

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **ROMEL B. ARMECIN**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
a. Head/Dean (50%)		4.900 x 50%	2.450
b. Students (50%)		5.000 x 50%	2.500
Total Instruction	25%	4.950	1.238
2. Research			
* Dept. Head/Center Directors		4.750 x 100%	4.750
Total for Research	50%	4.75	2.375
3. Extension			
* Dept. Head/Center Directors		4.500 x 100%	4.500
Total for Extension	10%	4.500	0.450
4 Administration	10%	4.670	0.467
5 Production	5%	4.500	0.225
TOTAL	100%		4.755
EQUIVALENT NUMERICAL RATING			4.755
Add: Additional Points, if any			
TOTAL NUMERICAL RATING			4.755
ADJECTIVAL RATING			Outstanding

Prepared by:

ROMEL B. ARMECIN
Name of Faculty

Approved:

Othello B. Capuno
OTHELLO B. CAPUNO
VP for Research & Extension

		PI 3. Number of graduates in mandated programs graduated within the prescribed period								
		PI 4. Number of degree programs compliant to CMO supervised and implemented								
		PI 5. Number of academe/industry linkage established								
		PI 6. Number of students advised	Acts as adviser to undergraduate students	5	7		5	5	5	5
		PI 7. Number of instructional materials developed								
		PI 8. Additional outputs	Acts as SRC members to Soil Science majors	5	8	4 students under the supervision of VBAasio and 4 students under the supervision of SBLina	5	5	5	5
MFO 3	Research Services	PI 1: Number of published papers in internationally indexed journal (institutional)								
		PI 2: Number of research outputs presented in regional/national/int'l fora/conferences								
		PI 3. Number of research projects conducted and/or completed on schedule	Conducts/implements research project/studies	4	4	VSU funded	4.5	4.5	4.5	4.5
		PI 4: Number of research proposals submitted	Submitted proposals to DA-BAR for possible funding	1	2	2 Proposals submitted to DA-BAR for possible funding	5	5	5	5
		PI 5. Percent of research proposals approved								

		PI 6: Amount of research money generated from external funding								
		PI 7: Amount of research money generated from institutional funding								
		PI 8: Additional outputs								
MFO 4	Extension Services	PI 1. Number of person-days trained weighted by length of training	Acts as resource person	2	2	Served as resource person in the training on Integrated farming and organic agriculture production	4.5	4.5	4.5	4.5
		PI 2. Number of IEC materials/ technoguides developed/ used								
		PI 3. Number of beneficiaries served								
		PI 4. Number of Extension projects conducted and/or completed on schedule	Conducts/implements extension projects/ components	2	2		4.5	4.5	4.5	4.5
		PI 5 Number of extension proposal submitted	Submits proposal to ATI for possible funding	1	1	Proposal submitted to ATI for possible funding	4.5	4.5	4.5	4.5
		PI 6: Percent of extension proposals approved								
		PI 7: Amount of extension money generated from institutional funding								
		PI 8: Additional outputs								
		· Number of extension-related awards								
		· New linkage established								
MFO 5	Support to operations	PI 1. Number of university seminars/trainings/ conventions coordinated								
		PI 2. Number of in-house seminars/trainings coordinated								

		PI 3: Amount of income generated from activity								
		PI 4: Additional outputs								
MFO 6	General Admin & Support Services	PI 1: Number of staff supervised and monitored								
		PI 1a: Number of Eco-FARMI staff supervised and monitored	Exercise overall supervision of Eco-FARMI staff	8	8	Supervised 2 core staff; 2 R/E staff; 2 support staff; and 2 field workers	4.5	4.5	4.5	4.5
		PI 1b: Number of NARC staff supervised and monitored	Exercise overall supervision of NARC Analytical laboratory	2	4	Supervised 4 Research staff and 3 field workers	5	5	5	5
		PI 2: No. of mgt meetings conducted	Presides institute and research meetings	3	3	3 Eco-FARMI bi-monthly meetings and 3 Project staff meeting	4.5	4.5	4.5	4.5
		PI 3: No. of letters/memos issued	Send letters to various correspondence	4	4	2 letter request for the improvement of Eco-FARMI facilities and 2 letters for research proposals submitted	4.5	4.5	4.5	4.5
		PI 4: No. of reports/documents submitted	Prepares/reviews and submits project reports, financial reports and other related documents of Eco-FARMI	6	6	Prepared and submitted reports related to IGP's and project reports	4.5	4.5	4.5	4.5
		PI 5: No. of documents reviewed/signed	Reviews and signs Eco-FARMI and Research Projects documents	300	360	Review and signed various documents	5	5	5	5
		PI 6: Amount of Funds generated outside VSU								
		PI 7: No. of IGP/STF's supervised	Supervises EcoFARMi IGP	1	1	Supervised the EcoFARMi SBC-STF project	4.5	4.5	4.5	4.5
		PI 8: No. of reports/docs reviewed								
		PI 9: Additional outputs								

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

Comments and Recommendations for Development

Purpose:

Needs additional training and re-tooling related management & leadership skills

Evaluated and Rated by:

Approved:

A

JOSE L. MARINISNO
Director, Research

OTHELLO B. CAPUNO
Vice President, OVPRE
Date: _____

PERFORMANCE MONITORING & COACHING JOURNAL**Rating Period: January - June 2018**

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

Name of Officer : **ROMEL B. ARMECIN**Head of Office : **OTHELLO B. CAPUNO**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring - conducts meeting with center directors - revisit research agenda related to OAP	Feb. 2018	Jan 2018			
Coaching - consultations	May 2018				

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

Conducted by:


OTHELLO B. CAPUNO
 Immediate Supervisor

Noted by:

EDGARDO E. TULIN
 Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2018

Name of Employee: ROMEL B. ARMECIN

Performance Rating: _____

Aim: To become an effective Director of Eco-FARMI.

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

Date: January 2018 **Target Date:** 1st Quarter

First Step:

* Be aware of the functions and strategies of an effective administrator.

* Assess the manpower resources and potential of the Institute and its constituents

Result:

* Strength, weaknesses, and opportunities of the Institute determined and analyzed

Date: April 2018 **Target Date:** 2nd Quarter

Next Step:

* Seek or participate in leadership training and other related trainings on improving and enhancing management capabilities of key administrator

Outcome:

* Better managerial capabilities acquired/gained.

Final Step/Recommendation:

* Further exposure and participation in cross visits to observe/benchmark reputable institutions to gain more experiences on office management.

Prepared by:

OTHELLO B. CAPUNO
Unit Head

Conforme:

ROMEL B. ARMECIN
Ratee