

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **Jedi Joy B. Mahilum**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		$4.77 \times 1 = 4.77$	3.30
b. Students			
Total for Instruction	70%	3.30	
2. Research			
a. Client/Dir. for Research (50%)		$4.7 \times .50 = 2.35$	0.58
b. Dept. Head/Center Director (50%)		$5 \times .50 = 2.5$	0.62
Total for Research	25%		1.2
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	5%	4.30	0.22
5. Production			
TOTAL			4.75

EQUIVALENT NUMERICAL RATING:

4.75

Add: Additional Points, if any:

—

TOTAL NUMERICAL RATING:

—

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

JEDI JOY B. MAHILUM

Name of Faculty

Reviewed by:

ROMMEL M. GARRIDO Jr.

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JEDI JOY B. MAHILUM, of the Department of Plant Breeding and Genetics commits to 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, 2020.

JEDI JOY B. MAHILUM

Ratee

Approved:

ROMMEL M. GARRIDO Jr.

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Programs		To handle/teach lecture courses in PBre 11 (Lec and Lab), Biol22p (Lec) Pbre 131 (Lec and Lab)	18.00	35	5	5	5	5	
P1. Total Undergraduate FTE monitored									
PI.9 Number of thesis a. Number of students advised for their academic and thesis concerns		To serve as thesis adviser	1						The semester still on-going
b. Number of thesis outline/manuscripts approved			0						
c. Number of students advised as SRC Chairman/member		To act as SRC member/Chairman	0						

indexed journals									
Refereed int'l journals									
Refereed national journals									
PI.2 Number of research outputs presented in local/regional/national/international		To present research results of project handled	0	3	5	5	5	5	
PI.3 Number of research project/study conducted and/or completed on schedule		To implement/handle research project at NCRC	1	3	5	5	5	5	
PI.5 Number of research project proposals approved									
DBS MFO 4. Extension services									
PI 1: Number of technical/expert services									
PI 2: Number of extension projects/components conducted									
OTHERS: ADMINISTRATIVE		Alumni Communicator	4, 1	1	5, 3	5	5	5, 4.33	
Total Over-all Rating	42.99								

Average Rating (Total Over-all rating divided by 4)		XX
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING	4.77	XX
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development

Purpose: She works independently and produce good quality outputs. She is diligent and performs her assignments in an outstanding level. She must pursue PhD studies to give

Evaluated & Rated by:


ROMMEL M. GARRIDO Jr.

Dept/Unit Head

Date: _____

Recommending Approval:


VICTOR B. ASIO

Dean/Director

Date: _____

Approved by:


BEATRIZ S. BELONIAS

Vice President of Academic Affairs

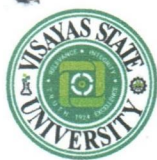
Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2020

Name of Staff: ROLAND G. TAN Position: FARM- WORKER II

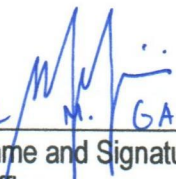
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an 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 job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates 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.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the 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 objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Total Score					57
B. Leadership & Management (For supervisors only to be rated by higher supervisor)					Scale
1. Demonstrates 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/department 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 department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score					4.75

Overall recommendation : He must share his ideas for the improvement of his assigned projects


ROMMEL M. GARRIDO Jr.
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE: **JEDI JOY B. MAHILUM**

PERFORMANCE RATING: ^{4.35}~~4.87~~ (Outstanding) July-December 2020

AIM: To improve teaching/instruction and research capability

PROPOSED INTERVENTIONS TO IMPROVE PERFORMANCE AND/OR COMPETENCE AND QUALIFICATION TO ASSUME HIGHER RESPONSIBILITIES.

DATE: July 2020

TARGET DATE: December 2020

FIRST STEP: Encourage Ms. Mahilum to conceptualize and develop research proposals related to her field of specialization for submission to funding agencies

RESULT: Ms. Mahilum conducted literature review search, submitted research proposal in collaboration with researchers from other research center/unit in the university and attended research-related seminar- workshops

NEXT STEP: Encourage Ms. Mahilum to attend seminar-workshops and conferences to gain new knowledge/insights/experiences

RESULT: Ms. Mahilum attended seminar-workshops and conferences

OUTCOME: Ms. Mahilum has acquired new knowledge and gained experiences to improve his performance and competence


NEX STEP: Encourage/require Ms. Mahilum to update teaching materials and develop modules/manuals (lecture and laboratory)

FINAL STEP/RECOMMENDATION: Continuously encouraged and required him to write research proposals and also to develop/update teaching materials

Prepared by:


ROMMEL M. GARRIDO Jr.
Unit Head

Conforme:


JEDI JOY B. MAHILUM
Name of Ratee Faculty/Staff