**Exhibit K**

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

Name of Faculty Member: ULYSSES A. CAGASAN **(Professor V)**

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (3) | Equivalent Numerical Rating (2x3) |
|---|---|---|---|
| 1. Instruction | | | |
| a. Head/Dean | 35 | 5.00 | 1.75 |
| b. Students | 35 | 4.67 | 1.63 |
| **Total for Instruction** | **70** | | **3.38** |
| 2. Research | | | |
| a. Client/Dir. for Research | | | |
| b. Dept. Head/Center Director | 10 | 5.00 | 0.50 |
| **Total for Research** | **10** | | **0.50** |
| 3. Extension | | | |
| a. Client/Dir. for Extension | | | |
| b. Dept. Head/Center Director | 10 | 5.00 | 0.50 |
| **Total for Extension** | **10** | | **0.50** |
| 4. Administration | 10 | 5.00 | 0.50 |
| 5. Production | | | |
| TOTAL | **100** | | **4.88** |

EQUIVALENT NUMERICAL RATING: **4.88**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.88**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ULYSSES A. CAGASAN
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, ULYSSES A. CAGASAN, 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 July - December 31, 2023.

**ULYSSES A. CAGASAN**
Professor V
Date: December 31, 2023

Approved:

**DIONESIO M. BAÑOC**
Department Head
Date: Jan. 15, 2024

**VICTOR B. ASIO**
College Dean
Date: Jan. 24, 2024

| 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 | 3 | 6.50 | 5 | 5 | 5 | 5.00 | |
| | **PI 8.** Number of graduate students advised * | **A2**. Number of students advised | Acts as academic adviser to graduate students | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | | **A3**. Number of students advised on thesis/special problem/dissertation | | 5 | 6 | 5 | 5 | 5 | 5.00 | |
| | | *As GAC Chairman* | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | *As GAC Member* | Advises and corrects research outline and thesis/SP/dissertation manuscript | 1 | 3 | 5 | 5 | 5 | 5.00 | |
| | | **A4**. Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 4 | 5 | 5 | 5 | 5 | 5.00 | |
| | **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 | | | | | | | |
| | | *On-line ready courseware* | Prepares Instructional module/laboratory guide/workbook or a combination thereof | | | | | | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | *Supplemental learning resources* | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | | | | | | | |
| | | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | | | | | | | |
| | | **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 | | | | | | | |
| | | **A7**. Number of virtual classroom created and operational | Creates virtual classroom using either Moddle or Google Classroom | | | | | | | |
| | **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 | | | | | | | |
| **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 | 2 | 11.25 | 5 | 5 | 5 | 5.00 | |
| | | **A10**. Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | 5 | 7 | 5 | 5 | 5 | 5.00 | |
| | | **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 | 2 | 3 | 5 | 5 | 5 | 5.00 | |
| | | **A12**. Number of trainings attended related to instruction | Attend mandated trainings | 2 | 3 | 5 | 5 | 5 | 5.00 | |
| | | **A13**. Number of long examinations administered and checked | Administers and checks long examination for subjects taught | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| | | **A14**. Number of quizzes administered and checked | Prepares and checks quizzes for lec and lab | 2 | 3 | 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 | 5 | 160 | 5 | 5 | 5 | 5.00 | |
| | **PI 8**. Number of students advised: * | **A16**. Number of students advised: | Acts as academic adviser to students | 2 | 18 | 5 | 5 | 5 | 5.00 | |
| | | **A17**. Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | *As SRC Chairman* | Advises, and corrects research outline and thesis/SP manuscript | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | *As SRC Member* | Advises and corrects research outline and thesis/SP manuscript | 2 | 2 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | **A18**. Number of students entertained for consultation purposes | Entertains students consulting on subject taught, thesis and grades | 2 | 4 | 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 | | | | | | | |
| | | **A20**. Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | | | | | | | |
| | **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 | | | | | | | |
| | | *On-line ready courseware* | Prepares Instructional module/laboratory guide/workbook or a combination thereof | | | | | | | |
| | | *Supplemental learning resources* | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| | | *Assessment tools* | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | 2 | 4 | 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 Classroom | | | | | | | |
| | **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 | | | | | | | |
| | | *Agency/firm/Industry linkages* | Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU | | | | | | | |
| | | **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** | | | | | | | | **5.00** | |
| | **TPES Rating** | | | | | | | | **4.67** | |
| | **Instruction Involvement (%)** | | | | | | | | **70.00** | |
| | **Equivalent Numerical Rating** | | | | | | | | **3.38** | |
| **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 | 2 | 5 | 5 | 5 | 5.00 | |
| | **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 | 0 | | | | | | |
| | **PI 3.** Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) * | **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 | 2 | 3 | 5 | 5 | 5 | 5.00 | |
| | | *In refereed int'l journals* | | 2 | 3 | 5 | 5 | 5 | 5.00 | |
| | | *In refereed nat'l/regional journals* | | 2 | 3 | 5 | 5 | 5 | 5.00 | |
| | **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 | 0 | | | | | | |
| | | *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 | 0 | 1 | 5 | 5 | 5 | 5.00 | |
| | **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** | | | | | | | | **5.00** | |
| | **Research Involvement (%)** | | | | | | | | **10.00** | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Equivalent Numerical Rating** | | | | | | | | **0.50** | |
| **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 priority programs | **A38**. Number of extension programs/projects implemented | Implementes duly approved extension projects | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | **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 Mentoring* | *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 implementation | | | | | | | |
| | **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** | | | | | | | | **5.00** | |
| | **Extension Involvement (%)** | | | | | | | | **10.00** | |
| | **Equivalent Numerical Rating** | | | | | | | | **0.50** | |
| **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* | 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 | 5 | 5 | 5 | 5.00 | |
| | | A45. 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 | 5 | 5 | 5 | 5.00 | |
| | | *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 | 5 | 5 | 5 | 5.00 | |
| | PI 3: Additional Outputs | A47. 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 | | | | | | | |
| | | A48.Other outputs implementing the new normal due to covid 19 | Designs administration/ management related activities and other outputs to implement new normal | | | | | | | |
| | | A49.Involvement in department committees | | 1 | **3** | 5 | 5 | 5 | 5.00 | |
| | | A50.Member, BAC TWG | | | | | | | | |
| | **Average Numerical Rating** | | | | | | | | **5.00** | |
| | **Administration Involvement (%)** | | | | | | | | **10.00** | |
| | **Equivalent Numerical Rating** | | | | | | | | **0.50** | |
| | **Total Equivalent Numerical Rating** | | | | | | | | **4.88** | |

