

Exhibit K

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

Name of Faculty Member: **JEROME O. ARRIBADO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.89 x 50% = 2.44	
b. Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	30%	4.69	1.41
2. Research			
a. Dept. Head/Center Director		4.83 x 100 % = 4.83	
Total for Research	20 %	4.83	0.96
3. Extension			
a. Dept Head/Center Director (100%)		4.92 x 100% = 4.92	
Total for Extension	20%	4.91	0.98
4. Administration	30%	4.94	1.48
5. Production			
TOTAL			4.83

EQUIVALENT NUMERICAL RATING: 4.83

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.83

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:


VANESSA MAY B. MILAN
Admin Aide


IVY C. EMNACE
Director for Research


Approved:



SANTIAGO T. PEÑA, JR.
VP for Research, Extension and Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEROME O. ARRIBADO**, head of the **Eco-Farm and Resource Management Institute (Eco-FARMI)** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2024**.


JEROME O. ARRIBADO
 Instructor II
 Date: July 4, 2024

Approved:

SANTIAGO P. PEÑA, JR.
 VP for REI
 Date: July 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	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A 9. Actual Faculty's FTE	Handles and teaches courses assigned	10	8.5	5	5	5	5.00	
		A 10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	3	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		8	5	5	5	5.00	
		A 12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A 13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A 14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	6	5	5	4	4.67	

		A 14. Number of term exam administered and checked	Administers and checks midterm and final examination for subjects taught	3	2	5	5	5	5.00	
		A 15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required (per section)	2	3	5	5	4	4.67	
	PI 8: Number of students advised: *	A 16. Number of students advised:	Acts as academic adviser to students							
		A 17. Number of students advised on thesis/ field practice/special problem: As Thesis Adviser								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	3	5	5	4	4.67	
		As SRC Member	Advises, and corrects research outline and thesis/SP manuscript							
			Advises and corrects research outline and thesis/SP manuscript	2	1	5	5	5	5.00	
		A 18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	45	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A 19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A 20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		1	5	5	5	5.00	
	PI 10: Number of instructional materials developed *	A 21. Number of on-line course ware developed and submitted : Supplemental learning resources	Prepares and submits for review by the Technical Review Panel							
		Assessment tools	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	5	5	5	4	4.67	
			Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 24. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1						
UMFO 3. RESEARCH SERVICES										

	PI 3. Number of research outputs completed within the year*	A 28. Number of research proposal created and submitted within the year	Create and submit research proposal	1						
	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 scientific fora/conferences							
		<i>In institutional for a/conferences (In-house review)</i>	Prepares/ reproduces paper for presentation	1	1	5	5	5	5.00	
			Prepares/ consolidates project/study report for RDE in-house Review and Evaluation	1	1	5	5	4	4.67	
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	1						
	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	20	132	5	5	5	5.00	
	PI 2. Number of training conducted under extension project	A 38. Number of training conducted under extension project	Conducts trainings under the extension program	1	2	5	5	5	5.00	
	PI 2. Number of trainees participated the training	A 38. Number of trainees participated the training	Conducts trainings under the extension program	25	166	5	5	5	5.00	
	PI 2. Number of OJT/Intern students accepted within the year	A 38. Number of OJT/Intern students accepted within the year	Accepts and assists OJTs/Intern students		15	5	5	5	5.00	
	PI 2. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	A 38. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	Entertains and assists Demofarm visitors	20	25	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	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	85%	95%	5	5	5	5.00	

