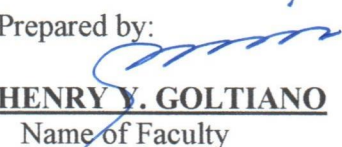# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HENRY Y. GOLTIANO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50%= 2.5	
b. Students (50%)		5.0x50% = 2.5	
Total for Instruction	55%	5.0	2.75
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	4.443	0.666
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	5%	5.0	0.25
4. Administration	25%	4.835	1.209
5. Production			
TOTAL			4.875

EQUIVALENT NUMERICAL RATING: 4.875
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.875

ADJECTIVAL RATING: **Outstanding**

Prepared by:

HENRY Y. GOLTIANO
Name of Faculty

Reviewed by:

HENRY Y. GOLTIANO
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **HENRY Y. GOLTIANO**, of the **Department of Agricultural Education and Extension,** accomplished the following for the period **January 1 to June 30, 2020.**

HENRY Y. GOLTIANO
Associate Prof V (Ratee)
Date:_____

Approved: **VICTOR B. ASIO**
CAFS Dean
Date: _____

MFO No.	Description of MFOs/PAPs	Success/Performance Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (Indicators in percentage should be supported w/ numerical values in numerators & denominators)
						Quality	Efficiency	Timeliness	Average	
UNFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored	A 1. Actual Faculty's FTE	**Jan-May 2020 (2ndsemSY2019-20):** AgEx216 Farmers educ'l prog AgEx217 Teaching farmers class	**2ndsem SY2019-20** .75 (3 students) .75 (3 students)	**2ndsem SY2019-20:** AgEx 216 - 3.50 (14 students) AgEx217 - 1.00 (4 students) **Not targeted:** AgEx246 - 1.00 (3 students) AgEd316 – 0.25 (1 student)	5 5 5 5	5 5 5 5	5 5 5 5	5 5 5 5	14/3=466% 4/3= 133% Total FTE: 5.75
	PI 8: No. of graduate students advised	A 2. Number of students advised	Acts as academic adviser to graduate students		3 students	5	5	5	5	EGGorra, VLIlo, ABVillarta,
		A 3. No. of students advised on thesis/special problems/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		As GAC member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2ndsem SY2019-20: 1 1stsem SY2020-21: 1	6 students	5	5	5	5	6/1=600% MMGamale, JMModina, RYTomada, CAClava, EAAuguis, RYMaximo
		A 4. No. of students entertained for consultation purposes	Entertain students seeking consultation with faculty	2ndsem SY2019-20: 5 1stsem SY2020-21: 5	10 students	5	5	5	5	10/5=200% MS and MAgDev graduate students
	PI 9: No. of instructional materials developed	A 5. No. of online ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		Online ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	2ndsem SY2019-20: 0 1stsem SY2020-21: 1						
		Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clip[s, reading assignments depending on courses taught	2ndsem SY2019-20: 10 1stsem SY2020-21: 10	10	5	5	5	5	10/10=100% AgEx 246 (2), AgEx 217(3), AgEx 216 (3), AgEd 316(2)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problem sets, etc.	2ndsem SY2019-20: 10 1stsem SY2020-21: 10	10	5	5	5	5	10/10=100% AgEx 246 (2), AgEx 217(3), AgEx 216 (3), AgEd 316(2)
		A 6: No. of online courseware reviewed by TRP & edited by MMDC	Submits the courseware duly reviewed by TRP for editing by MMDC editor							
		A 7: No. of virtual classroom created & operational	Creates virtual classroom using either Moddle or Google Classroom	2ndsemSY2019-20: 1stsem SY2020-21: 1						

OVPI UMFO 3. Higher Education Management Services

PI	Activity	Description	Accomplishment 1	Accomplishment 2					Remarks
PI 5: Total FTE, coordinated, implemented & monitored	A9: Actual Faculty's FTE	**Jan-May 2020 (2ndsemSY2019-20):** AgEx132 (Principles of Extension) AgEx200.2 (Supervised Field Practice)	3.75 (25 students) .60 (2 students) = 4.35	4.65 (31 students) 1.2 (4 students) = 5.85	5	5	4	4.67	31/25=124% 4/2=200%
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2ndsem SY2019-20: 4 1stsem SY2020-21: 4	4	5	5	5	5	4/4=100% AgEx 132 (2) AgEx 200.2 (2)
	A11. 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	2ndsem SY2019-20: 1 1stsem SY2020-21: 2	1	4	4	4	4	1/1=100% Valleser
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1						
	A13. Number of long examinations administered & checked	Administers & checks long examination for subjects taught	2ndsem SY2019-20: 4 1stsem SY2020-21: 4	4	5	5	5	5	4/4=100%
	A14. Number of quizzes administered & checked	Prepares & checks quizzes for led & lab	2ndsem SY2019-20: 6 1stsem SY2020-21: 6	6	5	5	5	5	6/6=100%
	A15. No. of lab reports & term papers checked & graded	Checks lab reports & term papers submitted as required							
PI 8: No. of students advised:*	A16. Number of students advised	Acts as academic adviser to students		4	5	5	4	4.67	DAcatibo, CMCRuta, STSabidalas, CDSorima
	A17. Number of students advised on thesis/field practice/special problem:								
	As Field Practice Supervisor/adviser	Advises, and corrects research outline and thesis/SP manuscript		4	5	5	4	4.67	DAcatibo, CMCRuta, STSabidalas, CDSorima
	As Field practice Member	Advises and corrects research outline and thesis/SP manuscript		22	5	5	5	5	All BSDE enrolled in AgEx 200.2 for 2nd Sem. SY 19-20
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis & grades	2ndsem SY2019-20: 5 1stsem SY2020-21: 5	10	5	5	5	5	10/5=200%
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: No. of instructional materials developed*	A 21: No. of online courseware developed and submitted:	Prepares & submits for review by the Technical Review Panel							
	Online ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof	2ndsem SY2019-20: 0 1stsem SY2020-21: 1						
	Supplemental learning resources	Prepares PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught	2ndsem SY2019-20: 10 1stsem SY2020-21: 10	12	5	5	5	5	12/10=120%
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problem sets, etc.	2ndsem SY2019-20: 10 1stsem SY2020-21: 10	12	5	5	5	5	12/10=120%
	A 23. Number of online courseware reviewed by TRP & edited by MMDC editor	Submits the courseware duly reviewed by TRP for editing by MMDC editor							

