


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

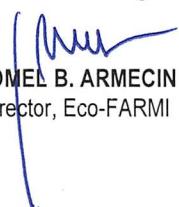
Name of Faculty Member: **FE M. GABUNADA**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
* Dept. Head/Center Director		4.400 x 100%	4.400
Total Instruction	30%	4.400	1.320
2. Research			
* Dept. Head/Center Director		4.500 x 100%	4.500
Total for Research	50%	4.500	2.250
3. Extension			
* Dept. Head/Center Director		5.000 x 100%	5.000
Total for Extension	20%	5.000	1.000
4. Production	0%	0.000	0.000
TOTAL	100%		4.570
EQUIVALENT NUMERICAL RATING			4.570
Add: Additional Points, if any			
TOTAL NUMERICAL RATING			4.570
ADJECTIVAL RATING			Very Satisfactory

Prepared by:


FE M. GABUNADA
 Name of Faculty

Reviewed by:


ROMEL B. ARMECIN
 Director, Eco-FARMI

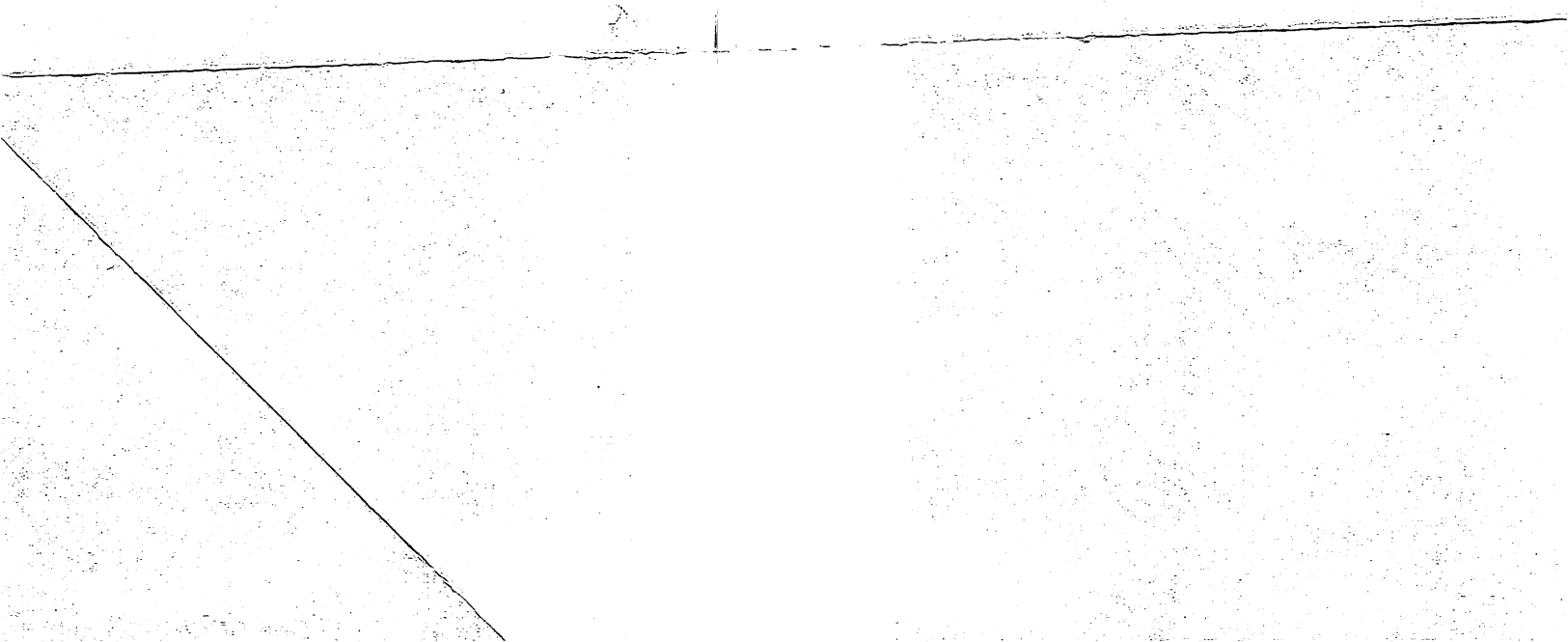
Approved:


OTHELLO B. CAPUNO
 VP for Research & Extension



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VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FE M. GABUNADA**, Professor VI of the **Ecological Farm and Resource Management Institute (Eco-FARMI)**, **Visayas State University** and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July** to **December 2018**.


