

Exhibit J

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: OTHELLO B. CAPUNO

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction	10%	4.67	0.47
2. Research Services	30%	5.00	1.50
3. Extension Services	20%	4.93	0.99
4. Administration and Facilitative Services	40%	5.00	2.00
TOTAL	100%		4.96

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.96


TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:


OTHELLO B. CAPUNO
Name of Faculty


OTHELLO B. CAPUNO
Director, ViCAARP & Vice Pres for R&E

Approved:


EDGARDO E. TULIN
President

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visayas State University

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, OTHELLO B. CAPUNO, Head of the Office of the Vice President for Research and Extension (OVPRE), commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.

OThello B. Capuno
OTHELLO B. CAPUNO
VPRE, Ratee

Date: _____

Edgardo E. Tulin
EDGARDO E. TULIN
University President

Date: _____


MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO	MFO 2. Higher Education Services									
	FTE	Teach, Technical Adviser, mentor of student Thesis Advisee	1	1	5	5	4	4.667		
	Sub-total							4.667		
	MFO 3. Research Services									
	PI1. Number of articles published in internationally indexed journals	Submit/endorse articles for publication	1	1	5	5	5	5		
	PI2. Number of research outputs presented in scientific fora	Present/endorse articles for publication	5	15	5	5	5	5		
	PI 3. Number of research units and organizations managed, programs/projects conducted/completed	a) Managed/coordinates VSU RDE Centers and programs under the colleges	12/150	15/160	5	5	5	5	VICAARP, DA-RRDEN, EVCIERD, RHRDC-8, Science Consortia, ERASMUS-URO Consortium and respective members	
		b) Managed/coordinates Regional RDE consortia and respective programs of member agencies	6/170	12/170	5	5	5	5		
		c) Conducts programs/projects	2	5	5	5	5	5		
		d) Acts/approves/endorse ongoing/completed projects	145	165	5	5	5	5		

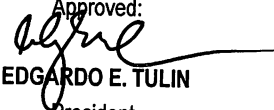
	PI4. Number of proposals prepared and approved	Manage/endorse research proposals to University President/funding agency and supervise monitoring of approved proposals	6	12	5	5	5	5	
		Percent rate of approved proposals	95%	98%	5	5	5	5	
	PI 5. Amount of research money generated from external funding	Facilitated generation of research money from external funding through endorsed program/project proposals	20	59 M	5	5	5	5	
	PI 6. Amount of research money generated from institutional funding	Review/endorse programs/projects and budget proposals for approval by University President	16	25	5	5	5	5	
	PI 7. Number of coordinated/supervised/conducted RDE scientific and related for a and review proceedings/outputs	Take overall coordination of RDE scientific and related fora (In-House Review, Symposium, program/project conference)	27	45	5	5	5	5	
	PI 8. Number of reviewed/packaged RDE management outputs/IEC materials produced, reproduced and distributed for information and accreditation requirements	Review and approve/recommend for final packaging of R&D outputs; submitted R&D progress reports	50	100	5	5	5	5	R&D Update, Newsletter, Tech Compendium, proceedings, RDE related reports
	PI 9. Number of forge/manage and strengthened RDE Linkages	Provided assistance to the University President in forging and maintaining international/national/regional/institutional RDE linkages	45	62	5	5	5	5	With external funding commitments for RDE support (ACIAR, UH, DA-BAR, PCAARRD, DOST, NEDA, CHED, RHRDC, EVCIERD, Science Consortia, LGU collaborative programs, etc.
	Sub-total							5.00	
	MFO 4. Extension Services								
	PI 1. Number of person-days trained weighted by length of training	Train stakeholders	11,000	13,000	5	5	5	5.00	With stakeholders
	PI 2. Number of trainings conducted	Acts and supported conducted RDE trainings/seminars/workshops	17	34	5	5	5	5.00	With different units and stakeholders
	PI 3. Number of technical expert services served	Number of technical expert services served as Resource Persons, Consultancy/Evaluators/organizers	20	50	5	5	5	5.00	with host partner agencies, Sucs
	PI 4. Number of IEDC materials.techniguides developed/used	Approves the production of IEC materials for distribution to stakeholders	13,000	45,000	5	5	5	5.00	
	PI 5. Number of extension projects and major activities conducted	Conducts and facilitates extension projects and major activities	350	800	5	5	5	5.00	
	PI 6. Number of extension proposals submitted	Prepares extension programs and review/endorse proposals submitted by proponents	6	12	5	5	4	4.67	
	PI 7. Percent of extension proposals approved	Percent of extension proposals approved	100%	100%	5	5	5	5.00	

