SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS
(July – December)

Name of the Faculty Member: <u>ANNA MARTHA C. MONSANTO</u>

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
21. Instruction			
i. Head/Dean (100%)		4.5x100% = 4.5	
j. Students		Study Leave (Reinstated on July 1, 2022)	
Total for Instruction	55%	4.5	2.48
22. Research			
i. Client/Dir. for Research (50%)			
j. Dept. Head/Center Director (50%)			
Total for Research			
23. Extension			
i. Client/Dir. for Extension (50%)			
j. Dept. Head/Center Director (50%)			
Total for Extension	45%	5	2.25
24. Administration			
25. Production			
TOTAL			4.73

EQUIVALENT NUMERICAL RATING: <u>4.73</u>
Add: Additional Points, if any: <u>0.0</u>
TOTAL NUMERICAL RATING: <u>4.73</u>

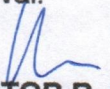ADJECTIVAL RATING: **<u>OUTSTANDING</u>**

Prepared by: Reviewed by:

<u>ANNA MARTHA C. MONSANTO</u>   **<u>MILAGROS C. BALES</u>**
Name of Faculty   Department Head

Recommending Approval:

<u>VICTOR B. ASIO</u>
Dean, CAFS

Approved:

<u>BEATRIZ S. BELONIAS</u>
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNA MARTHA C. MONSANTO, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JULY-DECEMBER 2022.

Approved:

ANNA MARTHA C. MONSANTO
Instructor III
Date: 01/05/23

MILAGROS C. BALES
Department Head
Date: 01/06/23

VICTOR B. ASIO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	2.0	9.5	5	5	5	5.00	AgDe 201= 38x3/12 = 9.50
	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 resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	AgDe 201

		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	AgDe 201
	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	8	7.35	5	5	4	4.67	AgEx 195n= 12x2/20 = 1.20 AgEx 195n= 12x1/20 = 0.60 AgEx 199c= 15x3/20 = 2.25 AgSc 113= 21x2/20 = 2.10 AgEx 200n= 4x6/20 = 1.20
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	2	4	4	4	4.00	AgSc 113, AgDev 201
		A 11 . 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	10	12	5	5	5	5.00	Declaro, Jaymar Velasco, Albert John Sevillano, Jay-ann Alima, Jan Sacmar, Monica Pana, Joyce Puzon, Jenved Oquais, Mie Angelie Baliong, Donald Alajas, Eva Abalo, Ivy

		A12. Number of trainings attended related to instruction								
			Attend mandated trainings	2	2	5	5	5	5.00	Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents; VSU Graduate School Onboarding for Faculty and Students
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	5	5	5	5	5.00	AgEx 113, Agex199, AgEx195n
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	10	5	5	5	5.00	AgEx 113, Agex199, AgEx195n
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	3	3	5	5	5	5.00	AgEx 113, Agex199, AgEx195n
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	4	4	5	5	5	5.00	BUCOG, PEGARIDO, SINGSON, OMOS
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	2	5	5	5	5.00	ESPERANZA, PANA
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	ADLAWAN, TANEO, GALERA

		_A18_ . _Number of students entertained for consultation purposes_	Entertains students consulting on subject taught, thesis and grades	10	10	5	5	5	5.00	BSA Students
PI 9: Number of student organizations advised/ assisted *		_A19_ . _Number of Student organizations advised_	_Advises student organizations recognized by USOO_	1	1	5	5	5	5.00	AgExSo
		_A20_ . _Number of Student organizations assisted on student related activities_	_Assists student organizations in implementing student related activities_	1						
PI 10: Number of instructional materials developed *		A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1						
		On-line ready courseware	_Prepares Instructional module/laboratory guide/workbook or a combination thereof_	1						
		Supplemental learning resources	_Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught_	10	10	5	5	5	5.00	AgEx 113, Agex199, AgEx195n
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	5	5	5.00	AgEx 113, Agex199, AgEx195n
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							

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								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1							
		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									
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									
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									
	In refereed int'l journals										
	In refereed nat'l/regional journals										
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 scienfic for a/conferences									
	In int'l fora/conferences										

		In nat'l/regional fora/conferences									
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	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								
		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	1	2	5	5	5	5.00		LGU-Hilongos (Green-the-Home Project)/ LGU - BAYBAY
	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								
	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	1	1	5	5	5	5.00		Green-the-Home (GTH)

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	90%	90%	5	5	5	5.00	LGU-Hilongos (Green-the-Home Project)/ LGU - BAYBAY
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								
Convenor/Organizer	Convenor/Organizer		1	1	5	5	5	5.00	GTH Leadership Training in Hilongos
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 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							

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 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					
	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					
	On program accreditations								
	On institutional accreditations								
	COPC								

UMFO 6. General Admin. & Support Services

				Zero % complaint					
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
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 performfing 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							

						Comments & Recommendations for Development Purpose:
	Total Over-all Rating				103.67	
	Average Rating				5.18	Good Job!
	Adjectival Rating				OUTSTANDING	
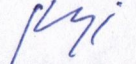
Evaluated & Rated by:

MILAGROS C. BALES
Department Head
Date: 01/06/23

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Anna Martha C. Monsanto</u>
Performance Rating: <u>Outstanding</u>

Aim: <u>Improve teaching, research and extension performance</u>

Proposed Interventions to Improve Performance: <u>Send her to relevant trainings, conferences</u>
<u>or for a either nationally or abroad.</u>

Date: <u>Jan-April 2023</u>   Target Date: <u>May- Dec 2023</u>

First Step: <u>Search the internet for announcements on scientific conferences/training/fora</u>

Result: <u>Apply to the scientific conferences or relevant trainings/fora</u>

Date: <u>March-May 2023</u>   Target Date: <u>June- Dec 2023</u>

Next Step: <u>Prepare research/project proposals for possible funding</u>

Outcome: <u>Increase R and D projects at the department and can have possible articles for</u>
<u>publications</u>

Final Step/Recommendation:
<u>The department should strongly recommends her to attend training/conference/fora</u>

Prepared by:

MILAGROS C. BALES
DAEEx Head

Conforme:

ANNA MARTHA C. MONSANTO
Name of Ratee Faculty/Staff