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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							
		Number of leaflets distributed to the farmers and interested individuals within the year	Design, print, and distribute leaflets to the farmers and interested individuals within the year	50	75	5	5	4	4.67	
		Preparation of monthly financial report for IGP	Prepare and submit monthly report	12	3	5	5	4	4.67	
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 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	100%	5	5	5	5.00	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to faculty concerned and helps facilitate the implementation and RDE programs of Eco-FARMI	100 compliant	100%	5	5	5	5.00	
			Provides support services and assistance in the operation of the administrative function of Eco-FARMI, and performs other related tasks as maybe assigned from time to time	100 compliant	100%	5	5	5	5.00	
	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 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							
		No. of staff supervised and monitored (regular, casual, SRAs, job orders)	Exercises overall supervision of administrative and research project staff	21	21	5	5	5	5.00	
		No. of administrative meetings conducted	Presides over administrative and research project meetings	10	6	5	5	5	5.00	
		No. of IGP/STF projects supervised		1	1	5	5	4	4.67	
		No. of reports reviewed and submitted (e.g. IGP and annual reports)		24	13	5	5	4	4.67	
		No. of SPMS documents evaluated and signed (IPCR & OPCR)		12	7	5	5	5	5.00	
		No. of National Certificate II (NC II) Certification			1	5	5	5	5.00	
	PI 4: Response to NCs and CARS issuances	Percentage of NCs received and acted		0%	0%	5	5	5	5.00	
		Percentage of CARs received and acted		0%	0%	5	5	5	5.00	
	Total Over-all Rating								162.03	
	Average Rating								4.91	
	Adjectival Rating								O	

Evaluated & Rated by:

IVY C. EMNACE

Director for Research

Date: July 9, 2024

Approved by:

SANTIAGO TAPEÑA, JR.

VP for Research, Extension and Innovation

Date: 7/15/2024

Comments and Recommendations for Development Purpose:

Attend training and seminar on Research proposal writer's workshop and enhance partnership & collaboration VSU system and outside VSU.



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: ARRIBADO, JEROME O.

Department: Dept. of Animal Science

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
AnSc 22n	INTRODUCTION TO LIVESTOCK AND POULTRY PRODUCTION	LEC	4.00	Very Satisfactory	80.0%
AnSc 22n	INTRODUCTION TO LIVESTOCK AND POULTRY PRODUCTION	LEC	5.00	Outstanding	100.0%
Average Rating			4.50	Outstanding	90.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S)

3.50 – 4.49 Very Satisfactory(VS)

4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 02, 2024

Received by:

ARRIBADO, JEROME O.

Name and Signature of Faculty

Date: 05/29/24

Distribution of copies: ODIE, College, Department, Faculty

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January-June 2024

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

Name of Officer : **JEROME O. ARRIBADO**

Head of Office : **IVY C. EMNACE**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Farm visit and update (crops and animals)	Continuously monitors personnel in the farm and he is updated with crops and animal production				
Proposal writeshop	Initiated an In-house proposal writing among center faculty and staff for submission to funding agencies or VSU				
Budget Consultation	Consults regularly concerns about budget for the center's operation Encouraged/advised to take initiatives to source out funding outside VSU Enhance partnership and collaboration within VSU system and outside VSU				
Coaching					
Conducted consultations	January & April 2024				

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

Conducted by

IVY C. EMNACE

Director for Research

Noted by:

SANTIAGO T. PENA, JR.

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January to June 2024

Name of Employee: JEROME O. ARRIBADO
Performance Rating: _____

Aim: To enhance knowledge on research, extension and development related to live-stock and natural farming system. Enhancement on leadership and management ability.

Date: January **Target Date:** within 1st quarter of 2024

First Step:

Look for advanced training courses that related to the production of crops and livestock within the framework of natural farming practices.

Allow the faculty to look into courses for leadership and management skills.

Result:

Register in a training program focused on crop-livestock production strategies and natural/organic farming systems.

Enroll for training on leadership and management skills.

Date: April **Target Date:** within 2nd quarter of 2024

First step


Attend research and extension proposal writeshop

Outcome:


Submit research or extension proposal for approval

Final Step/Recommendation:

Prepared by:


IVY C. EMNACE
Director for Research

Conforme:


JEROME O. ARRIBADO
Name of Ratee