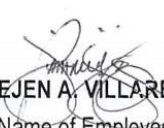


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MAREJEN A. VILLAREMO**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
* Dept. Head/Center Director		4.835 x 100%	4.835
Total Instruction	30%	4.835	1.451
2. Research			
* Dept. Head/Center Director		3.000 x 100%	3.000
Total for Research	20%	3.000	0.600
3. Extension			
* Dept. Head/Center Director		5.000 x 100%	5.000
Total for Extension	50%	5.000	2.500
4. Production	0%	0.000	0.000
TOTAL	100%		4.551
EQUIVALENT NUMERICAL RATING			4.551
Add: Additional Points, if any			
TOTAL NUMERICAL RATING			4.551
ADJECTIVAL RATING			Very Satisfactory

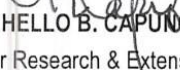
Prepared by:


MAREJEN A. VILLAREMO
 Name of Employee

Reviewed by:


ROMEL B. ARMECHIN
 Director, Eco-FARM I

Approved:


OTHELLO B. CAPUNO
 VP for Research & Extension

[illegible]

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								
		PI 3: Number of research projects conducted and/ or completed on schedule	Performs duties as project staff of an on-going project	1	1		3	3	3	3
		PI 4: Number of research proposals submitted								
		PI 5: Percent of research proposals approved								
		PI 6: Amount of research money generated from external funding								
		PI 7: Amount of research money generated from institutional 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	Beneficiaries served either group or individual	3	5		5	5	5	5
		PI 4: Number of Extension projects conducted and/or completed on schedule								
		PI 5: Number of extension proposal submitted								
		PI 6: Percent of extension proposals approved								

		PI 7: Amount of extension money generated from institutional funding								
		PI 8: Additional outputs								
		* Number of extension-related awards								
		* New linkage established								
								5		
MFO 5	Support to operations	PI 1: Number of university seminars/ trainings/ conventions	Attended/ facilitated different training/ seminar	3	5		5	5	5	5
		PI 2: Number of in-house seminars/ trainings coordinated								*Training on Certification Process on Good Agriculture Practice (GAP) to Increase Crop production and Food Security
		PI 3: Amount of income generated from activity								*Seminar-Workshop on News, feature writing and Basic Photography
		PI 4: Additional outputs								*Training- Workshop on Monitoring Outcomes of Extension Projects Using the MSC technique
		* Number of literatures contributed to Ecological Farming System (EFS) Database								*Training
								5		
MFO 6	General Admin. & Support Services	PI 1: Number of staff supervised and monitored								
		PI 2: No. of mgt meetings conducted								
		PI 3: No. of letters/ memos issued								
		PI 4: No. of reports/ documents submitted	Prepares and/ or reviews and submits reports, data and other info. Requested by VSU and other agencies	1	1		5	5	5	5
		PI 5: No. of documents reviewed/ signed								
		PI 6: Amount of Funds generated outside VSU								
		PI 7: No. of IGP/STF's supervised								

		PI 8: No. of reports/ docs reviewed								
		PI 9: Additional outputs								
									5	
Total Over-all Rating	Ave. Rating (Total Over-all rating divided by __)	27.6%	4.01							
	Additional Points: * Punctuality									
	* Approved Additional points (with copy of approval)									
	FINAL RATING									
	ADJECTIVAL RATING		VS							

Comments and Recommendations for Development Purposes:

Detailing/updating of skills and proposal making

Evaluated and rated by:

[Signature]
ROMEL B. ARMECIN
 Unit Head

1 - Quality
 2 - Efficiency
 3 - Timeliness
 4 - Average

Recommending Approval:

[Signature]
EFREN B. SAZ
 Director for Extension

Approved by:

[Signature]
OTHELLO B. CAPUNC
 VP for Research & Extension

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July - December 2018

Name of Staff : MAREJEN A. VILLAREMO


Position : Instructor

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						
Average Score						

Overall recommendation :


ROMEL B. ARMECIN
 Director, Eco-FARMI

PERFORMANCE MONITORING & COACHING JOURNAL
Rating Period: September- December 2018

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Employee: **MAREJEN A. VILLAREMO**

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 and submission of extension proposals		Sept. 2018				
Coaching Meeting & how to prepare extension proposals		Nov. 2018				

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

Conducted by:

Noted by:


ROMEL B. ARMECIN
 Immediate Supervisor


OTHELLO B. CAPUNO
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN
Rating Period: September - December 2018

Name of Employee: MAREJEN A. VILLAREMO
Performance Rating: _____

Aim: To be oriented in the different functions of the institution and to enhance the knowledge of staff on research and extension programs.

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

Date: September 2018 **Target Date:** 4th Quarter

First Step: _____

Allow the staff go through an orientation process to assimilate into the workplace and become familiar with the different programs and activities by the institution .

Result: _____

The staff became familiar with the workplace, the office culture, and even her co-workers. Attended and facilitated different trainings and seminars.

Date: Nov. 2018 **Target Date:** 4th Quarter

Next Step: _____

Allow the staff to attend/participate in seminars, training related to research and extension for continued updates

Outcome: _____

The staff attended seminar related to research.

Final Step/Recommendation: _____

Prepared by:

ROME B. ARMECIN

Unit Head