

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ROMEL B. ARMECIN**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
* Dept. Head/Center Director		4.600 x 100%	4.600
Total Instruction	30%	4.600	1.380
2. Research			
* Dept. Head/Center Directors		4.800 x 100%	4.800
Total for Research	50%	4.80	2.400
3. Extension			
* Dept. Head/Center Directors		4.750 x 100%	4.750
Total for Extension	20%	4.750	0.950
4. Production	0%		0.000
TOTAL	100%		4.730
EQUIVALENT NUMERICAL RATING			
Add: Additional Points, if any			
TOTAL NUMERICAL RATING			
ADJECTIVAL RATING			

Prepared by:

ROMEL B. ARMECIN

Name of Employee

Approved:

OTHELLO B. CAPUNO

VP for Research & Extension

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROMEL B. ARMECIN, Prof. I of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree to the attainment of the following targets in accordance with the indicated measures for the period July to December 2018.



ROMEL B. ARMECIN

Ratee

Approved: JOSE L. BACUSMO

Director, ODRD

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 1	Advanced Education Services	PI 1: Total FTE monitored and implemented									
		PI 2: Number of graduate students advised	Acts as adviser to Soil Science Graduate students	3	3	3 MS students	4	4	4	4	
		PI 3: Additional outputs	Acts as GAC member to Graduate students	3	3	1 PhD student; 2 MS student	4	4	4	4	
MFO 2	Higher Education Services	PI 1: Number of FTE coordinated and implemented	Conduct lectures/laboratory classes, prepare exams, check papers, compute grades, submits to UR office	5	10.05	BTN114@2hrs x 9/20 = 0.90 (lec); BTN114 @3hrsx 9/20 = 1.35 (lab); SS110@2hrs x 78/20 = 7.8	5	5	5	5	
		PI 2: Average percentage passing in licensure in mandated programs									
		PI 3: Number of graduates in mandated programs graduated within the prescribed period									

	PI 4. Number of degree programs compliant to CMO supervised and implemented								
	PI 5. Number of academe/industry linkage established								
	PI 6a. Number of students advised	Act as adviser to undergraduate students	5	7	3 Soil Science; 3 Horticulture; 1 BSBio	✓	✓	✓	✓
	PI 6b. No. of student organizations Advised/Assisted								
	PI 7. Number of instructional materials developed								
	PI 8. Additional outputs	Acts as SRC members to Soil Science majors	1	10	5 SS majors; 4 Horti majors; 1BS Bio	✓	✓	✓	✓
Research Services	PI 1: Number of published papers in internationally indexed journal (institutional)								
	PI 2: Number of research outputs presented in regional/national/int'l fora/conferences	Presented research outputs in various fora	3	5	4 research outputs at the R&D Inhouse review; 1 outputs at the Cluster Review	✓	✓	✓	✓
	PI 3. Number of research projects conducted and/or completed on schedule	Conducts/implements research project/studies	4	4	4 Projects (Local funding)	✓	✓	✓	✓
	PI 4: Number of research proposals submitted		1	2	2 Proposals submitted to DA-BAR	✓	✓	✓	✓
	PI 5. Percent of research proposals approved	Submitted proposals to DA-BAR for possible funding	50%	50%		4	4	4	4
	PI 6: Amount of research money generated from external funding		4.9M	4.9M		✓	✓	✓	✓
	PI 7: Amount of research money generated from institutional funding								
	PI 8. Additional outputs (awards)								

MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Acts as resource person	2	3	Served as resource person in various trainings conducted by ATI-RTC8	5	5	5	5	
		PI 2. Number of IEC materials/ technoguides developed/ used									
		PI 3. Number of beneficiaries served									
		PI 4. Number of Extension projects conducted and/or completed on schedule	Conducts/implements extension projects/ components	2	2		5	5	5	5	
		PI 5. Number of extension proposal submitted									
		PI 6. Percent of extension proposals approved	Submits proposal to ATI for possible funding	50%	100%		5	5	5	5	
		PI 7. Amount of extension money generated from external funding		100T	10%		4	4	4	4	
		PI 8. Amount of extension money generated from institutional funding									
		PI 8: Additional outputs									
MFO 5	Support to operations	PI 1. Number of university seminars/trainings/ conventions coordinated									
		PI 2. Number of in-house seminars/trainings coordinated									
		PI 3. Amount of income generated from activity									
		PI 4: Additional outputs									
MFO 6	General Admin & Support Services	PI 1: Number of staff supervised and monitored	Exercise overall supervision of Eco-FARMI and NARC Analytical laboratory	12	12	Supervise 2 core staffs; 4 R/E staff; 2 support staffs; and 4 Field workers	4	4	4	4	
		PI 2: No. of mgt meetings conducted	Presides institute and research meetings	6	6	3 Eco-FARMI bi-monthly meetings and 3 Project staff meeting	4	4	4	4	

