


# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS


Name of Faculty Member: **MARJOHN C. NIÑO**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
* Dept. Head/Center Director		5.000 x 100%	5.000
<b>Total Instruction</b>	30%	5.000	<b>1.500</b>
2. Research			
* Dept. Head/Center Directors		4.500 x 100%	4.500
<b>Total for Research</b>	50%	4.50	<b>2.250</b>
3. Extension			
* Dept. Head/Center Directors		4.330 x 100%	4.330
<b>Total for Extension</b>	20%	4.330	<b>0.866</b>
4. Production	0%	0.000	<b>0.000</b>
<b>TOTAL</b>	100%		<b>4.616</b>
EQUIVALENT NUMERICAL RATING			<b>4.616</b>
Add: Additional Points, if any			
TOTAL NUMERICAL RATING			<b>4.616</b>
ADJECTIVAL RATING			<b>Outstanding</b>

Prepared by:

  
**MARJOHN C. NIÑO**  
 Name of Employee

Reviewed by:

  
**ROMEL B. ARMECIN**  
 Director, Eco-FARMI

Approved:

  
**OTHELLO B. CAPUNO**  
 VP for Research & Extension

[illegible]

[illegible]

		<b>PI 7:</b> Amount of extension money generated from institutional funding								
		<b>PI 8:</b> Additional outputs								
		* Number of extension-related awards								
		* New linkage established								
		* Conducted trainings/seminar workshop	Served as facilitator	1	2		5	4	4	4.33
<b>MFO 5</b>	<b>Support to operations</b>	<b>PI 1:</b> Number of university seminars/ trainings/ conventions	Attended/ facilitated different training/ seminar	1	2		5	5	5	5
		<b>PI 2:</b> Number of in-house seminars/ trainings coordinated								
		<b>PI 3:</b> Amount of income generated from activity								
		<b>PI 4:</b> Additional outputs								
		* Number of literatures contributed to Ecological Farming System (EFS) Database								
<b>MFO 6</b>	<b>General Admin. &amp; Support Services</b>	<b>PI 1:</b> Number of staff supervised and monitored								
		<b>PI 2:</b> No. of mgt meetings conducted								
		<b>PI 3:</b> No. of letters/ memos issued								
		<b>PI 4:</b> No. of reports/ documents submitted	Prepares and/ or reviews and submits reports, data and other info. Requested by VSU and other agencies	1	1		5	5	4	4.67
		<b>PI 5:</b> No. of documents reviewed/ signed								
		<b>PI 6:</b> Amount of Funds generated outside VSU								

		PI 7: No. of IGP/STF's supervised											
		PI 8: No. of reports/ docs reviewed											
		PI 9: Additional outputs											

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by __)	327 = 4.71	
	Additional Points: * Punctuality		
	* Approved Additional points (with copy of approval)		
	FINAL RATING		
	ADJECTIVAL RATING	0	

Comments and Recommendations for Development Purposes:

Refocusing & upgrading of skills related to proposal making

Evaluated and rated by:

ROMEL B. ARMECIN

Unit Head

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Approved by:

OTHELLO B. CAPUNO

VP for Research & Extension

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



Instrument for Performance Effectiveness of Administrative Staff  
Rating Period : July - December 2018

Name of Staff : MARJOHN C. NIÑO

Position : Assistant Professor

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 :

ROMEL B. ARMECIN  
Director, Eco-FARMI

## PERFORMANCE MONITORING &amp; COACHING JOURNAL

Rating Period: September-December 2018

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

Name of Employee : MARJOHN C. NIÑO  
 Head of Office : ROMEL B. ARMECIN  
 Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Preparation & submit of research proposals		Sept. 2018			
Coaching Mentoring on how to prepare research proposals		Nov. 2018			

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

Conducted by:

*Rome*  
 ROMEL B. ARMECIN

Immediate Supervisor

Noted by:

*Othello B. Caruno*  
 OTHELLO B. CARUNO

Next Higher Supervisor

cc: OVPI  
 ODAHRD  
 PRPEO

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: September - December 2018**

Name of Employee: MARJOHN C. NIÑO  
 Performance Rating: \_\_\_\_\_

Aim: To get familiarized with the institution's functions and enhance the knowledge on research and extension activities, plans, and programs.  
 \_\_\_\_\_

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

Date: September 2018 Target Date: 4th Quarter

**First Step:**

Allow the staff to attend and participate in seminars, training/symposiums on research and extension, and be actively involved in institutional meetings.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Result:**

The staff participated in national and regional symposiums, served as facilitator in extension activities of the institute, and actively participated in the institute's meetings.  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: Nov. 2018 Target Date: 4th Quarter

**Next Step:**

Coaching for the possible/potential funders  
of research proposals related to natural farming  
 \_\_\_\_\_  
 \_\_\_\_\_

**Outcome:**

Drafted a proposal on Quality Assessment  
of locally produced OF's  
 \_\_\_\_\_  
 \_\_\_\_\_

**Final Step/Recommendation:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared by:

ROMEL B. ARMECIN  
 Unit Head