

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: FE M. GABUNADA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		$4.840 \times 100\% =$ 4.801	
Total for Instruction	50%	4.801	2.401
2. Research			
a. Dept. Head/Center Director (100%)		$4.750 \times 100\% =$ 4.825	
Total for Research	30%	4.825	1.447
3. Extension			
a. Dept Head/Center Director (100%)		$5.650 \times 100\% =$ 4.546	
Total for Extension	20%	4.650	0.930
4. Administration			
5. Production			
TOTAL			4.778

EQUIVALENT NUMERICAL RATING: 4.778

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.778


ADJECTIVAL RATING:

Outstanding

Prepared by:


Reviewed by:



FE M. GABUNADA
Name of Faculty


ROMEL B. ARMECIN
Department Head

Recommending Approval:

Approved:


JOSE L. BACUSMO
Director for Research



OTHELLO B. CAPUNO
VP for Research & Extension

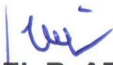
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FE M. GABUNADA, a faculty member of the Ecological Farm and Resource Management Institute (Eco-FARMI), commit 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 2020.

Approved:


FE M. GABUNADA
Professor VI
Date: 15 October 2020


ROMEL B. ARMECIN
Unit Head
Date: _____

	Description of MFOs/PAPs	Success/Performance Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
MFO No.						Q ¹	E ²	T ³	A ⁴	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 1: Total FTE coordinated, implemented & monitored	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.33	1.78	5	5	5	5	Taught two (2) graduate courses (ECON214 - National Income and Employment and AGE231 - Project Fesibility Studies) with two (2) students each.

	PI 8: Number of graduate students advised	A2. Number of students advised	Advise graduate students							
		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							
			Provides assistance to the Graduate School Dean in checking thesis manuscripts		9	5	5	5	5	Reviewed thesis manuscripts of nine (9) graduating MS students.
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	4	5	4	5	4.67	Entertained students in both ECON214 and AGE231.
	PI 9: Number of instructional materials developed	A5. Number of on-line ready courseware developed and submitted for review	Converts the existing instructional materials into flexible learning systems	5	5	5	5	4	4.67	Developed five (5) modules for AGE231.

		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	1	1	5	4	4	4.3	Developed a partial Learning Guide for AGE231 consisting of two (2) final and complete modules (2 lessons each) following the prescribed format.
		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5	Updated PowerPoint presentation for ECON214 and AGE231.
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.	4	9	5	5	5	5	Prepared, administered, and checked two (2) long examinations (one each for ECON214 and AGE231) and seven (7) written reports for ECON214 (3 reports) AGE231 (4 reports). Also submitted grades for all students.
		A6. Number of on-line ready courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor	1	1	5	4	5	4.7	Review of the Learning Guide for AGE231 completed at the Department Level.

		A7. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	4	5	4.67	Developed a Moodle Classroom for AGE231.
			Develops enhanced Outcomes-Based Teaching-Learning Syllabus		1	5	5	5	5	Developed an enhanced OBTL Syllabus for AGE231.
	PI 10: Additional outputs	A8. Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal							
UMFO 2. HIGHER EDUCATION SERVICES										
	PI 5: Total FTE coordinated, implemented & monitored	A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10. Number of grade sheets submitted within prescribed period	Prepares grade sheets and submits on or before deadline							
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grades							
		A12. Number of trainings attended related to instruction	Attends mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							

		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lecture and laboratory							
		A15. Number of laboratory reports and term papers checked and graded	Checks laboratory reports and terms 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							
		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							
	PI 9: Number of student organizations advised/assisted	A19. Number of student organizations advised	Advises student organizations recognized by USSO							
		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	A21. Number of on-line courseware 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							

		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long examination, quizzes, exercises, etc.							
		A22. Number of on-line courseware reviewed by the TRP and edited by the MMDC editor	Submits the courseware duly reviewed by the TRP for editing by the MMDC editor							
		A23. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 11: Additional outputs	A24. Number of additional outputs accomplished								
		Program accreditation/evaluation	Prepares documents and/or program profile and other materials required during program instructional/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							

		A25. Other outputs implementing the new normal due to Covid-19	Designs experiential learning activities and other outputs to implement the new normal							
UMFO 3. RESEARCH SERVICES										
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	A26. 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	A27. Number of research outputs completed within the year	Conducts and completes research project within the year	2	2	5	4	4	4.3	Completed the Implementation of two NEDA Regional Office VIII-funded impact evaluation projects.
	PI 3: Number of research outputs published in internationally-refereed or CHED-recognized journal within the year	A28. Number of research outputs published in internationally-refereed or CHED-recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed international journals								
		In refereed national/regional journals								

