related activities							
PI 10: Number of instructional materials developed	A21. 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							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
		A22. 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							
		A23. Number of virtual classroom created and operational	Creates virtual classroom usining either Moodle or Google Classroom							
	PI 11: Additional outputs	**A24**. 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							
		A25. Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the 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	**A26**. 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	1	5	5	5	5	
PI 2: Number of research outputs completed within the year	**A27**. Number of research outputs completed within the year	Conducts and completes research project within the year							
PI 3: Number of research outputs published in internationally-refeered or CHED-recognized journal within the year	**A28**. 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								
PI 4: Number of research outputs presented in regional/national/ international fora/ conferences	**A29**. 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								

PI 5: Number of research proposals approved	**A30**. Number of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up approval for immediate implementation	1	1	5	5	5	5		
PI 6: Adidtional outputs	**A31**. Number of research-related awards									
	A32. 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	4	5	5	5	5	5		
	A33. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology-generated research output								
	A34. 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										
PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension services	**A35**. 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	1	1	5	5	5	5		
PI 2: Number of trainees weighted by the length of training	**A36**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	15	15	5	5	5	5		

PI 3: Number of extension programs organized and supported consistent with the SUC's mandate and priority programs	**A37**. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	5	5	5
PI 4: Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	**A38**. 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	60%	60%	5	5	5	5
PI 5: Number of technical/expert services	**A39**. Number of technical/expert services	Provides technical and expert services as requested by beneficiaries						
Research Mentoring	Research Mentor		1	1	5	5	5	5
Peer reviewer/Panelist	Peer reviewer/panelist							
Resource person	Resource person		1	1	5	5	5	5
Convenor/ organizer	Convenor/organizer							
Consultancy	Consultancy							
Evaluator	Evaluator							
PI 8: Number of extension proposals approved	**A40**. Number of extension proposals approved	Prepares extension project proposals, submits and follow up approval for immediate implementation						
PI 11: Additional outputs	**A41**. Number of extension-related awards							

		A42. 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							
		A44. Compliance to all requirements of the program and isntitutional accreditations	Prepares required documents and complies all requirements as prescribed in the accreditation tools	4	4	5	5	5	5	
		On program accreditation								
		On institutional accreditation								
UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
	PI 2: Zero percent complaint from clients served	**A45**. Customer-friendly frontline services	Provides customer-friendly frontline services to clients	1	1	5	5	5	5	

										Comments & Recommendations for Development Purposes:
PI 3: Additional outputs	**A46**. 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								
	A47. Other outputs implementing the new normal due to Covid-19	Designs administration/ management-related activities and other outputs to implement the new normal								
Total Over-all Rating										For outstanding Research
Average Rating									5.00	and Extencion outputs
Adjectival Rating									OUTSTANDING	of the center.

Recommending Approval and
Evaluated by:

Approved by:

ROSA OPHELLA D. VELARDE
Director for Research

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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROMEL B. ARMECIN   Signature: _____

Performance Rating: _____

Aim: To become an effective Director of NARC

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

Date: January 1, 2023   **Target Date:** June 30, 2023

First Step:

* Be aware of the functions and strategies of an effective administrator.

* Assess the manpower resources and potential of the center and its constituents

Result:

* Strength, weaknesses, and opportunities of the center determined and analyzed

Date: January 1, 2023   **Target Date:** June 30, 2023

Next Step:

* Seek or participate in leadership training and other related trainings on improving and enhancing management capabilities of key administrator

Outcome:

* Better managerial capabilities acquired/gained.

Final Step/Recommendation:

* Further exposure and participation in crosss visits to observe/benchmark reputable institutions to gain more experiences on office management.

Prepared by:

MARIA JULIET C. CENIZA
VP for Res., Ext'n. and Innovation