		PI 3: No. of letters/memos issued	Send letters to various correspondence	4	4	2 letter request for the improvement of Eco-FARMI facilities and 2 letters for research proposals submitted	4	4	4	4	
		PI 4: No. of reports/documents submitted	Prepares/reviews and submits project reports, financial reports and other related documents of Eco-FARMI	6	12	Prepared and submitted reports related to IGP's and project reports	5	5	5	5	
		PI 5: No. of documents reviewed/signed	Reviews and signs Eco-FARMI and Research Projects documents	300	400	Review and signed various documents	5	5	5	5	
		PI 6: Amount of Funds generated outside VSU									
		PI 7: No. of IGP/STF's supervised	Supervises EcoFARMi IGP	1	1	Supervised the EcoFARMi SBC project	4	4	4	4	
		PI 8: No. of reports/docs reviewed									
		PI 9: Additional outputs									

Total Over all Rating	Ave. Rating (Total Over-all rating divided by 4)	$\frac{92}{20}$	
	Additional Points:		
	Punctuality	-	
	Approved Additional points	-	
	(with copy of approval)		
	FINAL RATING	46	
	ADJECTIVAL RATING		

Comments and Recommendations for Development Purpose:

Good work.. Keep it up!!

Evaluated and rated by:

JOSE L. BACUSMO

Director for Research

Date: _____

EFREN B. SAZ

Director for Extension

Date: _____

Approved by:

OTHELLO B. CAPUNO

VP for Research & Extension

Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July - December 2018

	1 st	Q U A R T E R
	2 nd	
√	3 rd	
√	4 th	

Name of Officer : ROMEL B. ARMECIN

Head of Office : OTHELLO B. CAPUNO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Preparation of EOP-ATMIL Dev. plan a progress report		July 2018			
Coaching Discussion on the USU's R&D priorities		Sept. 2018			

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

Conducted by:

Othello B. Capuno
 OTHELLO B. CAPUNO
 Immediate Supervisor

Noted by:

Edgardo E. Tulin
 EDGARDO E. TULIN
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July - December 2018

Name of Staff : ROMEL B. ARMECIN

Position : Professor II

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers output which always result to best practice of the unit. He is exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements
1	Poor	The staff fails to meet requirements

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding	5	4	3	2	1
	2. Makes self available to clients even beyond official time	5	4	3	2	1
	3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay.	5	4	3	2	1
	4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
	5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks.	5	4	3	2	1
	6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
	7. Keeps accurate records of her work which is easily retrievable when needed	5	4	3	2	1
	8. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he assignment is not related to his position but critical towards the attainment of the functions of the university.	5	4	3	2	1
	10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele.	5	4	3	2	1
	11. Accepts objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5	4	3	2	1
	Total Score					

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors.	5	4	3	2	1
	2. Visionary and creative to draw strategic and specific plans and targets of the office aligned to that of the overall plans of the university	5	4	3	2	1
	3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score					
	Average Score					

Overall recommendation :

Othello B. Capuno
OTHELLO B. CAPUNO
 VP, Research & Extension

EMPLOYEE DEVELOPMENT PLAN

Rating Period: July-December 2018

Name of Employee: ROMEL B. ARMECIN

Performance Rating: _____

Aim: To become an effective Director of Eco-FARMI.

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

Date: July 2019 **Target Date:** 3rd Quarter

First Step: _____

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

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

Result: _____

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

Date: September 2019 **Target Date:** 4th Quarter

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 cross visits to observe/benchmark reputable institutions to gain more experiences on office management.

Prepared by:


OTHELLO B. CAPUNO
Unit Head