

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MA. GRACE C. SUMARIA


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.27	
b. Students (50%)		2.50 1.7	
Total for Instruction	80%	4.44	3.82 55
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration & Support to Operations	10%	5.00	0.50
5. Production			
TOTAL			4.82 55

EQUIVALENT NUMERICAL RATING: 4.82 ~~55~~


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.82 ~~55~~ADJECTIVAL RATING: **Outstanding**


Prepared by:


MA. GRACE C. SUMARIA
Name of Faculty


Reviewed by:


ELDON P. DE PADUA
Department Head

Recommending Approval:


JANNET C. BENCURE
Dean/Director

Approved:


ROTACIO S. GRAVOSO
Vice President



VISAYAS
STATE UNIVERSITY




**DEPARTMENT OF AGRICULTURAL
AND BIOSYSTEMS ENGINEERING**


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"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. GRACE C. SUMARIA, a faculty member of the DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING 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 July to December 2023.


MA. GRACE C. SUMARIA
Instructor I
Date:

Approved:

ELDON P. DE PADUA
Department Head
Date:


JANNET C. BENCURE
Dean, CET
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							
	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							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	PI 9: Number of instructional materials developed *	A5 . 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	Prepares Power Point presentation, video clips							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 6 : Number of on-line	Submits the course ware duly reviewed by TDD							
		A 7 : Number of virtual	Creates virtual classroom using either							

	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	Handles and teaches courses assigned	20	21.5	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	10	5	5	5	5.00	ABEn 156 (2); ABEn 163 (4); ABEn 200.2 (2); ABEn 200.3 (2)
		A11. 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		11	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	1	5	5	5	5.00	Seminar on Faculty On-boarding
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00	ABEn 156 (2); ABEn 163 (2)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	ABEn 156 (4); ABEn 163 (6)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	8	5	5	4	4.67	ABEn 156 (5); ABEn 163 (44)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	50	80	5	5	4	4.67	

		A17 . Number of students advised on thesis/ field practice/special problem:		8	9	5	5	5	5.00	
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		5					
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		10					
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	250	250	5	5	5	5.00	Academic advisees, Thesis Students, other BSABE students
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO	1						
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	PSABE VSUSC
	PI 10: Number of instructional	A 21 : Number of on-line	Prepares and							
		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	5	5	5	5	5	5.00	ABEn 156 (3) ; ABEn 163 (2)

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	23	27	5	5	5	5.00	ABEn 156 (16) ; ABEn 163 (11)
		A 23 : Number of on-line	Submits the course							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	ABEn 156; ABEn 163
	PI 11. Additional outputs	A 25. Number of								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	ISO
		Agency/firm/Industry	Coordinates with							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
UMFO 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		1	5	5	5	5.00	Hydraulic Ram Pump Development and Automation for Small Irrigation System in Upland Barangays
	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	1						
	PI 3. Percentage of research	A 29. Percentage of	Writes publishable	1						
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional</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	1	2	5	5	5	5.00	Decoding Sanitary Pads and its Impact on Water Resources Hydraulic Ram Pump Development and Automation for Small Irrigation System in Upland Barangays
		<i>In int'l fora/conferences</i>			2					Decoding Sanitary Pads and its Impact on Water Resources
		<i>In nat'l/regional</i>		1						
	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		100%	5	5	5	5.00	Assessment of the Management and Disposal of Single-use Absorbent Hygienic Products in Baybay City
	PI 6. Additional outputs*	A 32. NO. of research-related journal articles/scientific papers								
		A 33. Number of journal articles/scientific papers	Acts as peer							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
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							

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		15	5	5	5	5.00	Ram Pump Technology Demonstration and Seminar at RERC
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	Implementes duly approved extension projects							
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		1	5	5	5	5.00	Ram Pump Technology Demonstration and Seminar at RERC
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							
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	1	5	5	5	5.00	RERC Technology Demonstration and Seminar at RERC
Convenor/Organizer	Convenor/Organizer			1	5	5	5	5.00	2023 World Water Day
Consultancy	Consultant								
Evaluator	Evaluator								
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							

	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								124.33	
	Average Rating								4.60	
	Adjectival Rating								Outstanding	

Comments & Recommendations for Development Purposes:

Explore strategies to improve your instruction rating.
Attend seminars/conferences/trainings to improve RDE and instruction capabilities.


Evaluated & Rated by:


ELDON P. DE PADUA
Department Head
Date:

Recommending Approval:


JANNET C. BENCURE
Dean, CET
Date:

Approved by:


BEATRIZ S. BELONIAS
ROTACIO S. GRAVOSO
Vice President for Academic Affairs
Date:

PERFORMANCE MONITORING FORM


Name of Employee: MA. GRACE C. SUMARIA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Conduct classes, virtual classrooms w/ learning materls. & assessments	7-1-2023	12-31-2023	12-31-2023	VI	O	ABEn 156; ABEn 163; ABEn 200.2; ABEn 200.3
3	Research services	Research Conducted	7-1-2023	12-31-2023	12-31-2023	VI	VS	Hydraulic Ram Pump Dev't for Small Irrigation System of Upland Barangays; Spatial and Multi-temporal Assessment of Groundwater Quality; Decoding Sanitary Pads and its Impact on Water Resources
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2023	12-31-2023	12-31-2023	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2023	12-31-2023	12-31-2023	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


ELDON P. DE PADUA
 Head, DABE



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Ma. Grace C. Sumaria**

Performance Rating: 4.38

Aim: Engr. Ma. Grace C. Sumaria as an effective instructor, researcher, and extensionist of the Department of Agricultural and Biosystems Engineering (DABE).

Proposed Interventions to Improve Performance:

Note:

Engr. Sumaria will be developed into a more effective instructor, researcher, and extensionist of DABE.

Date: July 1, 2023

Target Date: December 31, 2023

First Step

- Re-orientation on the roles and responsibilities of a faculty not only in the area of instruction but also in the areas of research, development, extension and innovation.


Second Step

- Send to relevant trainings/workshops/seminars/short-term courses to improve the technical and professional proficiency of the staff.

Results:

- Improved technical and professional skills.
- Mastery on the delivery of instruction in BSABE curriculum.
- Mastery on making project proposals and implementing/managing approved research and extension projects.

Prepared by:


ELDON P. DE PADUA
Head, DABE

Conforme:


MA. GRACE C. SUMARIA
Instructor, DABE