	PI 8. Number of reviewed/ packaged RDE management outputs/IEC materials produced, reproduced and distributed for information and accreditation requirements	Review and approve/recommend for final packaging of R&D outputs, submitted R&D progress reports	50	100	5	5	5	5	R&D Update, Newsletter, Tech Compendium, proceedings, RDE related reports
	PI 9. Number of forge/manage and strengthened RDE Linkages	Provided assistance to the University President in forging and maintaining international/national/regional/institutional RDE linkages	45	62	5	5	5	5	With external funding commitments for RDE support (AGIAR, UH, DA-BAR, PCAARRD, DOST, NEDA, CHED, RHRDC, EVCIERD, Science Consortium, LGU collaborative programs, etc.
	Sub-total							5.00	
	MFO 4. Extension Services								
	PI 1. Number of person-days trained weighted by length of training	Train stakeholders	11,000	13,000	5	5	5	5.00	With stakeholders
	PI 2. Number of trainings conducted	Acts and supported conducted RDE trainings/seminars/workshops	17	34	5	5	5	5.00	With different units and stakeholders
	PI 3. Number of technical expert services served	Number of technical expert services served as Resource Persons, Consultancy/Evaluators/organizers	20	50	5	5	5	5.00	with host partner agencies, Slucs
	PI 4. Number of IEDC materials: techniquides developed/used	Approves the production of IEC materials for distribution to stakeholders	13,000	45,000	5	5	5	5.00	
	PI 5. Number of extension projects and major activities conducted	Conducts and facilitates extension projects and major activities	350	800	5	5	5	5.00	
	PI 6. Number of extension proposals submitted	Prepares extension programs and review/endorse proposals submitted by proponents	6	12	5	5	4	4.67	
	PI 7. Percent of extension proposals approved	Percent of extension proposals approved	100%	100%	5	5	5	5.00	
	PI 8. Amount of extension money generated from external funding	Facilitate submission of program/project budget proposals	10 M	25 M	5	5	5	5.00	
	PI 9. Amount of extension money generated from institutional funding	Facilitate submission of program/project budget proposals	4 M	10 M	5	5	4	4.67	
	Sub-total							4.93	
	MFO 5. Admin Support Services								
	PI 1. Percentage of RDE documents acted on time	Acts on time administrative documents	100%	100%	5	5	5	5	
	PI 2. Number of meetings conducted	Preside OVP/RE and other related meetings	14	22	5	5	5	5	
	PI 3. Percent of RDE related trips approved	Approved RDE related trips	98%	100%	5	5	5	5	

	PI 4. Number of awards OVPRE has contributed to the university under the VP's overall supervision	RDE related awards received: - institution - consortium - projects: papers/posters - researchers	20	32	5	5	5	5	Dr. OBC received the Outstanding Science Research Administrator Award (William Dar)
	Sub-total							5	
Total Over-all Rating									
Average Rating								4.90	
Adjectival Rating									

Prepared by:


OTHELLO B. CAPUNO
 Vice Pres. for R&E
 Date: _____

Approved:

EDGARDO E. TULIN
 President
 Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2018

Name of Staff: OTHELLO B. CAPUNO Position: Professor V


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 improvement of his work accomplishment	5	4	3	2	1
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		85 ÷ 17 =				
Average Score		5				

Overall recommendation : _____


EDGARDO E. TULIN
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Othello B. Capuno
Performance Rating: Outstanding

Aim: To attain outstanding performance.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:
1. Privately talked on how to improve weaknesses.

Result:
1. Improvement on performance efficiently.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:
1. Frequent consultation to discuss more improvement of the RDE function.
overtime work/travel if needed.

Outcome:
Improved performance: Increased number of program/projects funded by external sources; substantial increase in resources generated; more technologies generated and protected; increased number of individual and institutional awards; increased number of beneficiaries served with improved productivity and income.

Final Step/Recommendation:
Recommended for promotion.

Prepared by:
Edgardo E. Tulin
Unit Head

Conforme:
Othello B. Capuno
Name of Ratee Faculty/Staff