

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**
(July - December 2016)

Name of Faculty Member: ROSA OPHELIA D. VELARDE

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(4)
1. Instruction			
a. Head / Dean (50%)	50%		
b. Students (50%)	50%		
Total for Instruction	15%	4.90	.735
2. Research	25%	4.80	1.200
3. Extension	25%	4.86	1.215
4. Administration	35%	4.83	1.690
TOTAL	100%		

EQUIVALENT NUMERICAL RATING: 4.84

Add: Points , if any:

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Rosa Ophelia D. Velarde
ROSA OPHELIA D. VELARDE
Name of Faculty

Reviewed by:

Othello B. Capuno
OTHELLO B. CAPUNO
Vice President, OVPRE

Recommending Approval:


Remberto A. Patindol
REMBERTO A. PATINDOL
Chairman, PMT

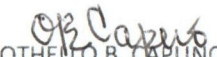
APPROVED:

Edgardo E. Tulin
EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSA OPHELIA D. VELARDE, Staff and Head of the RESEARCH OFFICE at OVPRE 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 to December, 2016.


ROSA OPHELIA D. VELARDE
 Ratee


OTHELLO B. CAPUNO
 Head of Unit

Date: _____

Approved:

EDGARDO E. TULIN
 President

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating			Remarks	
					Q ¹	E ²	T ³	A ⁴	
MFO2- Higher Education Services	FTE	Teach <u>Undergraduate Courses:</u> 1 st Sem, SY 2015-16 - Sociology 11	0	11.85 FTE 2 sections: 7-8 MWF (43) 1-2MWF (36)	5	5	5.0	5.0	Did not make a target because of planned graduate study. However, study was deferred upon order by University President in favor of AACUP, SUC Levelling, preparation.
	Number of IEC Materials produced, reproduced, used	Develop/revise and utilize instructional materials	0	1	4.7	4.7	5	4.8	
	Number of student organizations advised	As Adviser/Mentor	1	2	4.8	4.8	4.8	4.8	ZAE and Polyphonics
	Number of student organizations assisted	As Registration Committee Chairman	7	18	5	5	5	5.0	Conducted one on one briefing and Supervised the different student organizations in the registration, interview, FGD and /data gathering and analysis of the participation of the different stakeholders of VSU during the

									VSU anniversary week and FFDay/Garden Show
MFO 2 - Research Services	Number of assisted /facilitated R & D agenda and programs review	Assist and facilitate formulation/review of R&D plan/agenda	4	9	5.0	5.0	5.0	5.0	A continuing activity from Jan- June
	Number of proposed programs/projects R & D reviewed /evaluated, packaged, endorsed for approval/ funding	Pre-review and facilitate review of proposed R & D programs/projects by Commodity /review teams and facilitate endorsement for approval & funding	3	7	4.9	4.9	4.8	4.8	
	Number of coordinated and monitored implemented R & D programs/ project s	Coordinate and monitor implemented R & D programs/ project s	97	260	5	5	4.9	4.9	
	Number of conducted research management project/study with submitted reports / outputs	Conduct research management project/study with submitted reports / outputs	1	3	4.8	4.8	4.7	4.7	Conducted with DDC researchers. I Research paper (Co- author) presented during the 6 th Natl. Conference of the Association of Development Communication Educators and Practitioners (ADCEP) Phippines at Benguet State University(December 3,2016)
	Number of R&D for a coordinated/facilitated	Coordinated /facilitated RD review (Level I & II), RDEI Seminar series, assisted Dec 2015 Rgl RDE Symposium	5	12	5	5	4.9	4.9	
	Number of R & D program status / reports/ outputs presented in R & D Fora / Conferences , including Rgl RDE Symposium	Presentation of R & D papers in R & D fora facilitated	5	7	4.8	4.8	4.8	4.8	Conferences , Rgl RDE Symposium assisted (Moderator/Committee Chair)
	Other packaged R & D Management outputs produced, reproduced and distributed: Tech Compendium,- Newsletter, R & D Digest,-R & D Manual	Review R & D submitted R & D progress updates before packaging for publication; Supervises packaging and endorses for approval and; supervises production & submission/distribution	2	5	4.7	4.6	4.6	4.6	R&D Manual Submitted in June approved by UADCO and BOR in October 2016.