FE M. GABUNADA
Ratee


ROMEL B. ARMECIN
Director, Eco-FARMI

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of Accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 1	Advanced Education Services	PI 1: Total FTE monitored	Conducts graduate lecture classes, prepares exams, checks papers, computes grades and submits to UR office	0.25	2.33	Handled 2 graduate courses - ECON 214 (National Income and Employment) and AGECE 248 (Research Methods in Agricultural Economics) with 3 and 4 students, respectively	5	5	5	5	
		PI 2: Number of graduate students advised	Advise graduate students	2	2	Advised graduate students who enrolled Master's Thesis	4	4	4	4	
		PI 3: Additional output	Reviews and signs documents for graduate students	316	327	Reviewed and signed the following documents: application for comprehensive, qualifying and final examinations; nomination for Graduate Advisory Committee (GAC); request for change in GAC; plan of course work; letter of admission; and request for readmission	4	4	4	4	

[illegible]

MFO 3	Research Services	PI 1: Number of papers submitted in refereed journal	Submits paper for publication as main author	1	0	Draft of publication was not submitted on time	3	3	3	3	
		PI 2: Number of research outputs presented in institutional/ regional/ national/ international fora or conferences	Presents research outputs in institutional forum	1	2	Presented research outputs of the same research project twice: institutional RDE review and regional RDE symposium (qualified for presentation after the institutional RDE review)	5	5	5	5	
		PI 3: Number of research projects conducted and/or completed on schedule	Conducts/implements research project/studies	4	4	Implemented the following research projects: (1) Establishing a Socio-Economic Research and Data Analytics Center in the Visayas (as Project Staff); (2) Impact Evaluation (IE) of the Agrarian Reform Infrastructure Support Project - Phase III (ARISP III) in Eastern Visayas (as Team/ Project Leader); (3) IE of the Agri-Pinoy Livestock Program (A-PLP) in Samar Island (as Team/ Project Leader); and (4) Development of Mixed Method Approaches to IA of Selected Research Projects in Central Philippines (as Project Leader)	4	4	4	4	
		PI 4: Number of research proposals submitted									
		PI 5: Percent of research proposals approved									
		PI 6: Amount of research money generated from external funding	Generates funding for a research project (as Team Leader)	PhP6M	PhP6.5M (funding for 2 projects)	Generated funding of PhP6.5M for two Impact Evaluation projects with PhP2.34M released	5	5	5	5	

		PI 7: Amount of research money generated from institutional funding								
		PI 8. Additional outputs	Conducts enumerators' training	0	2	Conducted two trainings for five enumerators each of the IE on ARISP III and IE on A-PLP projects	✓	✓	✓	✓
			Receives award	0	1	Received recognition for Best RDE Paper (senior author of the research output presented) during the 30th Joint ViCAARP and RRDEN Symposium on November 21-23, 2019	✓	✓	✓	✓
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Conducts/implements training	30	56.5	Served as resource person for 1.5 days in a Training Series on Selected Quantitative Approaches to Impact Evaluation on September 24-28, 2019 attended by 27 faculty and researchers from various SCUs across the Visayas and 1 day in a Training on Farm Enterprise Management, Economic and Marketing Support for the Beneficiaries of the Enhanced National Greening Program in Eastern Visayas (Batch 2) on April 4-6, 2018 attended by 16 DENR personnel and PO/ ENGP implementers	✓	✓	✓	✓
		PI 2. Number of IEC materials/ technoguides								
		PI 3. Number of beneficiaries served								

