SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: CECILLE MARIE O. QUIÑONES (ASSISTANT PROF IV)

Period: **July - Dec, 2023**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	50	4.70	2.35
b. Students	50	4.57	2.29
Total for Instruction	100		4.62
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension			
4. Administration			
5. Production			
TOTAL	**100**		

EQUIVALENT NUMERICAL RATING: **4.64**
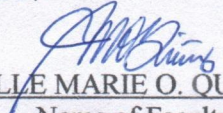
Add: Additional Points, if any:
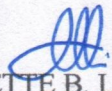
TOTAL NUMERICAL RATING: **4.64**
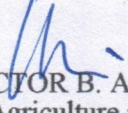
ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

CECILLE MARIE O. QUIÑONES
Name of Faculty

Reviewed by:

SUZETTE B. LINA
Department Head

Recommending Approval:

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

Approved by:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CECILLE MARIE O. QUIÑONES, faculty member of the _DEPARTMENT OF SOIL SCIENCE_ commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December 2023.

Approved:

CECILLE MARIE O. QUIÑONES
Assistant Professor IV
Date: 1/28/24

SUZETTE B. LINA
Department Head
Date: 1/28/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplishment (Jul - Dec 2023)	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned	0	0					
	PI 8: Number of undergraduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	1	0					
		A3 . Number of students advised on thesis/special problem/dissertation			1	0					
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					
		AS GAC Member		Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					

				Target	Actual	Q1	Q2	Q3	Ave	Remarks
	A4 . Number of students entertained for consultation purposes		Entertain students seeking consultation with faculty	3	3	5	4	4	4.33	
PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review		Convert the existing instructional materials into flexible learning systems	0	0					
	On-line ready courseware		Prepare Instructional module/laboratory guide/workbook or a combination thereof	0	0					
	Supplemental learning resources		Prepare Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	0					
	Assessment tools		Prepare assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	
	A6. Number of on-line course ware reviewed by TRP & edited by MMDC editor		Submit the course ware duly reviewed by TRP for editing by MMDC editor	0	0					
	A7. Number of virtual classroom created and operational		Create virtual classroom using either Moodle or Google Classroom	0	0					
PI 10 . Additional outputs:	A8. Other outputs implementing the new normal due to covid 19		Design experiential learning activities and other outputs to implement new normal	0	0					
Total									9.33	
Average									4.67	

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

				Target	Actual	Q1	Q2	Q3	Ave	Remarks
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handle and teach courses assigned	21 units/ semester	32.35	5	5	4	4.67	
	A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepare gradesheet and submit on or before deadline	6 gradesheets/ semester	6 gradesheets/ semester	4	4	3	3.67	(1) Soil 22 lec; (2) Soil 110 lec; (1) Soil 199A seminar; (1) Earth Sci; (1) Earth & Life Sciences

		A11. Number of INC forms with grade submitted within prescribed period		Facilitate students in their completion of the subject and submits completion forms with grade within prescribed period	0	0				
		A12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	3	1	4	4	3	3.67
		A13. Number of long examinations administered and checked	exam prep	Administer and check long examination for subjects taught	22 exams/ semester	27 exams/ semester	5	4	5	4.67
		A14. Number of quizzes administered and checked		Prepare and check quizzes for lec and lab	50 quizzes/ sem	29	5	5	5	5.00
		A15. Number of lab reports and term papers checked and graded		Check lab reports and term papers submitted as required	45	28	5	5	4	4.67
PI 8: Number of students advised: *	A16. Number of students advised:		*Act as academic adviser to students*	10	15	5	4	4	4.33
	A17. Number of students advised on thesis/ field practice/special problem:			5	5	5	4	4	4.33
	As SRC Chairman	Advising/co rrection	Advise, and correct research outline and thesis/SP manuscript	2	5	5	4	4	4.33
	As SRC Member	Advising/co rrection	Advise and correct research outline and thesis/SP manuscript	3	0				
	A18. Number of students entertained for consultation purposes		Entertain students consulting on subject taught, thesis and grades	10	15	5	5	4	4.67
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*		*Advise student organizations recognized by USOO*	0	0				
	A20. Number of Student organizations assisted on student related activities		*Assist student organizations in implementing student related activities*	0	0				
PI 10: Number of instructional materials developed *	*A21. Number of on-line course ware developed and submitted :*		Prepare and submits for review by the Technical Review Panel	0	0				

