

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(January – June)**

Name of the Faculty Member: VIRGELIO C. DARGANTES, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
26. Instruction			
k. Head/Dean (50%)		5.0x50% = 2.50	
l. Students (50%)		4.43x50% = 2.22	
Total for Instruction	75%	4.72	3.54
27. Research			
k. Client/Dir. for Research (50%)			
l. Dept. Head/Center Director (50%)			
Total for Research			
28. Extension			
k. Client/Dir. for Extension (50%)			
l. Dept. Head/Center Director (50%)			
Total for Extension	25%	5	1.25
29. Administration			
30. Production			
TOTAL			4.79

EQUIVALENT NUMERICAL RATING: 4.79  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.79

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

VIRGELIO C. DARGANTES, JR.  
Name of Faculty

Reviewed by:

MILAGROS C. BALES  
Department Head

Recommending Approval:

VICTOR B. ASIO  
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, VIRGELIO C. DARGANTES JR., a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JANUARY - JUNE 2022.

VIRGELIO C. DARGANTES JR.

Instructor I

Date:

Approved:

MILAGROS C. BALES

Department Head

Date:

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	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned	5.0	2.5	5	5	5	5.00	AgDe201 (extram) - (6x5)/12 = 2.5
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 .</b> Number of students advised on thesis/special problem/dissertation								

		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	2	4	4	4	4.00	Camillo, Mergie Esparagosa, Hope
		<i><u>A4</u>. Number of students entertained for consultation purposes</i>	<i>Entertains students seeking consultation with faculty</i>							
	<b>PI 9:</b> Number of instructional materials developed *	<b><u>A5</u></b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		<i>Supplemental learning resources</i>	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	9	5	5	5	5.00	AgDe 201



		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were 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	4	1	5	5	5	5.00	AgDe 201
	<b>PI 10</b> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	30	23.9	5	5	5	5.00	AgEx132n (27x3)/20 = 4.05 AgEx132n (30x3)/20 = 4.5 AgEx133 (31x3)/20 = 4.65 AgEx133 (31x3)/20 = 4.65 AgEx 133 (31x3)/20= 4.65 AgEx 200b (3x6)/20 = 0.9 AgEx 200n (5x2)/20 = 0.5
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	30	7	5	5	5	5.00	AgEx 132n AgEx 133
		<b>A 11.</b> 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	11	5	5	5	5.00	Declaro, Jaymar Velasco, Albert John Jay-ann Sacmar, Monica Pana, Joyce Puzon, Jenved Oquais, Mie Angelie Baliong, Donald Alajas, Eva Abalo, Ivy Sevillano, Alima, Jan

		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	5	3	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; Online Training on Scientific Writing and Presentation for Higher Education Institutions in the Philippines (SciWriting4HEIs)
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	10	2	5	5	4	4.67	AgEx 132n AgEx 133
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	20	10	5	5	5	5.00	AgEx 132n AgEx 133
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	10						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	70	30	5	5	5	5.00	AgExSo
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	10	5	5	5	4	4.67	Pole, Rizzalyn Rebojo, Herbert Alberto Lucille Reyneza Colminas, Singson, Atwel,
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	10	4	5	4	5	4.67	Del Mayor, Alden Palermo, Anelyn Mondala, Brian Joseph Talaña, Bhern Mhar

		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	10	5	5	5	5.00	BSA Students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	AgExSo
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	Lend a Hand for Baybay Relief Operation for Typhoon Agaton Victims
	<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	5						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	14	5	5	5	5.00	AgEx 132n AgEx 133
		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 132n AgEx 133
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	5	5	5.00	AgEx 132n AgEx 133
		<b>A 23</b> : 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							
		<b>A 24</b> : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	5	2	5	5	5	5.00	AgEx 132n AgEx 133



	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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	2	2	4	4	4	4.00	MS AgEx Program for CHED COPC; MS AgEx Program for AACCCUP Level 4
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	4	4	4	4.00	AgEx 200.2 (internship)
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								

		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<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	5	5.00	LGU-Hilongos (Green-the-Home Project)
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	20						
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1						



	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<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	90%						
	<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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>		1						
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<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/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS 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					
		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services</b>					Zero % complaint					
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> 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				111.01	Comments & Recommendations for Development Purpose:  <i>Keep it up !</i>
	Average Rating				4.83	
	Adjectival Rating				OUTSTANDING	

Evaluated & Rated by:



**MILAGROS C. BALES**

Department Head

Date:

Recommending Approval



**VICTOR B. ASIO**

Dean, CAFS

Date:

Approved by:



**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Virgelio C. Dargantes Jr.

Performance Rating: Outstanding

Aim: To enhance capabilities in the performance of teaching, research and extension.

Proposed Interventions to Improve Performance: Attend relevant trainings/conferences and finish PhD.

Date: July 2022

Target Date: Sept. 2022-Dec. 2025

First Step: Department Personnel Committee to endorse Mr. Dargantes to be sent for PhD Program in CHED accredited schools.

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Result: For Mr. Dargantes to have sought admission to a CHED accredited school offering PhD in Extension Education or Extension Science.

Date: July-Aug. 2022

Target Date: Commence PhD by Sept. 2022

Next Step: Enrol in the School where he was admitted for the PhD courses.

Outcome: Expected to finish PhD by Dec. 2025.

Final Step/Recommendation:

Department to strongly support his study leave by hiring another faculty to handle the classes left by Mr. Dargantes.

Prepared by:



**MILAGROS C. BALES**  
DAEEx Head

Conforme:



**VIRGELIO C. DARGANTES JR.**

Name of Ratee Faculty/Staff