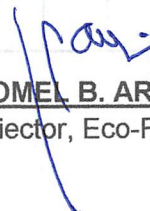
		PI 4. Number of Extension projects conducted and/or completed on schedule									
		PI 5 Number of extension proposal submitted									
		PI 6: Percent of extension proposals approved									
		PI 7: Amount of extension money generated from external funding									
		PI 8: Additional outputs									
MFO 5	Support to operations	PI 1. Number of university seminars/trainings/ conventions coordinated									
		PI 2. Number of in-house seminars/trainings									
		PI 3: Additional outputs									
MFO 6	General Admin and Support Services	PI 1. Number of staff supervised and monitored	Exercises overall supervision of VSU Bakery workers and research project staff	15	15	Supervised 9 workers at the VSU Bakery and 6 Science Research Analysts/ Assistants	4	4	4	4	
		PI 2. Number of management meetings	Presides over research project meetings	2	2	Presided over project meetings	4	4	4	4	
		PI 3. Number of letters/memos issued									
		PI 4. Number of reports/documents submitted	Prepares and/or reviews and submits financial and related reports of VSU Bakery	18	18	Prepared and submitted monthly financial report, credit summary and record of cash transacations and remittances	4	4	4	4	

		PI 5. Number of documents reviewed/signed	Reviews and signs VSU Bakery documents	260	260	Reviewed and signed the following documents: daily production record, payrolls, vouchers, credit bills, purchase request, purchase order, etc.	4	4	4	4	
		PI 6. Amount of funds generated outside VSU									
		PI 7. Number of IGP/STF supervised	Supervises IGP	1	1	Supervised the operation of VSU Bakery	4	4	4	4	
		PI 8. Number of reports/documents reviewed									
		PI 9. Additional outputs									

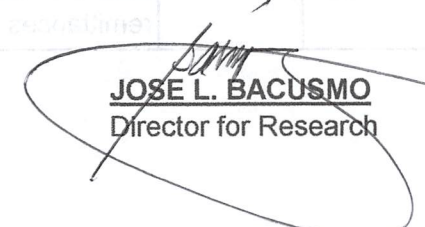
Total Over-all Rating	Ave. Rating (Total Over-all rating divided by 4)	74/17	4.35
	Additional Points:		
	Punctuality		
	Approved Additional points		
	(with copy of approval)		
	FINAL RATING		
	ADJECTIVAL RATING		KS

Comments and Recommendations for Development Purpose:
Upscaling of skills related to sour-cream

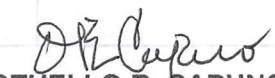
Evaluated and Rated by:


ROMEL B. ARMECIN
 Director, Eco-FARMI

Recommending Approval:


JOSE L. BACUSMO
 Director for Research

Approved:


OTHELLO B. CAPUNO
 Vice President, Research and Extension

Instrument for Performance Effectiveness of Administrative Staff

Rating Period : July - December 2018

Name of Staff : **FE M. GABUNADA**Position : **Professor**

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	58				
	Average Score	4.83				

Overall recommendation :

ROMEL B. ARMECIN
Director, Eco-FARMI

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July-December 2018

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

Name of Employee : FE M. GABUNADA

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 & Submission of Progress & Terminal Reports		July 2018			
Coaching Discussion for on time submission of reports		Sept. 2018			

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

Conducted by:

ROMEL B. ARMECIN

Immediate Supervisor

Noted by:

OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

Spencer & McKinnon
L. H. H. H. H. H.
H. H. H. H. H. H.

H. H. H. H. H. H.
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EMPLOYEE DEVELOPMENT PLAN
Rating Period: July-December 2018

Name of Employee: FE M. GABUNADA

Performance Rating: _____

Aim: To enhance the knowledge of staff on research development related to socio-economics.

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

Date: July 2018 **Target Date:** 3rd Quarter

First Step: _____

Allow the staff to attend/participate in seminars, training/symposiums on research related to socio-economics

Result: _____

The staff served as resource speaker on different trainings on research and extension.

Date: September 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 and extension

Final Step/Recommendation: _____

Prepared by:


ROMEL B. ARMECIN

Unit Head

