

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ULYSSES A. CAGASAN (PROFESSOR V)

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x %) (3) | Equivalent Numerical Rating (2x3) |
|---|--|---|---|
| 1. Instruction | | | |
| a. Head/Dean | 30.00 | 4.55 | 1.37 |
| b. Students | 30.00 | 4.50 | 1.35 |
| Total for Instruction | 60 | 4.53 | 2.72 |
| 2. Research | | | |
| a. Client/Dir. for Research | | | |
| b. College Dean | 10 | 5.00 | 0.50 |
| Total for Research | 10 | 5.00 | 0.50 |
| 3. Extension | | | |
| a. Client/Dir. for Extension | | | |
| b. College Dean | 10.00 | 4.83 | 0.48 |
| Total for Extension | 10.00 | 4.83 | 0.48 |
| 4. Admin and support to operations | 20.00 | 4.50 | 0.90 |
| TOTAL | 100% | | 4.68 |

EQUIVALENT NUMERICAL
RATING:

4.68

4.68 4.60

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.68

ADJECTIVAL RATING:

OUTSTANDING

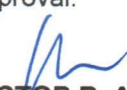
Prepared by:


ULYSSES A. CAGASAN
Name of Faculty


Reviewed by:


VICTOR B. ASIO
Dean, CAFS

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Approved by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"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 (January to Decemeber, 2021) and accomplishments (January to Jan-June, 2021)

Approved:

ULYSSES A. CAGASAN

Assoc Prof. V

Date: 7/21/2021

ULYSSES A. CAGASAN

Department Head

Date: 7/21/2021

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 | | | | | | | | | | No. of studs*hrs/9 |
| | PI 4: Total FTE coordinated, implemented & monitored* | A1. Actual Faculty's FTE | Handles subjects/courses assigned | 6 | 7 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate | 6 | 4 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | 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 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | AS GAC Member | Advises and corrects research outline and thesis/SP/dissertation manuscript | 2 | 4 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |

| | | | | | | | | | | |
|---|---|--|--|----|----|---|---|---|------|---|
| | | <u>A4</u> . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 10 | 12 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | PI 9: 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 | 2 | 2 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 2 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course | 3 | 2 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, | 8 | 5 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | 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 | 0 | 0 | 0 | 0 | 0.00 | Very busy with classes and research |
| | | A 7 : Number of virtual classroom created and operational | Creates virtual classroom using either Moodle or Google Classroom | 1 | 3 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | PI 10 . Additional outputs: | <u>A 8</u> . Other outputs implementing the new normal due to covid 19 | Designs experiential learning activities and other outputs to implement new normal | 1 | 2 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | |
| OVPI UMFO 3. Higher Education Management Services | | | | | | | | | | |
| | PI 5: Total FTE, coordinated, implemented and monitored * | <u>A9</u> . Actual Faculty's FTE | Handles and teaches courses assigned | 10 | 5 | 4 | 4 | 4 | 4.00 | Half accomplishment only 2nd sem CY 2020-2021 |

| | | | | | | | | | |
|--|--|---|--|----|----|---|---|------|---|
| | | A10. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 5 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | A11. 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 | 2 | 3 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | A12. Number of trainings attended related to instruction | Attend mandated trainings | 2 | 4 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | A13. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 5 | 4 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | A14. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 3 | 2 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | A15. Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 7 | 7 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | PI 8: Number of students advised: * | A16. Number of students advised: | <i>Acts as academic advisor to students</i> | 15 | 6 | 4 | 4 | 4.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | |
| | | As SRC Chairman | Advises, and corrects research outline and thesis/SP manuscript | 3 | 2 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | As SRC Member | Advises and corrects research outline and thesis/SP manuscript | 2 | 3 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | A18. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 15 | 13 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | <i>Advises student organizations recognized by USOO</i> | 0 | 0 | 0 | 0 | 0.00 | Due to Pandemic no F2F classes |

| | | | | | | | | | | |
|--|---|---|--|---|---|---|---|---|------|---|
| | | <u>A20</u> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student | 1 | 0 | 0 | 0 | 0 | 0.00 | Due to Pandemic no F2F classes |
| | PI 10: Number of instructional materials developed * | <u>A 21</u> : Number of on-line course ware developed and submitted : | Prepares and submits for review by the Technical Review Panel | 1 | 0 | 0 | 0 | 0 | 0.00 | Due to Pandemic no F2F classes |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | 1 | 3 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | Supplemental learning resources | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course | 3 | 2 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, | 6 | 5 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | <u>A 23</u> : 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 | 0 | 0 | 0 | 0 | 0.00 | Due to Pandemic very occupied in making modules |
| | | <u>A 24</u> : Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | 3 | 4 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | PI 11. Additional outputs | <u>A 25.</u> 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 | 2 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | | Agency/firm/Industry linkages | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | 5 | 1 | 2 | 2 | 2 | 2.00 | Due to Pandemic no F2F classes |
| | | <u>A 26.</u> 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 | Colloquium review class |

