

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

Name of Faculty Member: **Pauline S. Caintic**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)		4.83	
b. Students (50%)		(on-study leave)	
Total for Instruction	30%	4.83	1.45
2. Research Services	30%	4.86	1.46
3. Extension Services	20%	4.92	0.98
4. Administration and Facilitative Services	20%	4.78	0.96
TOTAL	100%		4.85

EQUIVALENT NUMERICAL RATING:

4.85

Add: Additional Points, if any:

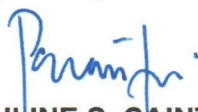
TOTAL NUMERICAL RATING:

4.85

ADJECTIVAL RATING:

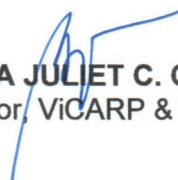
Outstanding

Prepared by:



PAULINE S. CAINTIC
Name of Faculty

Reviewed by:




MARIA JULIET C. CENIZA
Director, ViCARP & Vice Pres for REI

Approved:

MARIA JULIET C. CENIZA
Director, ViCARP & Vice Pres for REI

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (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, 2023.


PAULINE S. CAINTIC
 Ratee

Approved:


MARIA JULIET C. CENIZA
 Head of Unit

MFO and PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UFMO 2: Higher Education Services									
MFO 1. Curriculum Program Management System	Total FTE monitored	Handles/teach subjects/courses assigned	2	2	5	4.5	5	4.83	Mgmt 123 (D213 & D214)
	Number of instructional materials developed	Develops learning guide/instructional materials	1	1	5	5	5	5	
	Number of grade sheets submitted within prescribed period	Prepares grade sheet and submits on or before deadline	2	2	5	5	4.5	4.83	
	Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	4.5	4.83	
	Number of virtual classrooms created and operationalized	Creates virtual classrooms	2	2	4.5	4.5	4.5	4.5	
	Number of trainings attended related to instruction	Attend mandated trainings	As per invitation	1	5	5	5	5	Faculty on-boarding

MFO 2. Research Services	Efficient R&D Management and Coordination	Plan/Coordinate/Facilitate strategic and action planning workshop	2	2	5	4.5	5	4.83	Planning for Cluster 1 & 2 RDE Review
		Plan/Coordinate/Facilitate consultation meetings	4	6	5	4.5	5	4.83	
		Plan/Coordinate/Facilitate RDE reviews & symposium	4	2	5	5	4.5	4.83	
		Plan/Coordinate/Facilitate monitoring and field evaluation of consortium-led R&D and S&T projects	2	1	5	5	5	5	
		Facilitate/Monitor resource sharing and generation	1	2	5	5	4.5	4.83	
		Facilitate linkages with other agencies & institutions	2	1	4.5	4.5	5	4.67	
	Number of publications qualified/approved for VSU publication incentive/award	Secretary of the Publication Evaluation and Incentive Committee (PEIC)	Based on submission	89	5	5	5	5	
MFO 3. Extension Services	Number of extension training / seminar workshops approved /supported/ conducted/ coordinated	Facilitate the conduct of the training/ seminars/workshops/fora Facilitate the participation of CMI's to PCAARRD-organized trainings; Facilitate requests from CMIS for RPs of on-site trainings	2	1	5	5	5	5	TW on Quantitative Methods for Impact Evaluation
	Number of Extension delivery services conducted/coordinated /participated: field demo, Agri Fair/ Field days, Agri Exhibits, Techno forum, Techno Festival	Prepare/Facilitate communications & documents for action; Facilitate during the activity proper	1	2	5	4.5	5	4.83	FFD 2 nd Baybay Jackfruit Day

MFO 4. Administrative and Facilitative Services	Number of university committees/boards/ council facilitated/ assisted	Facilitate/document university committee meetings	As the need arises	3	5	5	4.5	4.83	PEIC; FFD; PQA Task Force
	Number of documents/reports prepared, reviewed/processed	Prepare communication letters, memorandums, annual reports etc.	As the need arises	10	4.5	5	4.5	4.67	
	Other tasked assigned by the immediate supervisor	Acts on request as facilitator/documentor on various university wide activities; represents meetings	As requested	5	4.5	5	5	4.83	
Total Over-all Rating					4.89	4.83	4.81	4.84	

Average Rating (Total Over-all rating divided by 4)		4.84
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

Handwriting. Open for suggestions and willing to be trained.

Evaluated & Rated by:

MARIA JULIET C. CENIZA

Dept./Unit Head

Date: _____

Date: _____

Recommending Approval:

MARIA JULIET C. CENIZA

Dean/Director

Date: _____

Approved by:

MARIA JULIET C. CENIZA

Vice President, R E & I

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PAULINE S. CAINTIC
Performance Rating: Outstanding

Signature: _____



Aim: To have an efficient and effective performance.

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step:

Regular consultation to ensure that office targets and goals are meet

Result:

Problems and issues are immediately addressed

Date: July 2023

Target Date: December 2023

Next Step:

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

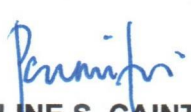
Final Step/Recommendation:

Provide opportunity for continuous learning and capability development

Prepared by:


MARIA JULIET C. CENIZA
Director, ViCARP

Conforme:


PAULINE S. CAINTIC
Name of Ratee