SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **MA. GWENETH M. ABIT (Instructor I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		3.88	
b. Students			
Total for Instruction	100%	3.88	3.88
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research	0.00%		
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension	0.00%		
4. Administration	0.00%		
5. Production	0.00%		
TOTAL	100%	3.88	3.88

EQUIVALENT NUMERICAL RATING: **3.88**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **3.88**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

MA. GWENETH M. ABIT
Name of Faculty

Reviewed by:

ULYSSES A. CAGASAN
Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO
Dean, College of Agriculture and Food Science

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>MA. GWENETH M. ABIT</u>, a faculty member of the <u>DEPARTMENT OF AGRONOMY</u> 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 2020.

Approved:

MA. GWENETH M. ABIT
Instructor I
Date: 12/17/2020

ULYSSES A. CAGASAN
Department Head
Date: 12/22/2020

VICTOR B. ASIO
College Dean
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	Eficiency	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	1	2	4	4	4	4.00	
		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	1	1	3	3	3	3.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	3	3	3	3.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	3	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	5	5	5	5	5.00	
		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	2	4	4	4	4.00	
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	1	1	3	3	3	3.00	

	Numerical Rating for Advanced Education								3.86	

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	10	16.25	5	5	5	5.00	
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	11	4	4	4	4.00	
	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	3	5	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	3	3	3	3	3	3.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10	11	4	4	4	4.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	30	30	3	3	3	3.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	30	35	4	4	4	4.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	12	15	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:		12	12	3	3	3	3.00	

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	15	5	5	5	5.00	
		_A18_. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	15	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *		_A19_. Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	3	3	3	3.00	
		_A20_. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related	1	1	3	3	3	3.00	
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	1	3	3	3	3.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	3	3	3	3.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	5	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1	3	3	3	3.00	
		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	1	1	3	3	3	3.00	

		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	5	5.00	
	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							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
	Numerical Rating for Higher Education								3.895	
	Numerical Rating for Instruction ((Advanced +Higher Education Services)/2)								3.88	
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 oroject 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										
	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									

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	10	0						not accomplished due to pandemic
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	0						not accomplished due to pandemic
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								
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									
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								
		On program accreditations									
		On institutional accreditations									

UMFO 6. General Admin. & Support Services

	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							
Total Over-all Rating								112.64	
Average Rating						3.88	3.88	3.88	3.88
Adjectival Rating								VERY SATISFACTORY	

Comments and Recommendations for Development Purpose:

To pursue PhD degree program and finish on time.

1- Quality
2- Efficiency
3- Timeliness
4- Average

Evaluated & Rated by:

ULYSSES A. CAGASAN
Department Head
Date: 12/22/2020

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: MA. GWENETH M. ABIT
Performance Rating: VERY SATISFACTORY

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance

Date: January 6, 2021   Target Date: December 2021

First Step:

To finish PhD program at Oklahoma State University.

Result:

Improved teaching strategies.
Attended and presented paper in scientific conference

Target Date: January 2022
Next Step: To finish her PhD degree program on time

Outcome:

Final Step/Recommendation:

Maintain outstanding rating and publish research paper in refereed journals

Prepared by:

ULYSSES A. CAGASAN
Unit Head

Conforme:

MA. GWENETH M. ABIT
Name of Ratee Faculty/Staff