SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member:　　CATHERINE C. ARRADAZA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1.　Instruction			
a.　Head/Dean (50%)		4.9 x 100%= 4.9	
b.　Students (50%)			
Total for Instruction	40%	4.93	1.97
2.　Research			
a.　Client/Dir. for Research (50%)			
b.　Dept.　Head/Center Director (50%)		4.4 x 50% = 2.2	
Total for Research	30%	4.5	1.35
3.　Extension			
a.　Client/Dir. for Extension (50%)			
b.　Dept　Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	4.75	0.71
4.　Administration	15%	5	0.75
5.　Production	n/a		
TOTAL			4.78

EQUIVALENT NUMERICAL RATING:　　　　4.78
Add: Additional Points, if any:
TOTAL NUMERICAL RATING:　　　　　　4.78

ADJECTIVAL RATING:　　　　　　Outstanding

Prepared by:

CATHERINE C. ARRADAZA
Name of Faculty

Reviewed by:

ROSARIO A. SALAS
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CATHERINE C. ARRADAZA, a faculty member of the DEPARTMENT OF HORTICULTURE 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 to December 2020.

Approved:

CATHERINE C. ARRADAZA
Asistant Professor III
Date:

ROSARIO A. SALAS
Department Head
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
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	1	2.25	5	5	5	5	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	10	5	5	5	5	
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	8	5	5	5	5	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5	

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	17	J	J	J	J	
	PI 9: Number of instructional materials developed *	**A5**. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems		1	J	J	J	J	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	J	J	J	J	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	6	J	J	J	J	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	8	J	J	J	J	
		A 6 : 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	1						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	J	J	J	J	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	4	26.45	J	J	J	J	

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	11	ſ	ſ	ſ	ſ		
		A 11. 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	3	6	ſ	ſ	ſ	ſ		
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	3	ſ	ſ	ſ	ſ		
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	ſ	ſ	ſ	ſ		
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	20	ſ	ſ	ſ	ſ		
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	100	290	ſ	ſ	ſ	ſ		
	PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*	10	20	ſ	ſ	ſ	ſ		
		A17. Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	12	ſ	ſ	ſ	ſ		
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	10	ſ	ſ	ſ	ſ		
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	3	10	ſ	ſ	ſ	ſ		
	PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	*Advises student organizations recognized by USOO*	1	2	ſ	ſ	ſ	ſ		
		A20. Number of Student organizations assisted on student related activities	*Assists student organizations in implementing student related activities*	1	2	ſ	ſ	ſ	ſ		

PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware 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	1	2		5	5	5	5
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4		5	5	5	5
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	8		5	5	5	5
	A 23 : 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	1			4	4	4	4
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2		5	5	5	5
PI 11. Additional outputs	A 25. 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	1			4	4	4	4
	Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						
	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement 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 *	**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	1			4	4	4	4	
	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	1		2	5	5	5	5	
	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								
		In refereed int'l journals									
		In refereed nat'l/regional journals									
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences								
		In int'l fora/conferences									
		In nat'l/regional fora/conferences									
	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			4	4	4	4	
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student w/ faculty)									
		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	1		4	5	5	5	5	
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								

		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal		1 (Non-RDE research proposal submitted and approved by PCAARRD)				
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						
	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						
	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						
	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						
	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						
	Research Mentoring	Research Mentor			15	✓	✓	✓	✓
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	3	✓	✓	✓	✓

	Resource Persons	*Resource Persons*			1	4	4	4	4	
	Convenor/Organizer	*Convenor/Organizer*								
	Consultancy	*Consultant*								
1	*Evaluator*	*Evaluator*		1	2	5	5	5	5	
	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							
	PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							

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					

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant					
		On program accreditations								

		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	J	J	J	✓	
	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									

Average Rating											
Adjectival Rating											

Evaluated & Rated by:

ROSARIO A. SALAS
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, _____
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Comments & Recommendations for Development purposes
Should Publish Article in referred journal.

2nd sem 2020-21

Undergrad Advisees
1. Harold Mariquit-BSA
2. Anne Rose Monteverde-BSA
3. Mardre M. Calogcog-BSA
4. Roland Anong-BSA
5. Pauline Jan A. Oppus-BSBiotech
6. Michael Labana-BSBiotech
7. Jedyx Caones
8. Malou Troyo
9. Edouard Catalan
10. Rita Felicisima Calinog
11. Jessa Mae Ramirez

Graduate Students
Adviser : MS
1. Leo Caindoy
2. Jessa Hanamichi Caralde
3. Rommel D. Agunos
4. Cristina B. Macalalag
5. Aileen Tomoc
6. Rosemarie T. Corpin
7. Maritess M. Custudio
8. Reian O.Laniba
9. Florina O. Pacaldo
10. Enitorio, L.B

Adviser : PhD
1. Ramonita C. Verano
2. Whilma Tuyan
3. Ricelle Acilo

GAC member: PhD
1. Jasper Abasalo

Table 1. FTE Computation (at separate sheeth)

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CATHERINE C. ARRADAZA
Performance Rating: OUTSTANDING

Aim: Maintain the outstanding rating
Proposed Interventions to Improve Performance: _____

Date: July 2020   Target Date:December 2020

First Step:

To supervise and monitor all ViHOS organization activities..
To write and submit scientific paper for publication in refereed journal.

To attend and participate in trainings/seminars/scientific forums.

To prepare reports for projects.

Maintain and improve the Plant Tissue Culture laboratory.

Advise students (undergraduate, graduate).

Result:

Supervised and monitored all ViHOS organization activities.
Has written and submitted scientific papers for publication.

Attended and participated in trainings/seminars/scientific forums.

Prepared quarterly and annual reports for projects.

Maintained and improved the Plant Tissue Culture laboratory.

Advised students (undergraduate, graduate).

Date: July 2021   Target Date: December 2021

Next Step:

To supervise and monitor all ViHOS organization activities

To actively participate in all department, college and university activities.

To submit and publish scientific paper in refereed journal.

To attend and participate in trainings/seminars/scientific forums.
Manage the Plant Tissue Culture laboratory.

Advise students (undergraduate, graduate).

Outcome:_____
Final
Step/Recommendation:_____

Prepared by:

ROSARIO A. SALAS
Unit Head

Conforme:

CATHERINE C. ARRADAZA
Name of Ratee Faculty/Staff