

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **MAREJEN A. VILLAREMO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.83 x 50% = 2.42	
b. Students (50%)		5 x 50% = 2.50	
Total for Instruction	30%	4.92	1.48
2. Research			
a. Dept. Head/Center Director		4.67 x 100 % = 4.67	
Total for Research	15 %	4.67	0.70
3. Extension			
a. Dept Head/Center Director (100%)		4.86 x 100% = 4.86	
Total for Extension	30%	4.86	1.45
4. Administration	25%	4.94	1.23
5. Production			
TOTAL			4.86

EQUIVALENT NUMERICAL RATING: 4.86

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.86

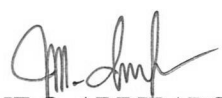
ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:

  
**RICLYN M. ARGALLON**  
Admin Aide

  
**JEROME O. ARRIBADO**  
Head, Eco-FARMI

Recommending Approval:

Approved:

  
**IVY C. EMNACE**  
Director for Research

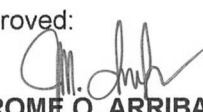
  
**SANTIAGO T. PEÑA, JR.**  
VP for Research, Extension and Innovation

**"Exhibit A"**

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MAREJEN A. VILLAREMO, Instructor of the Eco-Farm and Resource Management Institute (Eco-FARMI) commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2024

  
MAREJEN A. VILLAREMO  
 Ratee  
 Date 01/21/25

Approved:   
JEROME O. ARRIBADO  
 Head  
 Date 1/21/25

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 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated,	A 9. Actual Faculty's FTE	Handles and teaches courses assigned	2	9.12	5	5	5	5.00	
		A 10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	4	5	5	4.5	4.83	
		A 12. Number of trainings attended related to	Attend mandated trainings	1	1	5	5	5	5.00	
		A 14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12	5	5	4.5	4.83	

		<b>A 14.</b> Number of term exam administered and checked	Administers and checks midterm and final	4	4	5	5	4.5	4.83	
		<b>A 15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required (per section)	2	2	5	5	4.5	4.83	
	<b>PI 8:</b> Number of students	<b>A 16.</b> Number of students advised:	Acts as academic adviser to students							
		<b>A 17.</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As Thesis Adviser</i>	Advises, and corrects research outline and	2						Limited number of graduating students
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP	2						
		<b>A 18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	82	5	5	4.5	4.83	
	<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							
		<i>Supplemental learning re</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on</i>	10	13	4.5	5	4.5	4.67	Prepared and updated graduate and undergraduate supplemental learning materials


		<b>A 24.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	4	5	5	4.67	
<b>UMFO 3. RESEARCH SERVICES</b>										
	<b>PI 3.</b> Number of research outputs completed	<b>A 28.</b> Number of research proposal created and submitted within the year	Create and submit research proposal	1	1	4.5	5	4.5	4.67	
		<i>In institutional for a/conferences (In-house review)</i>	Prepares/ reproduces paper for presentation	1						
			Preapres/ consolidates project/study report for RDE in-house	1						
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders	<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	1	1	5	5	4	4.67	Collaborate with Living Paradise Farm in Brgy. Binabaye, Merida Leyte for possible partnership
	<b>PI 2.</b> Number of trainees weighted by the length of	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for	15						
			Facilitates training/lecture; hands-on	5						
	<b>PI 2.</b> Number of training conducted under	<b>A 38.</b> Number of training conducted under extension project	Conducts trainings under the extension program	2						

	<b>PI 2.</b> Number of trainees participated the training	<b>A 38.</b> Number of trainees participated the training	Conducts trainings under the extension program	25						
	<b>PI 2.</b> Number of visitors/farmers visited and entertained in the Demonstration	<b>A 38.</b> Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	Entertains and assists Demofarm visitors	10	13	4.5	5	5	4.83	Entertains and assists visitors at the office for technical assistance and inquiries
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as	<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	85%						
	<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	1	4	4.5	5	5	4.83	Assist and monitored 8 Onion farmers from Cabintan, Ormoc (AECA Project), Provide technical assistance
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extr. conducted by faculty or student & faculty) *								
		Number of leaflets distributed to the farmers and interested individuals within the year	Design, print, and distribute leaflets to the farmers and interested individuals within the year	25	30	5	5	5	5.00	Leaflets distributed during VSU Centennial Anniversary. Distributed leaflets to some visitors and students for their


