

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **KENNETH ORAIZ**Period: **January to June 2020**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/Dean (50%)	40%	5.00	2.000
Students (50%)	40%	5.00	2.000
Total for Instruction	80%		4.00
Extension/Production			
Client/Dir. for Extension (50%)	10%	4.95	0.480
Dept Head/Center Director (50%)	10%	4.95	0.480
Total for Extension	20%		0.960
TOTAL			4.960

EQUIVALENT NUMERICAL RATING: **4.96**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.96**ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


KENNETH ORAIZ

Name of Faculty

Reviewed by:


SUZETTE B. LINA


Head, Department of Soil Science

Recommended Approval:


VICTOR B. ASIO

Dean, College of Agriculture and Food Science

Approved:


BEATRIZ S. BELONIAS
Vice President, Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, KENNETH ORAIZ faculty member of the DEPARTMENT OF SOIL SCIENCE commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2020 (Accomplishments)


KENNETH ORAIZ
 Instructor I
 Date:

Approved: 
SUZETTE B. LINA
 Department Head
 Date:

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 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	3	3	5	5	4	4.67	Soil 217
	PI 8: Number of undergraduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	0	0					
		A3. Number of students advised on thesis/special problem/dissertation		0						
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	0					
		A4. Number of students entertained for consultation purposes	Entertain students seeking consultation with faculty	0	0					
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Convert the existing instructional materials into flexible learning systems	0	0					
		On-line ready courseware	Prepare Instructional module/laboratory guide/workbook or a combination thereof	0	0					
		Supplemental learning resources	Prepare Power Point presentation, video clips, movie clips, reading assignments depending on course taught	0	0					
		Assessment tools	Prepare assessment tools such as long exam, quizzes, problems sets, etc.	0	0					
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submit the course ware duly reviewed by TRP for editing by MMDC editor	0	0					
		A 7 : Number of virtual classroom created and operational	Create virtual classroom using either Moodle or Google Classroom	0	0					
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Design experiential learning activities and other outputs to implement new normal	0	0					
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handle and teache courses assigned	30	18	5	4	5	4.67	Soil 112 Lab, Soil 118 Lec and Lab, Soil 217 Lec and lab, Soil 200.4, Soil 200.1, Soil 111 Lab

		A10. Number of grade sheets submitted within prescribed period	Prepare gradesheet and submit on or before deadline	6	4	5	5	5	5.00	Soil 112 Lab, Soil 118 Lec and Lab, Soil 217 Lec and lab, Soil 200.4, Soil 200.1, Soil 111 Lab
		A11. Number of INC forms with grade submitted within prescribed period	Facilitate students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	4	4	4	5	4	4.33	Moodle, Google Classroom Webinar, Urban Farming Webinar, CHED Webinars
		A13. Number of long examinations administered and checked	Administer and check long examination for subjects taught	4	2	5	5	5	5.00	Soil 217 and Soil 118
		A14. Number of quizzes administered and checked	Prepare and check quizzes for lec and lab	12	8	5	5	5	5.00	Soil 112 Lab, Soil 118 Lec and Lab, Soil 217 Lec and lab, Soil 111 Lab
		A15. Number of lab reports and term papers checked and graded	Check lab reports and term papers submitted as required	8	10	5	5	4	4.67	Soil 112 Lab, Soil 118 Lec and Lab, Soil 217 Lec and lab, Soil 111 Lab
	PI 8: Number of students advised: *	A16. Number of students advised:	Act as academic adviser to students	15	15	5	4	5	4.67	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advise, and correct research outline and thesis/SP manuscript	1	1	4	5	5	4.67	Christian Abaño
		As SRC Member	Advise and correct research outline and thesis/SP manuscript	2	4	5	4	5	4.67	Abaño, Lungay, Plizardo, Loreño
		A18. Number of students entertained for consultation purposes	Entertain students consulting on subject taught, thesis and grades	5	7	4	5	5	4.67	Abaño, Lungay, Plizardo, Loreño, other academic advisees
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advise student organizations recognized by USOO	2	2	5	4	4	4.33	CAFS-SSC, Ambassadors for Christ