MFO 3. Extension Services	Number of R & D Training conducted for research faculty of VSU external campuses and HEIs under CHED ZRC	Assist in the overall coordination and facilitation of R & D related training	2	5	4.8	4.8	4.7	4.7	In coordination with VICARP and College Deans/RDE Coordinators
	Number of Persons trained on RDE program/project management	Act as Resource Person in VSU /ATI / DAV7 & DA8/EVSU conducted RDE training/seminar/for a	2 Trainings 50 pax	6 Trainings 207	4.9	4.9	4.9	4.9	
	Number of Participants /beneficiaries assisted during Farmers/fisherfolk Day	As Chairman in registration of all guests. visitors and Farmer/ fisherfolk paxs	2000	3500	5	5	5	5.0	Number of Participants /beneficiaries assisted during Farmers/fisherfolk Day Report/update submitted
MFO 4. Admin Support Services	<p>Percentage of documents acted:</p> <p>a. <u>As Director of Research:</u></p> <ul style="list-style-type: none"> -Reviewed & recommended appointments/ designation of R & D leaders -payrolls and vouchers - Requests for funding reviewed and recommended/ <p>b. <u>As DIC VPRE as instructed/designated:</u></p> <ul style="list-style-type: none"> - Vouchers - researchers appointments/ contracts / - payrolls -requests - budget proposals - other related Communication drafted and finalized, and copies filed -Oversee work of admin staff 	<p>Act on research outputs and research related administrative documents, attend/respond to R & D stakeholders</p> <p>Act as OIC-VP when the VP is either on official travel or on leave.</p>	<p>As the need arises and as designated</p> <p>100%</p>	<p>100%</p>	<p>4.7</p> <p>5.0</p>	<p>4.7</p> <p>5.0</p>	<p>4.7</p> <p>4.9</p>	<p>4.7</p> <p>4.9</p>	

	<p>c. AS OIC Director of Extension as recommended/requested</p> <ul style="list-style-type: none"> - Review of data for AACUP accreditation, SUC Levelling/SUC horizontal typology - Vouchers - Payrolls - Communication - Stakeholders visit 	Act as OIC-Director when the Extension Director is either on official travel or on leave.		100%	5.0	5.0	5.0	5.0	
	<p>Other administrative R & D data / outputs retrieved, consolidated and submitted to requesting units/offices, VSU line agencies , and funding agencies:</p> <p>a. Consolidated budget proposal b. Physical reports c. quarterly reports d. Annual reports e. Consolidated progress reports f. data requested by other agencies g. Consolidated data for AACUP, VICARP Ugnay, etc..</p>	Supervise R & D data retrieval , then, prepares/ finalize/ submit data/report to requesting office/agency		19	5	5	5	4.9	<p>R&D data for AACUP accreditation of different programs provided;</p> <p>VSU SUC Levelling data /documents submitted;</p> <p>SUC Horizontal Typology data/docs submitted</p> <p>Preparation of R&D Annual Report coordinated/supervised</p>
	<p>Number of prepared and submitted minutes of organized / facilitated R & D meetings :</p> <p>a. Research office meetings b. OVPRE meetings</p>	Act as secretary in OVPRE related meetings and presides research related meetings and prepares / distribute minutes	2	9	5.0	4.9	4.8	4.9	


	Number of briefing/reports/ minutes of meetings /fora attended /represented in behalf of Director for Extension ,OIC-VP /,President as officially designated	Represents the Vice President for R & E in meetings provide a brief/ update on attended/represented meetings/fora.	2	9	5.0	4.9	4.8	4.8	
	Research & extension database updated	Supervise database (excel) filing of R & D records	1	Still in progress	4.6	4.6	4.6	4.6	With Help from DCST
Clerical Services	Percentage of RDE communication documents drafted/ finalized; endorsed/ submitted to units/agencies on time/filed for easy retrieval	Communication Draft, finalize and ensured easy data filing and retrieval of R DE documents	70%	90%	5	5	4.9	4.9	
Total Over-all Rating								106.60	
Average Rating								4.84	
Adjectival Rating									Outstanding

Received by:


TERESITA L. QUIANOLA
Planning Office

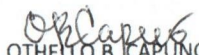
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Calibrated by:


REMBERTO L. PATINDOL
Chairman, PMT

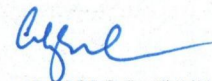
Date: _____

Recommending Approval:


OTHELLO B. CAPUNO
Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average