| 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 | 0 | 2 | 5 | 5 | 5 | 5.00 Full for 1 year output/accomplishment |
| | 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 | | | | 2 projects ongoing |
| | PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal | 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 | 50% | 150% | 5 | 5 | 5 | 5.00 Half accomplishment only 2nd sem CY 2020-2021. For 2021 1st half 6 publications already in referred journal |
| | | <i>In refereed int'l journals</i> | | 1 | 4 | 5 | 5 | 5 | 5.00 only 2nd sem CY 2020-2021. For 2021 1st half 6 publications already in referred journal |
| | | <i>In refereed nat'l/regional journals</i> | | 1 | 2 | 5 | 5 | 5 | 5.00 Half accomplishment only 2nd sem CY 2020-2021. For 2021 1st half 6 publications already in |
| | 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> | | 0 | 1 | 4 | 4 | 4 | 0.00 |
| | | <i>In nat'l/regional fora/conferences</i> | | 0 | 1 | 4 | 4 | 4 | 0.00 |
| | 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 | 1 | 2 | 5 | 5 | 5 | 5.00 2 new proposals approved and conducted |
| | 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 | 2 | 10 | 5 | 5 | 5 | 5.00 6 fro CTU, 2 from SSU and 2 from international |

| | | | | | | | | | | |
|-----------------------------------|--|--|--|-----|---|---|---|---|------|--|
| | | A 34. Number of UMs submitted to ITSO, VSU | Prepares and submits application for UM of technology generated out of research output | 0 | 0 | 0 | 0 | 0 | 0.00 | Not submitted |
| | | A 35. Other outputs implementing the new normal due to covid 19 | Designs research related activities and other outputs to implement new normal | 1 | 0 | 0 | 0 | 0 | 0.00 | not yet submitted |
| 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 | LGU Baybay for extension services |
| | 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 | 0 | 0 | 0 | 0.00 | Due to Pandemic |
| | 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 | Implements duly approved extension projects | 1 | 1 | 5 | 5 | 5 | 5.00 | On going New DA Extension projects with 4 components |
| | 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 | 0 | 0 | 0.00 | Due to Pandemic |
| | 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 | 2 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | <i>Research Mentoring</i> | <i>Research Mentor</i> | | 1 | 4 | 5 | 5 | 5 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |

| | | | | | | | | | | |
|---|--|---|---|-----------|----------------|---|---|------|------|---|
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | 1 | 10 | 5 | 5 | 5 | 5.00 | research publication reviewer local and abroad |
| | Resource Persons | Resource Persons | | 1 | 0 | 0 | 0 | 0 | 0.00 | Due to Pandemic |
| | Convenor/Organizer | Convenor/Organizer | | 0 | 0 | 0 | 0 | 0 | 0.00 | Due to Pandemic |
| | Consultancy | Consultant | | 0 | 0 | 0 | 0 | 0 | 0.00 | Due to Pandemic |
| | Evaluator | Evaluator | | 0 | 5 | 5 | 5 | 5.00 | 5.00 | Half accomplishment only 2nd sem CY 2020-2021 |
| | 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 | 0 | 1 | 5 | 5 | 5 | 5.00 | On going New DA Extension project with 4 components |
| | PI 11. Additional outputs * | A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) * | | 0 | 1 | 5 | 5 | 5 | 5.00 | On going New DA Extension project with 4 components |
| | | A 43. Other outputs implementing the new normal due to covid 19 | related activities and other outputs to implement new normal | 1 | 1 | 3 | 3 | 3 | 3.00 | online consultation |
| 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 | compliant | 100% compliant | 5 | 5 | 5 | 5.00 | Full output ISO accreditation |

| | | | | | | | | | | |
|--|---|--|--|------|------|---|---|---|------|---|
| | | A 45. Compliance to all requirements of the program and institutional accreditations: | Prepares required documents and complies all requirements as prescribed in the | 100% | 100% | 5 | 5 | 5 | 5.00 | Full output AACUP accreditation |
| | | 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 | 1 | 2 | 5 | 5 | 5 | 5.00 | Provided quality seeds for planting materials |
| | 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 | 1 | 2 | 5 | 5 | 5 | 5.00 | Provide free technical services to all interested clients |
| | | 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 | 1 | 5 | 5 | 5 | 5.00 | Implement monthly department meeting and consultation |
| Total Over-all Rating | | | | | | | | | | 238.00 |
| Average Rating | | | | | | | | | | 4.68 |
| Adjectival Rating | | | | | | | | | | OUTSTANDING |

Comments and Recommendations for Development purpose:

Maintain outstanding rating and pursue PAST degree Program

Evaluated & Rated by:

ULYSSES A. CAGASAN

Department Head

Date: 7/21/2021

Recommending Approval

VICTOR B. ASIO

Dean

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: 8/13/21

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PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: Department of Agronomy

Head of Office: Ulysses A. Cagasan


Number of Personnel: 29

| | | |
|---|-----------------|---------------------------------|
| X | 1st | Q U A R T E R |
| X | 2 nd | |
| | 3 rd | |
| | 4th | |

| Activity Monitoring | MECHANISM | | | | Remarks |
|---|--|--|------|-----------------------|---------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring and evaluation helps with identifying the most valuable basis for modification of interventions and assessing the quality of activities being conducted. | Submission of their IPCR and weekly output is one way of monitoring the personnel performance in the office. | Monthly monitoring and follow up of personnel performance during the regular monthly department meeting. | | | |
| Coaching True coaching improves employee and organizational resiliency and effectiveness in change to become effective in their task or role in the workplace. | Evaluation results from the students of their class performance. One on one advise to become effective in handling the new normal classes | This will be done by giving reminders during regular meetings in the office. | | | |

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

Conducted by:


VICTOR B. ASIO
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULYSSES A. CAGASAN
Performance Rating: OUTSTANDING

Aim: Sustain the outstanding rating

Proposed Interventions to Improve Performance

Date: January 2021

Target Date: December 2021

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, 2021

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 and publish articles in reputable publication.

Prepared by:


VICTOR B. ASIO
Dean, CAFS

Conforme:


ULYSSES A. CAGASAN
Name of Ratee Faculty/Staff