

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member:

BERTA C. RATILLA (Associate Professor 5)

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
1	2	3	(2x3)
1. Instruction			
a. Head/Dean (100%)			
b. Students			
Total for Instruction	90%	4.87	4.39
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research	5.00%	4.18	0.21
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	0.00%		
4. Administration	5.00%	3.80	0.19
5. Production	0.00%		
TOTAL	100%	12.86	4.79
EQUIVALENT NUMERICAL RATING:			
		4.79	
Add: Additional Points, if any:			
TOTAL NUMERICAL RATING:			
		4.79	
ADJECTIVAL RATING:			
		OUTSTANDING	

Prepared by:


BERTA C. RATILLA

Name of Faculty

Reviewed by:


ULYSSES A. CAGASAN

Head, Department of Agronomy

Recommending Approval:


VICTOR B. ASIO, Ph.D.

Dean, College of Agriculture and Food Science

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Berta C. Ratilla, a faculty member of the DEPARTMENT OF AGRONOMY commit to the deliver and agree to be rated on the attainment of the following targets in accordance w measured July-December 2020.

Berta C. Ratilla
BERTA C. RATILLA
Associate Professor V
Date: 12/22/2020

Approved:

Ulysses A. Cagasan
ULYSSES A. CAGASAN
Department Head
Date: 12/23/2020

Victor B. Asio
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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	2.00	5.00	5	5	5.00	5.00	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							Just returned from Sabbatical leave, given advisee not yet procession thesis
		A3. Number of students advised on thesis/special problem/dissertation								
		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							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10.00	19.00	5	5	5.00	5.00	
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1.00	2.00	4.8	4.8	4.80	4.80	
On-line ready courseware			Prepares Instructional module/laboratory guide/workbook or a combination thereof	2.00	3.00	4.8	4.8	4.80	4.80	
Supplemental learning resources			Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3.00	5.00	5	5	4.90	4.97	

Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2.00	3.00	4.8	5	4.90	4.90	
A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor		Submits the course were duly reviewed by TRP for editing by MMDC editor							
A 7 : Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2.00	3.00	5	5	5.00	5.00	
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
Average Rating (Advanced Education)									4.92
UMFO 2. HIGHER EDUCATION SERVICES									
OVPI UMFO 3. Higher Education Management Services									
PI 5: Total FTE, coordinated, implemented and monitored *	A9 Actual Faculty's FTE	Handles and teaches courses assigned	20.00	27.15	5	5	5.00	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							Can not be submitted yet because the laboratory class has just started
	A 11. 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 prescribed period							
	A12. Number of trainings attended related to instruction	Attend mandated trainings	3.00	5.00	5	5	5.00	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1.00	2.00	4.8	4.8	4.80	4.80	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6.00	15.00	5	5	5.00	5.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised. *	A16 Number of students advised:	Acts as academic adviser to students							
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1.00	2.00	4.5	4.5	4.00	4.33	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							

		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	70.00	99.00	5	5	5.00	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		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 *	A 21 : Number of on-line course ware 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	1.00	2.00	4.8	4.85	4.80	4.82	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2.00	4.00	5	5	4.00	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6.00	11.00	5	5	4.50	4.83	
		A 23 : 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							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1.00	3.00	4.8	4.8	4.80	4.80	
	PI 11. Additional outputs	A 25. 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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
	Average Rating (Higher Education)									4.83
	Overall Average Rating (Instruction)									4.87
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							
	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							

PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
	<i>In refereed int'l journals</i>		1.00	2.00	4.5	4.75	4.50	4.58	
	<i>In refereed nat'l/regional journals</i>		1.00	1.00	3.5	3.0	3.0	3.17	
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>								
	<i>In nat'l/regional fora/conferences</i>								
PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or								
	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 paper	1.00	2.00	4.8	4.8	4.80	4.80	
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
Average (Research)									4.18
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							
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							
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							

	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							
	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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	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 implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
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							
					zero non-conformity					
		A 45. 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 accreditations			100% compliant					
		On institutional accreditations								

UMFO 6. General Admin. & Support Services (GASS)									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
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							
	A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	A 49. Involvement in University and Department committees	Attends meetings	2	4	3.8	3.8	3.8	3.80	3.80
Total Over-all Rating					99.90	99.90	97.40	99.07	
Average Rating					4.76	4.76	4.64	4.72	
Adjectival Rating									Outstanding

Comments and Recommendations for development Purpose:

Develop project proposals and mentor junior researchers

Evaluated & Rated by:

ULYSSES A. CAGASAN

Department Head

Date: *12/23/2020*

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERTA C. RATILLA

Performance Rating: OUTSTANDING

Aim: To enhance performance in teaching, and publish research output

Proposed Interventions to Improve Performance

Date: August 30, 2020

Target Date: August to December 31, 2020

First Step:

Prepare learning guides/laboratory manuals and attend trainings

Result:

Improved performance in teaching strategies

Publish research article in refereed journal

Target Date: January 1 to Dec. 31, 2021

Next Step:

Write scientific publications and attend trainings and seminars

Outcome: Submitted papers for evaluation in refereed journals

Final Step/Recommendation:

Maintain outstanding rating and publish research articles in refereed journals

Prepared by:


ULYSSES A. CAGASAN
Unit Head

Conforme:


BERTA C. RATILLA
Name of Ratee Faculty/Staff