

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Pauline S. Caintic

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.63	
b. Students (50%)		5.00	
Total for Instruction	15%	4.82	0.72
2. Research Services	20%	4.67	0.93
3. Extension	20%	4.93	0.99
4. Capacity Building	5%	5.00	0.25
5. Administrative and Facilitative Services	35%	4.87	1.70
6. Frontline Services	5%	4.67	0.23
TOTAL	100%		4.82

EQUIVALENT NUMERICAL RATING: 4.82

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

PAULINE S. CAINTIC

Name of Faculty

Reviewed by:

OTHELLO B. CAPUNO

Department Head

Recommending Approval:

OTHELLO B. CAPUNO

Dean/Director

Approved:

OTHELLO B. CAPUNO

Vice President


OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visayas State University

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, PAULINE S. CAINTIC, of the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP), commits to 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, 2018.


PAULINE S. CAINTIC
Instructor

Date: _____


OTHELLO B. CAPUNO
ViCARP Director
Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accom-plishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO	MFO 1. Advanced Education Services									
	PI 1: Number of subjects taught	Teach subjects on Agronomy	1	1 subject with 2.73 workload units	4.7	4.5	4.7	4.633		
	Sub-Rating							4.63		
	MFO 2. Research Services									
	PI 1. Efficient coordination/facilitation in the conduct and implementation of research projects	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops	90%	100% accomplished	4	5	4	4.33		
	PI 2. Number of research proposals packaged/submitted	Facilitate/Coordinate in the conduct of meetings and writeshops; Prepare/Facilitate communications & documents for action; Prepare endorsement letters	90%	100% accomplished	5	4	5	4.67		
	PI 3. Amount of research money generated from external funding (Thousand PHP)	Preparation of billing statements for member-agencies; Prepare/Facilitate communications & documents for action	90%	100% accomplished	5	5	5	5.00		
	PI 4. Amount of money generated from institutional funding (Thousand PHP)	Prepare/Facilitate communications & documents for action	90%	100% accomplished	4	5	5	4.67		
	Sub-Rating							4.67		
	MFO 3. Extension Services									

	PI 1. Number of extension training / seminar workshops approved /supported/ conducted/ coordinated	Facilitate the participation of CMIs to PCAARRD-organized trainings; Facilitate requests from CMIS for RPs of on-site trainings; Facilitate the conduct of the training/seminars/workshops/fora	1	1. Training on Event Management on March 22-23 at Makati City organized by PCAARRD 2. Request of DOST-8 for possible resource persons in the conduct of technology trainings 3. Request of SLSU for Resource Persons (Dr. Fe M. Gabunada, Dr. Moises Neil V. Serifo and Ms. Therese C. Ratilla) in the conduct of Orientation and Writeshop on Impact Assessment for Extension Service program/project/Activity (PAA) on March 15-16 at SLSU 4. Regional Abaca Summit on June 20-21 at VSU	5	4	5	4.67	
	PI 2. Number of person-days trained weighted by length of training	Prepare/Facilitate communications & documents for action; facilitate during the training proper	90%	100% accomplished	5	5	5	5.00	
	PI 3. Number of lakbay-aral/continuing education program facilitated	Facilitate arrangements with concerned offices for project sites to be visited; facilitate travel arrangements, facilitate arrangements for food & accommodation	1	(1) Benchmarking of CPU Iloilo on May 2 at the different research centers in VSU	5	5	5	5.00	
	PI 4. Number of beneficiaries served								
	<i>Groups</i>	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops; Facilitate requests	40	(26) ViCARP MAs, (14) Regl R&D Commodity Teams, (19) Experts Pool Total = 59	5	5	5	5.00	
	<i>Individuals</i>	Prepare/Facilitate communications & documents for action; Coordinate/Facilitate meetings & workshops; Facilitate requests	70	(26) RRDCC, (30) CMIs, (120) walk-in visitors Total = 176	5	5	5	5.00	
	Sub-Rating							4.93	
	MFO 4. Capacity Building								
	PI 1. Number of RDE Staff capacitated/attended trainings	Attendance as participant/trainee	1	1) Training on Event Management on March 22-23 at Makati City organized by PCAARRD	5	5	5	5.00	
	Sub-Rating							5.00	
	MFO 5. Administrative and Facilitative Services								
	PI 1. Efficient day to day activities of the consortium	Serve as officer-in-charge of ViCARP	As recommended/ appointed	100% accomplished	5	5	5	5	