		<b>A 43.</b> Number of extension programs/projects implemented	Implements duly approved extension projects		1	5	5	4.5	4.83	Project Staff of the project entitled: "Agro-enterprise Clustering Approach(EACA) for Inclusive vegetable Production and
			Assist OJT/Intern/Emmersion Student		1	5	5	5	5.00	Assisted Senior High Student during their Emmersion
<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/ad equate implementation, maintenance and	<b>A 44.</b> Compliance to all requirements of theQMS 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	5	5	5	5.00	
<b>UMFO 6. General Admin. &amp; Support</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customer-friendly frontline services	Entertains clients and stakeholders and ensure that their concerns are acted to faculty concerned and helps facilitate the implementation and RDE programs of	100% compliant	100% compliant	5	5	5	5.00	

			Provides support services and assistance in the operation of the administrative function of Eco-FARMI, and performs other related tasks as maybe assigned	100% compliant	100% compliant	5	5	5	5.00	
		No. of Student Intern supervised and monitored	Exercises overall supervision of student Interns		2	4.5	5	4.5	4.67	Act as immediate supervision for Student Interns
	PI 4: Response to NCs and CARs	Percentage of NCs received and acted		0%	0%	5	5	5	5.00	
		Percentage of CARs received and acted		0%	0%	5	5	5	5.00	
	<b>Total Over-all Rating</b>								107.00	
	<b>Average Rating</b>								4.86	
	<b>Adjectival Rating</b>									Outstanding


Evaluated and rated by:

  
**JEROME O. ARRIBADO**  
 Head, Eco-FARMI  
 Date: 1/21/25

Received by:

  
**IVY C. EMNACE**  
 Director, Research  
 Date: 1/22/25

Approved by:

  
**SANTIAGO T. PEÑA JR.**  
 Vice President for Research, Extension and  
 Date: 1/23/25

Attend training/workshop related to publication writing, IR application and policy brief. Continue in supporting the units initiatives.

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: July-December 2024

	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 : **MAREJEN A. VILLAREMO**

Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Meeting and discussion of Monthly Accomplishments		July 3, 2024, August 5, 2024, September 6, 2024, october 15, 2024, November 11, 2024, December 6, 2024			
Institute's Research and Extension Proposal Writeshop		July 18, 2024 & July 25, 2024			
<b>Coaching</b>					
-conducted consultations	July & August 2024				

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

Conducted by:

**JEROME O. ARRIBADO**

Immediate Supervisor

Noted by:

**SANTIAGO T. PEÑA, JR.**

Next Higher Supervisor

cc: OVPI  
ODAHRD  
PRPEO



EMPLOYEE DEVELOPMENT PLAN  
Rating Period: July-December 2024

Name of Employee: MAREJEN A. VILLAREMO  
Performance Rating: \_\_\_\_\_

Aim: To capacitate staff regarding research, extension and development related to natural farming system.

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

Date: July Target Date: within 3rd. quarter of 2024

First Step: \_\_\_\_\_  
Allow the staff to attend/participate in research and extension proposal writeshop

Result: \_\_\_\_\_

The staff participated in the institute's research and extension proposal writeshop and be able to craft proposal.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
JEROME O. ARRIBADO

Unit Head

Conforme:

  
MAREJEN A. VILLAREMO  
Name of Ratee



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING**

First Semester AY 2024-2025

Name of faculty: VILLAREMO, MAREJEN A.

Department: Dept. of Agricultural Education and Extension

College: College of Agriculture & Food Sciences

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Numerical	Adjectival	
AgEx 197	METHODS OF AGRICULTURAL RESEARCH	LAB	5.00	Outstanding	100.0%
AgSc 113	MANAGEMENT OF EXTENSION PROGRAM	LEC	5.00	Outstanding	100.0%
AgSc 113	MANAGEMENT OF EXTENSION PROGRAM	LAB	5.00	Outstanding	100.0%
AgSc 113	MANAGEMENT OF EXTENSION PROGRAM	LEC	5.00	Outstanding	100.0%
Average Rating			5.00	Outstanding	100.00%

Source: Results of Teaching Performance Evaluation by Students filed at IEO

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: \_\_\_\_\_

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: \_\_\_\_\_

Received by:

VILLAREMO, MAREJEN A.

Name and Signature of Faculty

Date: 09/04/25

Distribution of copies: IEO, College, Department, Faculty (all in original signature)

