

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Jose L. Bacusmo

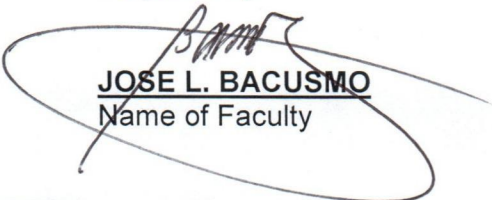
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	15%	4.9	.73
2. Research	40%	5.0	2.0
3. Extension	25%	5.0	1.25
4. Administration	20%	5.0	1.0
TOTAL			4.98

EQUIVALENT NUMERICAL RATING: 4.98
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: Outstanding

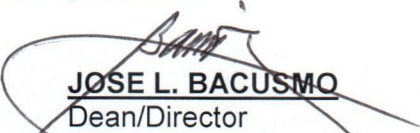
Prepared by: ,

Reviewed by:


JOSE L. BACUSMO
Name of Faculty


OTHELLO B. CAPUNO
Department Head

Recommending Approval:


JOSE L. BACUSMO
Dean/Director

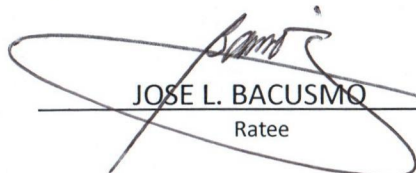
Approved:


OTHELLO B. CAPUNO
Vice President


“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSE L. BACUSMO, of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following target and accomplishment in accordance with the indicated measures for the period January to June, 2019.


JOSE L. BACUSMO
Ratee

Approved:


OTHELLO B. CAPUNO
Head, Vice President Rando

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced and Higher Education Services	<u>FTE</u> Number of student Research Advisee	To advise/guide undergrad students in their BS theses	2	2	5	5	5	5	
Research Services	Number of research projects implemented Number of proposals prepared and submitted Number of outputs presented in Regional/International Fora /Conferences	To implement Research Projects To prepare proposals for funding To present paper and posters	2 1 1	5 1 1	5	5	5	5	
Extension Services	Number of extension/tech transfer projects conducted Number of project monitoring visit Number of beneficiaries served Number of person-days trained	To implement extension projects To monitor/visit extension projects To forged linkage with clienteles	4 20 100 230	4 40 1505 550	5 5 5 5	5 5 5 5	5 5 5 5	5 5 5 5	
Production Services	Distribution of planting materials	To distribute planting materials to clienteles	1300	1400	5	5	5	5	

(Resource Generation									
Administrative Services	Office headship Meetings attended Staff/personnel coached	<ul style="list-style-type: none"> DTR signed Number of PRDC meetings attended No. of staff/personnel coached 	100% documents processed and acted within two days with zero complaint 90% of scheduled meetings attended	100% documents processed and acted within two days with zero complaint 100% of scheduled were attended	5	5	5	5	
Total Over-all Rating									40

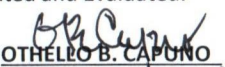
Average Rating (Total Over-all rating divided by 4)		5
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5
ADJECTIVAL RATING		OUTSTANDING

Comments & Recommendations for Development Purpose:

Excellent work !!! Keep it up and thank you for your Extra Ordinary Service in OUPRT

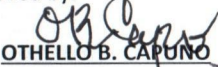
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Rated and Evaluated:


OTHELLO B. CAPUNO
Vice President Rand E

Date: _____

Approved by:


OTHELLO B. CAPUNO
Vice President Rand E

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019Name of Staff: Jose L. Bacusmo Position: Director


Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus 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 outputs which always results to best practice of the unit. He is an 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 job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates 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.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the 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 objective criticisms and opens to suggestions and innovations for	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	(5)	4	3	2	1
Total Score					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates 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/department 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 department/office for further satisfaction of clients.	(5)	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	(5)	4	3	2	1
Total Score					
Average Score	5				

Overall recommendation : Excellent work!!! Keep it up and thank you for your Excellent Service.


OTHELLO B. CAPUNO
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jose L. Bacusmo
Performance Rating: Outstanding

Aim: To have an efficient management of Research Programs/projects/studies implemented by VSU researchers.

Proposed Interventions to Improve Performance:

Date: January 1, 2019 Target Date: June 30, 2019

First Step:

1. Maintain efficiency, improve and modify management strategies in the implementation of VSU Research Programs/projects/studies.

Result:

1. Improved implementation management strategies.

Date: July 1, 2019 Target Date: December 31, 2019

Next Step:

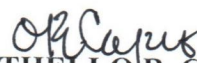
1. Improved/adjust/modify management strategies to further increase efficiency.

Outcome: Efficient management strategies.

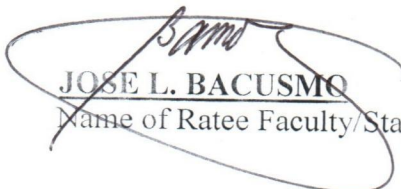
Final Step/Recommendation:

Recommended for promotion.

Prepared by:


OTHELLO B. CAPUNO
Unit Head

Conforme:


JOSE L. BACUSMO
Name of Ratee Faculty/Staff