SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: HUMBERTO R. MONTES Jr.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.93x50% = 2.465	
b. Students (50%)		5.0x50%= 2.5	
Total for Instruction	50%	4.965	2.482
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	20%	5	1.0
3. Extension	20%	5	1.0
a. Client/Dir. For Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	10%	5	0.50
5. Production			
TOTAL	100%		4.982

EQUIVALENT NUMERICAL RATING: 4.982
Add: Additional Points, if any: none
TOTAL NUMERICAL RATING: 4.982

ADJECTIVAL RATING: **OUTSTANDING**

HUMBERTO R. MONTES Jr.
Name of Faculty

ANALYN M. MAZO
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, HUMBERTO R. MONTES JR, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December 2021.

HUMBERTO R. MONTES JR.
Professor III
Date: March 7, 2022

Approved:
ANALYN M. MAZO
Department Head
Date: 3/8/2022

MA. THERESA P. LORETO
College Dean
Date: 3/8/2022

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										
	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							
		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	1	1	5	5	5	5.00	MarB121- ICMRM (Moodle classoom)	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	9	9	5	5	4	4.67	MarB121-ICMRM (Moodle classroom): Modules 1, 2, 3, 4, 5 & 6	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.00	MarB121- ICMRM (Moodle classroom) Essay questions, 2 Quizzes, 2 Exams, 5 Lab. Reports	
	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	1							
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	4	4.67	1- MarB 121- ICMRM	
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	5	5	5	5	5	5.00	MarB 121 (ICMRM) Laboratory exercises 1,2, 3, 4, & 5	

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								
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline								
	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								

		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students								
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	2	5	5	5	4	4.67	Laroa (Mar. Bio), Pepito (Env. Sc.), Zarate, Pepito & Panto (Ag. & Biosystems Eng'g)
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	2	5	5	4	4.67	Agbisit, Bertulfo
		A18. Number of students	Entertains students	4	6	5	5	5	5.00	Laroa (Mar. Bio), Pepito (Env. Sc.), Zarate, Pepito
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	Advises student organizations recognized by USOO								
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student								
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								

	PI	Output	Indicator/Activity	Target	Actual	Q	E	T	Avg	Remarks
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4	4.67	MarB121- ICMRM (Moodle classoom)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	9	9	5	5	5	5.00	MarB121-ICMRM (Moodle classroom): Modules 1, 2, 3, 4, 5 & 6
		Assessment tools	Prepares assessment tools	5	10	5	5	5	5.00	MarB121- ICMRM (Moodle classroom) Essay
		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						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1					1- MarB 121- ICMRM
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:		5	5	5	5	5	5.00	MarB 121 (ICMRM) Laboratory exercises 1,2, 3, 4, & 5
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.00	RQUAT Evaluator of Surigao State College of Technology
		Agency/firm/Industry linkages	Coordinates with potential firms and	4	4					DENR, BFAR, LGUs, PASAR
		A 26. Other outputs implementing	Designs experiential learning							

UMFO 3 . RESEARCH SERVICES									
PI 1. Number of research	**A27.** Number of research outputs in the	Conducts research for	4	4	5	5	5	5.00	DENR, BFAR, LGUs, PASAR
PI 2. Number of research	A 28. Number of research outputs	Conducts and completes							
PI 3. Percentage of research	**A 29.** Percentage of research outputs	Writes publishable materials	2	2	5	5	5	5.00	
	In refereed int'l journals		1	1	5	5	5	5.00	Scleractinian corals in EDGE and IUCN Red list of Threatened species in selected areas of Camotes Sea, Central Philippines. International Journal of Biosciences | IJB |; ISSN: 2220-6655 (Print) 2222-5234 (Online); http://www.innspub.net; Vol. 18, No. 4, p. 159-163, 2021
	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	1	1	5	5	5	5.00	AR

PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by									
	A 33. Number of journal articles/scientific paper received and	Acts as peer reviewer of journal articles/scientific								
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of								
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to								
UMFO 4. EXTENSION SERVICES										
PI 1. Number of active	A 36. Number of active partnerships	Identifies and links with	4	4	5	5	5	5.00	DENR, BFAR, LGUs, PASAR	
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	2	5	5	5	5.00	ICRM, Upgrading Tilapia Hatchery	
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	A	Description							
	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	2	2	5	5	5	5.00	LGU, PASAR
	Research Mentoring	Research Mentor	Review research proposals and papers	2	5	5	5	5	5.00	VSU OVPRE 2021 Research Proposal and Publication Workshop
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy/Translator	Consultant Translator		1	1					
	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	2	2	5	5	5	5.00	CRM, Tilapia Fingerling production
	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-c	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%	100% compliant						
	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	Zero % complaint	Zero % complaint						
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	Initiates/introduces improvements in performfing functions resulting to best								
	A 48.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	2	2	5	5	5	5.00	On-line meetings	
Total Over-all Rating								113.33		
Average Rating								4.93		
Adjectival Rating								Outstanding		

Comments & Recommendations for Development Purpose:
Continue mentoring junior staff specially in their research and extension capability

Evaluated & Rated by:

ANALYN M. MAZO
Department Head
Date: 3/3/22

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: 3/8/2022

Approved by:

BEATRIZ S. BELONIAS
Vice President for Acadmic Affairs
Date: 3/11/2022

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Humberto R. Montes, Jr.
Performance Rating: Outstanding

Aim: To mentor junior faculty

Proposed Interventions to Improve Performance:

Date: June 2021   Target Date: December 2021

First Step: _____
To mentor junior faculty _____

_____

Result: _____
Junior faculty are part of his research projects _____

_____

Date: _____ Target Date: _September-December_____

Next Step:

Outcome:

Final Step/Recommendation:

_mentor other junior staff for other subjects

                                        Prepared by:

                                        ANALYN M. MAZO
                                        Unit Head

Conforme:

HUMBERTO R. MONTES Jr.
Professor III