

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

Name of Faculty Member: LOREME S. CAGANDE (Instructor I)

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	45	4.75	2.14
b. Students	45	4.33	1.95
Total for Instruction	90		4.09
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director		0.00	0.00
Total for Research	0		0.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	10	4.00	0.40
Total for Extension	10		0.40
4. Administration		0.00	0.00
5. Production			
TOTAL	100		4.49

EQUIVALENT NUMERICAL RATING:

4.49

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.49

ADJECTIVAL RATING:

VERY SATISFACTORY

Prepared by:


LOREME S. CAGANDE
Name of Faculty


Reviewed by:


DIONESIO M. BAÑOC
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, College of Agriculture and Food Science

Approved by:


BEATRIZ S. BELONIAS
Vice President, Academic Affairs

"Exhibit B"


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LOREME S. CAGANDE, a faculty member of the DEPARTMENT OF AGRONOMY 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 1 - June 30, 2023.

L. D. Cagande
LOREME S. CAGANDE
 Instructor I
 Date: 18 July 2023

Approved:

DIONESIO M. BAÑOC
 Department Head
 Date: _____


VICTOR B. ASIO
 College Dean
 Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplish ment	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										
	<u>PI 4.</u> Total FTE coordinated, implemented &	<u>A1.</u> Actual Faculty's FTE	Handles subjects/courses assigned		1.56					No students enrolled in assigned subject.
	<u>PI 8.</u> Number of graduate students	<u>A2.</u> Number of students advised	Acts as academic adviser to graduate students							
		<u>A3.</u> Number of students advised on thesis/special problem/dissertation								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation							
		<i>As GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation							
		<u>A4.</u> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<u>PI 9.</u> Number of instructional materials developed *	<u>A5.</u> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							No students enrolled in assigned subject.

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							No students enrolled in assigned subject.
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							No students enrolled in assigned subject.
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							No students enrolled in assigned subject.
		A6. 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							No students enrolled in assigned subject.
		A7. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google	2	1	3	3	3	3.00	No students enrolled in assigned subject.
	PI 10. Additional outputs:	A8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							No students enrolled in assigned subject.
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	15.90	4	4	4	4.00	
		A10. Number of grade sheets submitted within prescribed	Prepares gradesheet and submits on or before deadline	3	6	5	5	5	5.00	
		A11. 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	2	6	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings		1	4	4	4	4.00	
		A13. Number of long examinations administered and	Administers and checks long examination for subjects taught	3	6	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	8	12	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	8	16	5	5	5	5.00	
	PI 8. Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	3	7	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	4	7	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	4	10	5	5	5	5.00	
	PI 9. Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	
	PI 10. Number of instructional materials developed *	A21. Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		<i>Supplemental learning resources</i>	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	5	5	5	5.00	
		A23. 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							
		A24. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google							
	PI 11. Additional outputs	A25. Number of Additional outputs accomplished:								
		<i>Program accreditation/evaluation</i>	Prepares documents and /or program profile and other materials required during program/institutional accreditation							
		<i>Agency/firm/Industry linkages</i>	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students							
		A26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

Average Numerical Rating								4.75	
TPES Rating								4.33	
Instruction Involvement (%)								90.00	
Equivalent Numerical Rating								4.09	
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 *	A28. 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	A29. Percentage 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 int'l journals							Received certificate of acceptance from ATR for Vol. 45 No. 1 Jan.- June 2023 issue.
		In refereed nat'l/regional journals							
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora /conferences						
		In int'l fora/conferences							
		In nat'l/regional fora/conferences							
	PI 5. Percent of research proposals approved *	A31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation						Follows up submitted proposal but no response from Research Director.
	PI 6. Additional outputs*	A32. No. of research-related awards (research conducted by faculty or student w/ faculty)							

		A33. 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							
		A34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
	Average Numerical Rating									0.00
	Research Involvement (%)									0.00
	Equivalent Numerical Rating									0.00
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	A36. 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	A37. 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	A38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	4	4	4	4.00	
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A39. 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	A40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Monitoring	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 *	A41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate								
	PI 11. Additional outputs *	A42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									
		A43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal								
	Average Numerical Rating									4.00	
	Extension Involvement (%)									10.00	
	Equivalent Numerical Rating									0.40	
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	A44. 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						
		A45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation	100% compliant							
		On program accreditations									
		On institutional accreditations									
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)											
	PI 2. Zero percent complaint from clients served	A46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint						

	PI 3: Additional Outputs	A47. 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							
		A48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new							
		A49. Involvement in department committees								
		A50. Member, BAC TWG								
Average Numerical Rating										
Administration Involvement (%)										0.00
Equivalent Numerical Rating										0.00
Total Equivalent Numerical Rating										4.49
Adjectival Rating										VERY SATISFACTORY

Comments + Recommendation for Development Purposes:

She needs to study further relative to Ph.D. program

Evaluated & Rated by:

DIONESIO M. BAÑOC

Department Head

Date: _____

Recommending Approval:

VICTOR B. ASIO

Dean, College of Agriculture and Food Science

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOREME S. CAGANDE

Performance Rating: VERY SATISFACTORY

Aim: To get an outstanding rating

Proposed Interventions to Improve Performance

Date: January 2023

Target Date: December 2023

First Step:

To improve teaching strategies,

Attend and present papers in scientific conferences

Result:

Improved teaching strategies; attended and presented paper in scientific conference

Target Date: June 2023

Next Step:

Attend trainings/seminars/conferences to widen knowledge and experience

Outcome: Attended and presented oral or poster in the conferences

Final Step/Recommendation:

Aim and maintain outstanding rating and publish research paper in refereed journals

Prepared by:


DIONESIO M. BAÑOC

Unit Head

Conforme:


LOREME S. CAGANDE
Name of Ratee Faculty/Staff