		On-line ready courseware	*Prepare Instructional module/laboratory guide/workbook or a combination thereof*	0	0				
		Supplemental learning resources	*Prepare Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	0	3	5	4	4	4.33
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	0				
		A23. Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submit the course ware duly reviewed by TRP for editing by MMDC editor	0	0				
		A24. Number of virtual classroom created and operational	Create virtual classroom using either Moddle or Google Classroom	0	0				
PI 11. Additional outputs		**A25**. Number of Additional outputs accomplished:							
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	0	1	4	4	4	4.00
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0				
		A26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0				
Total									52.33
Average									4.73
TPES rating									4.57

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	0	0				

PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	0	0					
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. 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	1	0					
	In refereed int'l journals			1	0					
	In refereed nat'l/regional journals			1	0					
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 for a/conferences	0	0					
	In int'l fora/conferences			0	0					
	In nat'l/regional fora/conferences			0	0					
PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation	1	0					
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by			0	0					
	A 33. 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	0	0					
	A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output	0	0					
	A 35.Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal	0	0					
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	A 36. 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	0	0				
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	0	0				
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented		Implementes duly approved extension projects	0	0				
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	0	0				
PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries	0	0				
Research Mentoring	Research Mentor			0	0				
Peer reviewers/Panelists	Peer reviewers/Panelists			0	0				
Resource Persons	Resource Persons			0	0				
Convenor/Organizer	Convenor/Organizer			0	0				
Consultancy	Consultant			0	0				
Evaluator	Evaluator			0	0				

PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0					
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *			0	0					
	A 43. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal	0	0					

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 under ISO 9001:2015*	A 44. Compliance to all requirements of theQMS 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	zero non-conformity					
	A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant					
	On program accreditations	Pilot Plant								
	On institutional accreditations	SSF								

UMFO 6. General Admin. & Support Services (GASS)

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies.*		Initiates/introduces improvements in performfing functions resulting to best practice							
	A 48. Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
Total Over-all Rating									61.67	
Average Rating									4.65	
Adjectival Rating										

Comments & Recommendations for Development Purpose:

Start preparing research proposals for submission to funding agency.

Evaluated & Rated by

SUZETTE B. LINA
Department Head
Date: 1/26/24

Recommending Approval

VICTOR B. ASIO
Dean,
Date: 1/29/24

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 01/31/24

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>CECILLE MARIE O QUIÑONES</u>
Performance Rating: <u>OUTSTANDING</u>

Aim: <u>To sustain outstanding performance of the department</u>

Proposed Interventions to Improve Performance:

Full support from the University in terms of continuous faculty development program, research/extension activities and administrative support in the preparation of research activities and updated teaching materials.

Date:<u>January 2024</u>   Target Date: June 2024
First Step:

Write research proposal for submission for possible funding and actively involved in research

Attend national and international scientific fora, seminars and workshops

Revise/update instructional materials and prepare course syllabus of the new PhD course assigned

Result:

Submitted research proposals for possible funding and be actively involved in research

Prepared course syllabi for new courses handled and revised teaching materials
Attended scientific seminars, fora and workshops

Date: <u>July 2024</u>   Target Date: December <u>2024</u>

Next Step:

Actively involved in research as Project or Study Leader

Collaborate other institutions for research and extension projects

Prepare virtual classroom, update syllabi and learning guides for 2nd semester classes

Outcome: <u>Submit scientific proposals to other institutions for possible collaboration.</u>
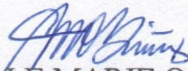
Final Step/Recommendation:
        <u>If proposal is approved and budget is ready, then implementation will follow.</u>

Prepared by:

SUZETTE B. LINA
Unit Head

Conforme:

CECILLE MARIE O QUINONES
DSS Faculty