

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **PASTOR P. GARCIA**

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

Prepared by:

**PASTOR P. GARCIA**  
Name of Employee

Reviewed by:

**ROMEL B. ARMECIN**  
Director, Eco-FARMI

Approved:

**OTEHLLO B. CAPUNO**  
VP for Research & Extension

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**

Ratee

Approved: **ROMEL B. ARMECIN**

OIC/Unit Head

[illegible]







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	5	5	5	5	
		PI 2: No. of mgt meetings conducted	Preside over project meetings	12	14	Preside projects's monthly meetings and special meetings	5	5	5	5	
		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	5	5	5	5	
		PI 5: No. of documents reviewed/ signed	Reviews/sign admin docs, vouchers, travel request, etc	60	100	Signed vouchers, appointments, etc	5	5	5	5	
		PI 6: Amount of Funds generated outside VSU	Generate funds outside VSU	1M	7.9M	DA-SWACCO = 7.5M; IIRR0.4M	5	5	5	5	
		PI 7: 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 __)		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 retooling for journal article writing

Evaluated and rated by:

**ROMEL B. ARMECIN**

Unit Head

Recommending Approval:

**EFREN B. SAZ**

Director for Extension

Recommending Approval:

**JOSE L. BACUSMO**

Director for Research

Approved by:

**OTHELLO B. CAPUNO**

VP for Research & Extension

- 1 - Quality
- 2 - Efficiency
- 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 requirements. The staff delivers output which always result to best practice of the unit. He is 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 requirements

  

A.	Commitment (both for subordinates and supervisors)	Scales				
	1. Demonstrate 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. Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
	9. Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
	12. Willing to be trained and developed	5	4	3	2	1
	Total Score					

  

B.	Leadership & Management (For supervisor only to be rated by higher supervisor)	Scale				
	1. Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
	4. Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
	5. Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
	Total Score	57				
	Average Score	4.75				

Overall recommendation :

ROMEL B. ARMECIN  
Director, Eco-FARMI

## PERFORMANCE MONITORING &amp; COACHING JOURNAL

Rating Period: July - December 2018

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

Name of Officer : PASTOR P. GARCIA

Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Preparation & Submission of Development Plan		July 2018			
Coaching Discussion on the submission of the plans		Oct. 2018			

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: July-December 2018

Name of Employee: PASTOR P. GARCIA

Performance Rating: \_\_\_\_\_

Aim: To enhance the knowledge of staff on research development and research paper writing.

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

Date: July 2018 Target Date: 3rd Quarter

First Step:  
Allow the staff to attend/participate on journal article writing and other tools in disseminating research results.

Result:  
Published articles in refereed journals.

Date: September 2018 Target Date: 4th Quarter

Next Step:  
Allow the staff to attend/participate in seminars, and training related to journal article writing for retooling.

Outcome:  
The staff attended seminar related to scientific article writing for publication of research results.

Final Step/Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

  
ROMEL B. ARMECHIN

Unit Head