

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARTURO E. PASA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.83 \times 50\% = 2.42$	
b. Students (50%)		$5 \times 50\% = 2.5$	
Total for Instruction	30%	4.92	1.48
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	25%	5	1.25
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	15%	4.5	0.68
4. Administration	30%	4.5	1.35
5. Production	-		
TOTAL			4.76

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.76

ADJECTIVAL RATING:

OUTSTANDING


Prepared by:

  
**ARTURO E. PASA** 1/13/20  
Name of Faculty


Reviewed by:

  
**DENNIS P. PEQUE** 1/25/20  
Department Head

Recommending Approval:

  
**DENNIS P. PEQUE** 1/25/20  
Dean

Approved:

  
**BEATRIZ S. BELONIAS** 1/25/20  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARTURO E. PASA**, Faculty of the **Department of Forest Science**, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December, 2019**.

  
**ARTURO E. PASA** 11/27/20  
Ratee

Approved:   
**DENNIS P. PEQUE** 1/27/20  
Head of Unit


MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Advanced & Higher Education Services	Full Time Equivalent (FTE)								
	Vacation/Sick Leave Status	Teaching		2.6	5	5	5	5	
	Number of Graduates within prescribed period:	Lecturer							
	Baccalaureate	Adviser							
	Number of graduate students supervised	Host supervisor of local and international students	1	2/1 (200%)	5	5	5	5	
	Course Syllabi revised	Author	1	2/1 (200%)	5	5	5	5	
	Powerpoint lecture materials developed/improved	Author	1	2/1 (200%)	5	5	5	5	
	Approved Manuscripts submitted within prescribed period	Adviser/Co-adviser	1	2/1 (200%)	4	5	5	4.67	
	Number of hours spent to students consultation	Academic adviser, thesis adviser, faculty member	10	20/10 (200%)	4	5	4	4.33	
Research Services									
	Number of appointment signed	As Project Leader/Study Leader/Component Leader/Trainer	7	10/7 (142.85%)	5	5	5	5	
	Number of project progress reports submitted	As co-author	1	2/1 (200%)	5	5	5	5	
	Number of RDE Review attended	Research Leader	1	1/1 (100%)	5	5	5	5	



MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of research linkages forged	Research Leader	1	2/1 (200%)	5	5	5	5	
Administrative Services									
	Number of meetings conducted	Presiding Officer/Project Leader	3	5/3 (166.67%)	5	5	5	5	
	Number of meetings attended	Faculty Member and Member of Committee	4	5/4 (125%)	4	5	5	4.47	
	Number of documents reviewed/approved/signed	Approving Official	4	20/4 (500%)	5	4	4	4.33	
	Number of letters and memoranda prepared	Signatory	5	10/5 (200%)	4	4	4	4	
Extension Services									
	Number of training/seminars	Participant	2	2/2 (100%)	5	5	5	5	
	Number of IEC materials developed	Project Leader	1	1/1 (100%)	4	4	4	4	
Total Over-all Rating								76	

Average Rating (Total Over-all rating divided by 4)			<b>Comments &amp; Recommendations for Development Purpose:</b> <i>Being a full-fledged professor consider mentoring the faculty in terms of research.</i>
Additional points:			
Approved Additional Points (with copy of the approval)			
FINAL RATING	4.75		
ADJECTIVAL RATING	Outstanding		

Evaluated by:

  
 DENNIS P. PEQUE  
 Unit Head

Date: \_\_\_\_\_

Recommending Approval:

  
 DENNIS P. PEQUE  
 Dean

Date: \_\_\_\_\_

Approved by:

  
 BEATRIZ S. BEJONIAS  
 Vice President

Date: \_\_\_\_\_

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

## PERFORMANCE MONITORING FORM

Name of Employee: **ARTURO E. PASA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2019	December 30, 2019	December 30, 2019	Impressive	Very Satisfactory	
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	July 1, 2019	December 30, 2019	December 30, 2019	Very Impressive	Outstanding	
3	Attends meetings and makes letters.	Very Impressive	July 1, 2019	December 30, 2019	December 30, 2019	Very Impressive	Outstanding	
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2019	December 30, 2019	December 30, 2019	Very Impressive	Outstanding	

\* Either very impressive, impressive, needs improvement, poor, very poor  
 \*\* Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

*[Signature]*  
**DENNIS P. PEQUE**  
 Unit Head  
 1/26/20



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee : Dr. Arturo E. Pasa  
Performance Rating : 4.76 (Outstanding) July –December 2019

Aim: To improve research extension capability of faculty member

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

Date: July 2019

Target Date: September 2019

First Step:

Required Dr. Pasa to lead the ACIAR Project.

Result:

Actively lead in the implementation of the ACIAR PROJECT in Region 6, 7 and 8.

Date: October 2019

Target Date: December 2019

Next Step:

Draft scientific articles for possible publication in scientific journals

Outcome:

Dr. Pasa is on the process of collecting additional data and will draft scientific articles once data are sufficient for publications.

Final Step/Recommendation:

Dr. Pasa may write more scientific publications and proposals for future research undertakings.

Prepared by:

 1/25/10  
**DENNIS P. PEQUE**  
Unit Head

Conforme:

 1/25/10  
**ARTURO E. PASA**  
Ratee