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

Name of Faculty Member: PASTOR P. GARCIA

	Program Involvelement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
	(1)	(2)	(3)	(2X3)
1.	Instruction			,D
	* Dept. Head/Center Director		4.500 x 100%	4.500
	Total Instruction	30%	4.500	1.350
2.	Research			
	* Dept. Head/Center Director		5.000 x 100%	5.000
	Total for Research	50%	5.00	2.500
3.	Extension			
1	* Dept. Head/Center Director		4.000 x 100%	4.000
	Total for Extension	20%	4.000	0.800
4	Production	0%	0.800	0.000
	TOTAL	100%		4.650
EQI	JIVALENT NUMERICAL RATING			4.650
Add	: Additional Points, if any			
TO	TAL NUMERICAL RATING			4.650
AD	JECTIVAL RATING			Outstanding

Prepared by:

PASTOR P. GARCIA Name of Employee Reviewed by:

ROMEL B. ARMECIN

Director, Eco-FARMI

Approved:

VP for Research & Extension

### VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte, Philippines

#### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, PASTOR P. GARCIA, Assoc. Prof. II of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree

to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018.

PASTOR P. GARCIA

Approved: ROMEL B. ARMECIN

Ratee

OIC/Unit Head

					Accomplishment			Rati			
MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Actual	Details of accomplishment	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Damarka
MFO 1	Advanced Education Services	PI 1: Total FTE monitored	Conduct lecture, prepare exams, compute grades and submit to Univ Registrar	0	0.41	MLAM 1= Pene, Junnel Kileste; LAM229 (lec) - 2hrs x 1/12 = 0.16; LAM229(Lab) - 3 hrs x 1/12= 0.25	9	4	4	4	Remarks
		PI 2: Number of graduate students advised	Acts as adviser or member of graduate research committee	0	- 1	Arthur Kauter- June-Aug. 2018 (Univ of Cologne Germany)	2	r v	5	7	
MFO 2	Higher Education Services	PI 1. Number of FTE coordinated and implemented									
		PI 2. Number of students advised									
		PI 3. No. of student organizations Advised/Assisted									
		PI 4. Number of instructional materials developed	i i					-			
		PI 5. Additional outputs	, ,								
MFO 3	Research Services	PI 1: Number of published papers in internationally indexed journal (institutional)									

PI 2: Number of research outputs presented in regional/national/int'l fora/conferences 3 1) Climate-Resilient Agri-fisheries (CRA) PI 3. Number of research Conducts/implements Assessment, Targeting & Prioritization for the projects conducted and/or research project/studies Adaptation and Mitigation Initiative (AMIA) in completed on schedule Samar Province, Region VIII; 2) 1. Identifying suitable sites for small-scale irrigation projects in Eastern Visayas region through GIS-based water resources assessment; 3) Towards Enhanced Landuse and Local Climate Change Action Plan using Drone-based mapping and GIS map server-based services: Phase 1; 4) Geoinformatics Studies of the Levte Sab-a Peatland Forest. 5) Development of drum-type rapid composter; 6) Rehabilatation of degraded upland using organic farming system Develops and submits 1) Submitted proposal to IIRR entitled " PI 4: Number of research Geoinformatics Studies of the Leyte Sab-a research proposals for proposals submitted Peatland Forest; 2) Prepared proposal to funding DA-SWACCO entitled "Climate-Resilient Agri-fisheries (CRA) Assessment, Targeting & Prioritization in the provinces of Southern Leyte, Biliran, Northern Samar and Eastern Samar for the Adaptation and Mitigation Initiative in Agriculture(AMIA) PI 5. Percent of research proposals approved 1) IIRR - P400,000; 2) DA-SWACCO- 7.5M 1M PI 6: Amount of research money Generates fund outside from generated from external funding VSU 338,538 PI 7: Amount of research money Generate research projects 100K 1) For GIS.1.1819 generated from institutional from VSU funding funding PI 8. Additional outputs MFO 4 **Extension Services** PI 1. Number of person-days trained weighted by length of training PI 2. Number of IEC materials/ technoguides developed/ used PI 3. Number of beneficiaries served

		PI 4. Number of Extension projects conducted and/or completed on schedule	Conducts/implements extension projects/ components	1	1	Title: Strengthening VSU's Land Administration and Management Program and Enhanced Land Use Planning Services to Local Government Units in Eastern Visayas	4	4	4	4	
		PI 5 Number of extension proposal submitted									
		PI 6: Percent of extension proposals approved									,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
		PI7: Amount of extension money generated from institutional funding	Generate extension projects from VSU funding	300,000	300,000	Title: Strengthening VSU's Land Administration and Management Program and Enhanced Land Use Planning Services to Local Government Units in Eastern Visayas	4	4	4	4	
		PI 8: Additional outputs									
		<ul> <li>Number of extension-related awards</li> </ul>									
		New linkage established									
MFO 5	Support to operations	PI 1. Number of university seminars/trainings/ conventions									
		PI 2. Number of in-house seminars/trainings coordinated				3					
		PI 3. Amount of income generated from activity									
		PI 4: Additional outputs									
		Number of literatures contributed to Ecological Farming System									