		A 24. Number of virtual classrooms created & operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11: Additional outputs	A 25. Number of additional outputs accomplished								
		Program accreditation/evaluation	Prepares documents and/or program profile & other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5	1/1=100% ISO
		Agency/firm/industry linkages	Coordinates with potential firms & maintains linkages with firms willing to accept OJT students from VSU		1	5	5	4	4.67	LGU ORMOC
		A 26. Other outputs implementing the new normal due to Covid 19	Designs experiential learning activities & other outputs to implement new normal	2ndsem SY2019-20: 0 1stsem SY2020-21: 4						
UMFO 3. RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three years utilized by the industry or by other beneficiaries*	A 27. No. of research outputs in the last three years utilized by the industry or by other beneficiaries*	Conducts research for possible utilization by industry or other beneficiaries	1	1	4	4	4	4	
	PI 2. No. of research outputs completed within the year	A28. No. of research outputs completed within the year*	Conducts & completes research project within the year							
	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-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1	5	4	4	4.33	1/1=100%
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/nat'l/int'l for a/conferences	A30. No. of research outputs presented in reg'l/nat'l/int'l fora/conferences	Prepares, submits & presents research paper in scientific fora/conferences							
		In int'l fora/conferences								
		In nat'l/reg'l fora/conferences								
	PI 5. Percent of research proposals approved*	A 31. Percentage of research proposals prepared, submitted & approved	Prepares research proposals, submits & follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. No. of journal articles/scientific paper received & reviewed as peer-reviewer	Acts s peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper	1	5	5	5	5	5	5/1=500%
		A 34. No. of UMs submitted to ITSO, VSU	Prepares & 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 & other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. No. of active partnerships with LGUs,	A 36. No. of active partnerships w/ LGUs,	Identifies & links w/ probable partners for extension activities & maintains this	1	1	5	5	5	5	1/1=100%

industries, NGOs, NGAs, SMEs & other stakeholders as a result of extension activities	industries, NGOs, NGAs, SMEs & other stakeholders facilitated & maintained	active partnersh								
PI 2. No. of trainees weighted by the length of training	**A 37.** No. of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer								
PI 3. No. of extension programs organized & supported consistent with the SUC's mandated & priority programs	**A 38.** No. of extension programs/projects implemented	Implements duly approved extension projects								
PI 4. Percentage of beneficiaries who rated the training course/s & advisory services as satisfactory or higher in terms of quality & relevance	**A 39.** Percentage of beneficiaries who rated the training course/s & advisory services as satisfactory or higher in terms of quality & relevance	Provides quality & relevant training courses & advisory services								
PI 5. No. of technical/expert services	**A 40.** No. of technical/expert services as/in:	Provides the technical & expert services requested by beneficiaries								
Research mentoring	*Research mentor*									
Peer reviewer/panelist	*Peer reviewer/panelist*		1	5	5	5	5	5	5/1=500%	
Resource Person	*Resource person*									
Convenor/organizer	*Convenor/organizer*									
Consultancy	*Consultant*									
Evaluator	*Evaluator*									
PI 8. Percent of extension proposals approved*	**A 41.** Percent of extension proposals approved*	Prepares extension project proposals, submits & 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 & other outputs to implement new normal								

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program & Institutional Accreditation Services

PI 8. Compliance to all requirements thru the establishment, adequate implementation, maintenance & improvement of the QMS of the core processes of the college/department under ISO 9001:2015*	**A 44.** 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		100%
	A 45. Compliance to all requirements of the program & institutional accreditations:	Prepares required documents & complies all requirements as prescribed in the accreditation tools		100% compliant	5	5	5	5		100%
	On program accreditations									
	On institutional accreditations									

UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES

PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5		100%
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 performing functions resulting to best practices								
	A 48. Other outputs implementing the new normal due to Covid 19	Designs administration/management related activities & other outputs to implement new normal	2	2	4	5	5	4.67		2/2=100% -Putting box outside the office to discourage visitors to come inside. -social distancing, wash hands, wearing of face mask, putting alcohol, etc...for the New Normal due to COVID 19
Total Overall Rating				150.68	Comments & Recommendations for Development Purpose:					
Average Rating				4.86	Keep up the excellent work. May attend conferences					
Adjectival Rating				Outstanding						

Evaluated and Rated by:

VICTOR B. ASIO
Dean, CAFS
Date:

Recommending Approval:

N/A

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Henry Y. Goltiano</u>
Performance Rating: <u>Outstanding</u>

Aim: <u>Enhanced performance in managing the department</u>

Proposed Interventions to Improve Performance: _____

Date: _____ Target Date: _____

First Step: <u>Search for relevant seminars on office management of</u>

Result:

<u>attend seminar</u>

Date: _____ Target Date: _____

Next Step:

<u>apply new knowledge & skills</u>

Outcome: <u>improved department's personnel</u>

Final Step/Recommendation: _____

Prepared by:

VICTOR B. ASIO
CAFS Dean

Conforme:

HENRY Y. GOLTIANO
Name of Ratee Faculty/Staff