	PI 4: Number of research outputs presented in regional/national/international fora/conferences	A29. Number of research outputs presented in regional/national/international fora/conferences	Prepares, submits and presents research paper in scientific fora/conferences							
		In international fora/conferences								
		In regional/national fora/conferences								
		Other fora			2	5	5	5	5	Presented highlights of two (2) impact evaluation projects at the Regional Project Monitoring Committee, Economic Development Council, and Regional Development Council.
	PI 5: Number of research proposals approved	A30. Number of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up approval for immediate implementation							
	PI 6: Additional outputs	A31. Number of research-related awards								

		A32. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts a peer reviewer of journal articles/scientific papers and returns duly reviewed paper		2	5	5	5	5	Reviewed one (1) article accepted for publication in the Science and Humanities Journal and one (1) article for further review by related experts.
		A33. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology-generated research output							
		A34. Other outputs implementing the new normal due to Covid-19	Designs research-related activities and other outputs to implement the new normal							
		Other output	Reviews research proposal		1	5	5	5	5	Reviewed one research proposal (with two studies) for VSU funding.
UMFO 4. EXTENSION SERVICES										
	PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension services	A35. 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	A36. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	42.5	40.25	5	4	5	4.67	Some expected participants did not attend the training-workshop.


	PI 3: Number of extension programs organized and supported consistent with the SUC's mandate and priority programs	A37. Number of extension programs/projects implemented	Implements duly approved extension projects							
	PI 4: Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	A38. Percentage of beneficiaries who rated the training courses and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	80%	96%	5	4	4	4.3	22 out of 23 participants of the training-workshop rated the activity as satisfactory or higher.
	PI 5: Number of technical/expert services	A39. Number of technical/expert services	Provides technical and expert services as requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewer/Panelist	Peer reviewer/panelist								
	Resource person	Resource person		1	1	5	4	5	4.67	Served as a resource person (with 4 topics for 14 hours) in a VICAARP-sponsored Training-Workshop on Selected Quantitative Methods for Impact Evaluation on 9-13 March 2020.

	Convenor/ organizer	Convenor/organizer								
	Consultancy	Consultancy								
	Evaluator	Evaluator								
	PI 8: Number of extension proposals approved	A40. Number of extension proposals approved	Prepares extension project proposals, submits and follow up approval for immediate implementation							
	PI 11: Additional outputs	A41. Number of extension-related awards								
		A42. Other outputs implementing the new normal due to Covid-19	Designs extension-related activities and other outputs to implement the new normal							

UMFO 5. SUPPORT TO OPERATIONS									
	OVPI MFO 4. Program and Institutional Accreditation Services								
	PI 8: Compliance to all requirements through the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/Department under ISO 9001:2015	A43. 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 within the performance of functions as faculty	zero non-conformity					
		A44. 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 accreditation							
		On institutional accreditation							
UMFO 6. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)									
	PI 2: Zero percent complaint from clients served	A45. Customer-friendly frontline services	Provides customer-friendly frontline services to clients						
	PI 3: Additional outputs	A46. Number of new initiatives introduced resulting to best practice replicated/benchmarked by other departments/agencies	Initiates/introduces improvements in performing functions resulting to best practice						

		A47. Other outputs implementing the new normal due to Covid-19	Designs administration/ management-related activities and other outputs to implement the new normal							
	Total Over-all Rating									80.95 / 17
	Average Rating									4.761
	Adjectival Rating									Outstanding


Evaluated and Rated by:


ROMEL B. ARMECIN
 Director, Eco-FARMI

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Approved by:


OTHELLO B. CAPUNO
 VP for Research, Extension and Innovation

Attend training & webinars
 related to research &
 extension

Exhibit G

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2020

√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Officer : FE M. GABUNADA
Head of Office : ROMEL B. ARMECIN
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring -conducts meeting and revisit EcoFARMI research agenda with the core staff -review and updates of researches on socio-economics	Feb. 2020	Jan. 2020			
Coaching -conducted consultations	May 2020				

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

Conducted by:

ROMEL B. ARMECIN
Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO
Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2020

Name of Employee: FE M. GABUNADA
Performance Rating: _____

Aim: To enhance the knowledge of staff on research development related to socio-economics.

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

Date: January 2020 **Target Date:** 1st Quarter 2020

First Step:

Allow the staff to attend/participate in trainings related to socio-economics

Result:

The staff served as resource speaker on different on-line trainings on research and extension.

Date: April 2020 **Target Date:** 2nd Quarter 2020

Next Step:


Allow the staff to attend/participate in webinars, training related to research and extension for continued updates

Outcome:

The staff attended trainings related to research and extension

Final Step/Recommendation:

Prepared by:


ROMEL B. ARMECIN
Unit Head

Conforme: