

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%)		4.84x 50%= 2.42	
b. Students (50%)		4.00 x 50%= 2.0	
Total for Instruction	40%	4.42	1.77
2. Research			
a. Dept. Head/Center Director			
Total for Research			
3. Extension			
a. Dept Head/Center Director (100%)		4.67x100%=4.67	
Total for Extension	25%	4.67	1.17
4. Administration	35%	4.84	1.69
5. Production			
TOTAL			4.63


EQUIVALENT NUMERICAL RATING: 4.63

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.63

ADJECTIVAL RATING: Outstanding


Prepared by:

  
JEROME O. ARRIBADO  
Name of Faculty

Reviewed by:

  
DHENBER C. LUSANTA  
Department Head

Recommending Approval:

  
ROSA OPHELIA D. VELARDE  
Director for Research

Approved:

  
MARIA JULIET C. CENIZA  
VP for Research, Extension and Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEROME O. ARRIBADO**, a faculty member of the **Ecological 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 July to December 2021.



**JEROME O. ARRIBADO**

Instructor I

Date: 12/31/2021

Approved:



**DHENBER C. LUSANTA**

OIC Director, Eco-FARMI

Date: 2/10/2022

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPI MFO 2. Graduate Student Management Services											
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE		Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/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							
		<b>A4</b> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review		Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : 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							



		<i>A 7 : Number of virtual classroom created and operational</i>		<i>Creates virtual classroom using either Moodle or Google Classroom</i>							
	<i>PI 10 . Additional outputs:</i>	<i>A 8. Other outputs implementing the new normal due to covid 19</i>		<i>Designs experiential learning activities and other outputs to implement new normal</i>							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>											
<b>OVPI UMFO 3. Higher Education Management Services</b>											
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE		<i>Handles and teaches courses assigned</i>	2	28	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2	1	5	5	4	4.67	
		<b>A 11.</b> 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							
		<b>A12.</b> Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	2	1	5	5	4	4.67	
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	2	10	5	5	4	4.67	

		<b>A15</b> . Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	10	10	5	5	5	5.00	
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:		Acts as academic advisor to students							
		<b>A17</b> . Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript		5	4	5	5	4.67	
		<b>A18</b> . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades		50	5	5	4	4.67	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised		Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21</b> : Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							

		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	1	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	3	5	5	5	5.00	
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							



[illegible]

		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *		Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)									
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer		Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							



		<b>A 35.</b> Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	20	63	5	5	4	4.67	
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented		Implementes duly approved extension projects	1	1	5	4	5	4.67	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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							

	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:		Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *		Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>											
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>											

	<b>PI 8.</b> 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*	<b>A 44.</b> 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							
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>											
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services		Provides customer friendly frontline services to clients							



	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19		Designs administration/management related activities and other outputs to implement new normal							
		No. of IGP/STF projects supervised				1	5	5	4	4.67	
		No. of reports reviewed and submitted (e.g. IGP and Annual)				5	5	5	5	5.00	
	<b>Total Over-all Rating</b>									67.36	
	<b>Average Rating</b>									4.81	
	<b>Adjectival Rating</b>										

Evaluated & Rated by:

**DHENBER C. LUSANTA**

OIC Director, Eco-FARMI

Date: 2/7/22

Recommending Approval:

**ROSA OPHELIA D. VELARDE**

Director, Research

Date:

Approved by:

**MARIA JULIET C. CENIZA**

VP for Research, Extension and Innovation

Date:

Comments and Recommendation for Development

Purpose:

Attend workshops, on proposed & technical writing

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July - December 2021

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4 <sup>th</sup>	

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

Head of Office : **DHENBER C. LUSANTA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b> Management of farm animals (goat,chicken, ducks, & swine) Farm Animal Inventory  Workshop on Research and extension proposal writing	bi-weekly 1st week of the month	Nov 9-12, 2021 & Nov 22-Dec 6, 2021			
<b>Coaching</b> Proposal writing on Extension project  Workshop on Research and extension proposal writing	October 6, 2021	Nov 9-12, 2021 & Nov 22-Dec 6, 2021			

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

Conducted by:

**DHENBER C. LUSANTA**

Immediate Supervisor

Noted by:

**MARIA JULIET C. CENIZA**

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

**EMPLOYEE DEVELOPMENT PLAN**  
**Rating Period: July - December 2021**

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

**Performance Rating:** \_\_\_\_\_

**Aim:** Knowledge enhancement on research and extension development on crop-livestock natural farming.

**Date:** July

**Target Date:** 3rd Quarter

**First Step:**

Write a research proposal that can be conducted in the farm. Also, attend webinars related to research and extension development that can be applied in the Eco-FARMI.

**Result:**

Conducted one research project in the farm, and attended webinars on research and extension development for continued updates.

**Date:** November

**Target Date:** 4th Quarter

**First step**

Participate webinars on proposal writing for research and extension, and conduct extension training related to natural farming system


**Outcome:**

Participated on webinars related to research and extension proposal writing, and conducted extension trainings.

**Final Step/Recommendation:**

Continue in participating webinars and trainings to improve the research and extension development skills on crop-livestock natural farming, conduct extension training for more exposure and experiences, and write more research and extension proposal project.

Prepared by:

  
**DHENBER C. LUSANTA**  
OIC, Unit Head

Conforme:

  
**JEROME O. ARRIBADO**

Name of Ratee