| | Adjectival Rating | OUTSTANDING | |
|---|---|---|---|
| **Comments and Recommendation Purposes:** | | | |
| Sustain strong camaraderie w/ all faculty and staff and maintain in monitoring newly hired faculty and staff | | | |

Evaluated & ~~Rated~~ by:

**DIONESIO M. BAÑOC**
Department Head
Date: Jan. 16, 2024

Recommending Approval:

**VICTOR B. ASIO**
Dean, College of Agriculture and Food Science
Date: Jan. 24, 2024

Approved by:

**BEATRIZ S. BELONIAS**
Vice President for Academic Affairs
Date: 01/25/24

Exhibit L

# EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULYSSES A. CAGASAN
Performance Rating: OUTSTANDING

**Aim:** Sustain the outstanding rating

**Proposed Interventions to Improve Performance**

Date: July 2023 Target Date: December 2023

**First Step:**

Attend scientific forum and conferences and publish paper in refereed journals
Update instructional materials
Develop research proposal

**Result:**

Published research articles
Updated instructional materials
Submitted research proposal to funding institution

**Target Date**: December 2023

**Next Step:**

Attend and present papers in scientific conference
Update instructional materials

**Outcome:** Attended and presented scientific paper in the conference
Published scientific paper in refereed journal
Updated instructional materials

**Final Step/Recommendation**:

Maintain outstanding rating and publish research paper in refereed journals
Submit research proposals for funding

Prepared by:

**DIONESIO M. BAÑOC**
Unit Head

Conforme:

**ULYSSES A. CAGASAN**
Name of Ratee Faculty/Staff