96) 1) 1

MFO 6	General Admin. & Support Services	PI 1: Number of staff supervised and monitored	Exercise overall supervision of research and extension projects	10	12	Research staff for AMIA, GIS map server, SSIP project and Drone Mapping	7	Ī	C	1	
		PI 2: No. of mgt meetings conducted	Preside over project meetings	12	14	Preside projects's monthly meetings and special meetings	-2	5	ī	2-	
		PI 3: No. of letters/ memos issued	Issuance of letter request/memos								
		PI 4: No. of reports/ documents submitted	Prepares and/ or reviews and submits reports, data and other info. Requested by VSU and other agencies	4	9	Submitted reports to DA-BAR	2	5	5	7	
		PI 5: No. of documents reviewed/ signed	Reviews/sign admin docs, vouchers, travel request, etc	60	100	Signed vouchers, appointments, etc	J	2	7	1	
		PI 6: Amount of Funds generated outside VSU	Generate funds outside VSU	1M	7.9M	DA-SWACCO = 7.5M; IIRR0.4M	2	5	1-	7	
		PI7: 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)	9	4.77
	Additional Points:  * Punctuality		
	* Approved Additional points (with copy of approval)		
	FINAL RATING		
	ADJECTIVAL RATING		0

Comments and Recommendations for Development Purposes:

Faculty needs retailing for journel article

Evaluated and rated by:

Recommending Approval:

Recommending Approval:

Approved by:

RONEL B. ARMECIN Unit Head

JOSE L. BACUSNO Director for Research

VP for Research & Extension

1 - Quality

2 - Efficiiency

3 - Timeliness

4 - Average

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

Name of Staff: PASTOR P. GARCIA

Position:

Associate 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 requirement which always result to best practice of the unit. He is exception				ers o	utput			
4 Very Satisfactory The performance meets and often			The performance meets and often exceeds the job requireme								
3	}	Satisfactory	The performance meets job requirements								
2	2	Fair	The performance needs some development to meet job requi	remer	nts						
1		Poor	The staff fails to meet requirements								
Α.	Com	mitment (both for subordinates	and supervisors)			Scales	 S				
7			t's needs and makes the latter's experience in transacting	5	4	3	2	1			
	2.	Makes self available to clients	The state of the s	5 (	4	3	2	1			
	3.	Submits urgent non-routine rep	oorts required by higher offices/agencies such as CHED, DBM, and similar regulatory agencies within specified time by	5	4	3	2	1			
	4.	Accepts all assigned tasks as he the prescribed time.	nis/her share of the office targets and delivers outputs within	5 (	4	3	2	1			
	5.	Commits himself/herself to help who fail to perform all assigned	o attain the targets of his/her office by assisting co-employees (I tasks.	5	4	3	2	1			
	6.	Regularly reports to work on tin personal matters and logs out to	ne, logs in upon arrival, secures pass slip when going out on upon departure from work.	5	4	3	2	1			
	7.		work which is easily retrievable when needed	5	4	3	2	1			
	8.	Suggest new ways to further im	nprove her work and the services of the office to its clients	B	4	3	2	1			
	9.		ed by the head or by higher offices even if he assignment is not all towards the attainment of the functions of the university.	5	4	3	2	1			
	10.	_	e that further increase effectiveness of the office or satisfaction	5	4	3	2	1			
	11.	Accepts objectives criticisms ar his work accomplishments.	nd opens to suggestions and innovations for improvement of	5	4	3	2	1			
	12	Willing to be trained and develo	pped	5	4	3	2	1			
			Total Score	0							
B.	Lead	lership & Management (For sup	ervisor only to be rated by higher supervisor)	`		Scale					
	1	Demonstrate mastery and experience from subordinates and that of h	ertise in ail areas of work to gain trust, respect and confidence higher superiors.	5)	4	3	2	1			
	2		strategic and specific plans and targets of the office aligned to	5	4	3	2	1			
	3		proving efficiency and effectiveness of the operational office for further satisfaction of clients	5	4	3	2	1			
	4	Accepts accountability for the chis/her unit.	overall performance and in delivering the outputs required of	5	4	3	2	1			
	5	Demonstrate, teaches, monitor	s, coaches and motivates subordinates for their improved accomplishing their assigned tasks needed for the attainments unit.	5	4	3	2	1			
<del></del>	<b></b>										

ROMEL B, ARMECIN Director, Eco-FARMI

Jul

Total Score Average Score

#### PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July - December 2018

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

Name of Officer: PASTOR P. GARCIA Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

			MECHANISM			
	Activity Monitoring	Me	eting	Memo	Others (Pls.	Remarks
		One-on-One	Group	Memo	Specify	
Monitoring  O  O  O  O  O  O  O  O  O  O  O  O  O	arative Submis Levelo prunt		July 2018			
	oursil on the		B ot. 7018			

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

Conducted by:

ROMEL B. ARMECIN

Immediate Supervisor

Noted by:

Next Higher Supervisor

cc: OVPI **ODAHRD** 

**PRPEO** 

# EMPLOYEE DEVELOPMENT PLAN Rating Period: July-December 2018

Name of Employee:	PASTOR P. GARCIA		
Performance Rating:			
Aim: To enhance the l	knowledge of staff on researc	ch development and rese	arch paper writing.
Proposed Intervention responsibilities:	s to Improve Performance	and/or Competence an	d Qualification to assume higher
Date: July 2018		Target Date: 3rd	Quarter
First Step:			2.5-7
Allow the staff to attend/	participate on journal article	writing and other tools in	dessiminating research
results.			
Result:			
Published articles in refe	erreed journals.		
Date: September 20	18	Target Date: 4rt	h Quarter
Next Step:			
	/participate in seminars, and	training related to journal	article writing for retooling.
Outcome:			
	nar related to scientific article	e writing for publication of	research results.
Final Step/Recommen	dation:		
		Prepared by:	ROMEL B. ARMECIN
		_	Unit Head