	PI 2: Number of workshops/management meetings facilitated/coordinated	Prepare invitation letters; Send invitation thru fax & email; Follow-up confirmation of participants; Prepare draft agenda; Prepare & reproduce minutes of meetings; Prepare powerpoint presentations; Facilitate during the meeting proper; Facilitate arrangements with host agency on venue, food and accommodation; Facilitate travel arrangements of participants; Prepare honorarium for VICARP members	5	1. VICARP Coordinators meeting on January 12 and February 7 at OVPRE 2. Meeting-writeshop on Oyster project proposal development on January 23 at ViCARP 3. Bamboo Tissue Culture Project inception meeting on January 31 at OVPRE 4. Queen Pineapple Annual Program Review on February 6-7 at VSU 5. ViCARP Operational Planning on March 19 at OVPRE 6. ViCARP-RRDCC and RRDEN-RAC meeting on April 4 at DOST-8 Regional Office	5	5	4	4.67	
	PI 3: Number of RDE reports packaged and produced	Preparation/consolidation and submission of reports	2	(1) Jan-March quarterly report (2) April-June quarterly report	4	5	5	4.67	
	PI 4: Number of committee membership	Serve as committee chairman or member	1	1. Member, BAC Secretariat 2. Co-Chairman, Registration Committee, Regional Abaca Summit on June 20-21 at VSU 3. Member, Documents and Proceedings, Regional Abaca Summit on June 20-21 at VSU	4.8	4.8	5	4.87	
	PI 5: Efficient utilization of funds	Take charge in the monitoring and control of allotment and expenditures of ViCARP funds; Review financial reports	90%	100% accomplished	5	5	5	5.00	
	PI 6: Efficient administrative services	Provide administrative support to the consortium; Prepare appointments of consortium members, coordinators and project leaders; Take charge of office communications; Receive/send emails and fax; Facilitate and process travel documents; Establish and maintain filing system of office documents; Oversee issuance of supplies and materials	90%	100% accomplished	5	5	5	5.00	
	Sub-Rating							4.87	
	MFO 6. Frontline Services								
	PI 1: Efficient and customer-frienly frontline service	Facilitate requests from member-agencies & within VSU clients; Receive visitors and provide assistance to clients	90%	100% accomplished	4.0	5.0	5.0	4.67	


	Sub-Rating							4.67	
Total Over-all Rating									
Average Rating								4.79	
Adjectival Rating									


Evaluated and Rated by:

Recommending Approval:

Approved:


 OTHELLO B. CAPUNO
 Director, VICARP
 Date: _____


 OTHELLO B. CAPUNO
 Vice Pres. for R&E
 Date: _____


 OTHELLO B. CAPUNO
 VP, R&E
 Date: _____

Comments and recommendations.

1. Outstanding teacher & worker
2. Apply for admission for your PhD program
3. Develop further your leadership skills

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: ViCARP


Head of Office: Dr. Othello B. Capuno

Name of Faculty/Staff: Pauline S. Caintic Signature:  Date: _____


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring <ul style="list-style-type: none">• Daily office attendance• University-wide activities• Conduct of RDE activities• Official travel	As the need arises	As the need arises	As the need arises	<ul style="list-style-type: none">• Use of logbook/biometrics• Minutes of meeting• Activity report• Travel report	
Coaching <ul style="list-style-type: none">• R & D Management• Methods/techniques of teaching	As the need arises	As the need arises	As the need arises	<ul style="list-style-type: none">• Capability building activities (trainings, workshops, seminars, etc.)	

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

Conducted by:


OTHELLO B. CAPUNO
Immediate Supervisor

Verified by:


EDGARDO E. TULIN
Next Higher Supervisor

cc: OVPI
 ODAHRD
 PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Pauline S. Caintic
Performance Rating: Outstanding

Aim: To have an efficient and effective performance.

Proposed Interventions to Improve Performance:

Date: January 1, 2018 Target Date: June 30, 2018

First Step:

1. Regular consultation to ensure that office targets and goals are meet.

Result:

1. Problems and issues are immediately addressed.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step:

1. Provide directions at the same time provide opportunity for the employee to suggest ideas and new initiatives.

Outcome: Employee is empowered in achieving the office targets and activities efficiently and effectively.


Final Step/Recommendation:

Provide opportunity for continous learning and capability development.

Prepared by:


OTHELLO B. CAPUNO
Unit Head

Conforme:


PAULINE S. CAINTIC
Name of Ratee Faculty/Staff