		A20 : Number of Student organizations assisted on student related activities	Assist student organizations in implementing student related activities	2	2	4	4	5	4.33	CAIFS-SSC, Ambassadors for Christ
	PI 10 : Number of instructional materials developed *	A 21 : Number of on-line courseware developed and submitted :	Prepare and submits for review by the Technical Review Panel	4	3	4	5	5	4.67	Soil 110 Learning Guide, EaSc 001 Learning Guide, Soil 110 Laboratory Manual
		On-line ready courseware	Prepare Instructional module/laboratory guide/workbook or a combination thereof	4	3	4	5	5	4.67	Soil 110 Learning Guide, EaSc 001 Learning Guide, Soil 110 Laboratory Manual
		Supplemental learning resources	Prepare PowerPoint presentation, video clips, movie clips, reading assignments depending on course taught	12	6	4	5	5	4.67	Soil 110 Lab, EaSc 001 Lec and Lab, Soil 110 Laboratory , Soil 111 Lab
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	8	5	4	5	4.67	Soil 110 Lab, EaSc 001 Lec and Lab, Soil 110 Laboratory , Soil 111 Lab
		A 23 : Number of on-line courseware reviewed by TRP & edited by MMDC editor	Submit the course ware duly reviewed by TRP for editing by MMDC editor	4	3	4	5	5	4.67	Soil 110 Lab, EaSc 001 Lec and Lab, Soil 110 Laboratory , Soil 111 Lab
		A 24 : Number of virtual classroom created and operational	Create virtual classroom using either Moddle or Google Classroom	4	2	4	5	5	4.67	EaSc 112 and EaSc 106e
	PI 11 . Additional outputs	A 25 . 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	0	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					
		A 26 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	2	In-progress					In-progress
UIMFO 3 . RESEARCH SERVICES										


	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	0	0					
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	0						
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	In-progress					In-progress
		<i>In refereed int'l journals</i>		1	In-progress					In-progress
		<i>In refereed nat'l/regional journals</i>								
	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	0	0					
		<i>In int'l fora/conferences</i>		0	0					
		<i>In nat'l/regional fora/conferences</i>		0	0					
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	In-progress					In-progress
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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	0	0					
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					

		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	In-progress						
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	0	0						
	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	0	0						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	0	0						
	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	0	0						
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	0	0						
	Research Mentoring	Research Mentor		0	0						
	Peer reviewers/Panelists	Peer reviewers/Panelists		0	0						
	Resource Persons	Resource Persons		0	0						


	Convenor/Organizer	Convenor/Organizer		0	0					
	Consultancy	Consultant		0	0					
	Evaluator	Evaluator		0	0					
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	0	0					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0	0					
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	2	In-progress					
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	zero non-conformity					
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	Zero % complaint					
	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								
	Total Over-all Rating									88.67	
	Average Rating									4.67	
	Adjectival Rating									VS	

Evaluated & Rated by: 
SUZETTE B. LINA
 Department Head
 Date: 

Recommending Approval: 
VICTOR B. ASIO
 Dean,
 Date: _____

Comments & Recommendations for Development Purpose:
Sustain the involvement of research works & write articles for publication in 1st journals

Approved by: 
BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: KENNETH ORAIZ

Performance Rating: OUTSTANDING

Aim: To sustain outstanding performance of the department

Proposed Interventions to Improve Performance:

Full support from the University in terms of continuous faculty development program, research/extension activities and administrative support in the preparation of updated teaching materials.

Date: January 2020 Target Date: June 2020

First Step:

Revise/update Instructional Materials

Attend national and international scientific forum

Result:

Published articles in refereed journal

Prepared course syllabi for new courses handled

Attended training and seminars

Date: July 2020 Target Date: December 2020

Next Step:

Publish scientific paper in international refereed journals

Write scientific proposals for future research

Find scholarship for PhD studies

Outcome: Submit scientific proposals to other institutions for possible collaboration.


Final Step/Recommendation:

If proposal is approved and budget is ready, then implementation will follow.

Prepared by:


SUZETTE B. LINA 
Unit Head

Conforme:


KENNETH ORAIZ
DSS Faculty