SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUZETTE B. LINA (Assoc. Prof. V)
Period: **January to June 30, 2020**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Dean (100%)	40%	5.00	2.00
Total for Instruction	**40%**		**2.00**
2. Research			
a. Client/Dir. for Research (50%)	10%	4.95	0.495
b. Dept. Head/Dean (50%)	10%	4.98	0.498
Total for Research	**20%**		**0.993**
3. Extension			
a. Client/Dir. for Extension (50%)	**10%**	4.85	**0.485**
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	**30%**	4.95	**1.485**
5. Production			
TOTAL			*4.963*

EQUIVALENT NUMERICAL RATING: _____
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.963**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

SUZETTE B. LINA
Name of Faculty/Dept. Head

Reviewed by:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
VP for Instruction

Visayas State University

College of Agriculture and Food Science

DEPARTEMENT OF SOIL SCIENCE

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, SUZETTE B. LINA, Associate Professor I of the Department of Soil Science, 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 1 to June 30, 2020. (Accomplishments)

SUZETTE B. LINA, Ph.D.
Ratee (Dept Head)
Date: Oct 5, 2020

Approved:
VICTOR B. ASIO, Ph.D.
Dean, CAFS
Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with
						Quality	Efficiency	Timeline	Average	
UMFO 1: Advanced Education Services										
Graduate Degree Program Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	(SS 219 Lec & Lab)	3.33	4.58	5	5	5	5.00	
		A2. Number of graduate degree specializations monitored	Monitors MS Soil Science degree program and evaluates and recommends graduate students	1	1	5.0	5.0	5.0	5.00	MS Soil Science
		A3. Number of graduate students enrolled	Monitors graduate students enrolled in the department	10	20	5.0	5.0	5.0	5.00	Total No of MS (Soil Science) students enrolled
		A4. Percentage increase in number of graduate students who graduated within prescribed period	Recommends graduate students for graduation (as adviser,Department Head and GAC)	50%	70%	5.0	5.0	5.0	5.00	Escultor, Gamale, Modina, Pizon
Graduate Student Management Services										

PI 8: Number of graduate students advised *	A5. Number of students advised	Reads and approves thesis outline	2	4	5	5	4.5	4.8333	Escultor, Gamale, Modina, Pizon
	A6. Number of students advised on thesis/special problem/di	Reads, provides suggestions for improvement and approve graduate manuscript (as adviser, GAC member & Dept head)	2	4	5	5	4.5	4.8333	Escultor, Gamale, Modina, Pizon
	As GAC Chairman								
	AS GAC Member	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	3	7	5	5	5	5	Escultor, Gamale, Modina, Pizon, Escototo, Bagarinao, Ceniza
	As Department Head	Advised and read and approved research outline and thesis/SP/dissertation manuscript	3	4	5	5	5	5	Escultor, Gamale, Modina, Pizon
	A7. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	8	5	5	5	5.00	
	A8: Number of graduate students awarded with scholarship/ assistantship	Monitors graduate students in the department awarded with scholarship under my advisorship	1	2	5	5	5	5	Paculaba & Manla
	A9: Percentage of graduate students awarded with scholarship/assistanship who graduated within prescribed period	Monitors and recommended graduate students awarded with scholarship for graduation (GAC Member)	2	6	5	5	5	5.0	Escultor, Gamale, Modina, Pizon, Escototo, Bagarinao
	A10. Number of graduate students gainfully employed in jobs related to their graduate program	Recommends graduate students as Instructor of SUC	1	4	5	5	5	5	Escultor, Gamale, Modina, Pizon
PI 9: Number of instructional materials developed *	A11. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	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	2						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3						

		A25. Number of students advised on thesis/ field practice/special problem:								
		As Department Head	Read, reviewed and approved thesis outline as dept. head	4	5	5	5	5	5	Serafin, Abaño, Castro, Loreño, Plizardo
		As SRC Chairman	Read, reviewed and approved thesis outline as Chairman	0	1	5	5	5	5	
		As SRC Member	Read, reviewed and approved thesis outline as SRC member	2	4	5	5	5	5	
		A26. Number of students entertained for consultation purposes	Entertained ang guide students consulting on subject taught, thesis and grades	5	15	5	5	5	5	
	PI 9: Number of student organizations assisted *	A27. Number of student-related activities assisted	Approved and monitored student activities as dept. head	5	12	5	5	5	5.0	tree planting & overtime work during the conduct of thesis
	PI 10: Number of instructional materials developed *	A28 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5	
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	0	2	5	5	5	5.0	
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	1	5	5	5	5.0	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	8	5	5	5	5.0	
		A29 : 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	0						
		A30 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.0	
		A31. Number of undergraduate students gainfully employed in jobs related to their undergraduate program	Recommended either for scholarship/work	1	1	5	5	5	5	
	PI 11. Additional outputs	A32. Number of Additional outputs accomplished:								
		A33. 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	5.0	ISO
		A34. Other outputs implementing the new normal due to covid 19	Designated as SUC-ACAP Secretary and organized virtual meeting and prepared minutes of the virtual meetings and other assignments	0	1	5	5	5	5.0	

UMFO 3 Research Services

MFO	PI (Indicator)	Activity	Description								Notes
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A35. 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	1	2	5	5	5	5.0		
	PI 2. Number of research outputs completed within the year *	A36. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	0	1	5	5	4.5	4.8		
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A37. 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 5. Percent of research proposals approved *	A38. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	0							
	PI 6. Additional outputs*	A39. No. of research-related awards (research conducted by faculty or student w/ faculty)		0							
		A40. 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	1	3	5	5	5	5.0		Science and Humanities Journal
MFO 4	Extension Services	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of						0.0		
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal						0.0		
		A41. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0							
		A42. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0							
UMFO 4 Extension											
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	A43. 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	0							

	Performance Indicator	Activity	Description							
	PI 2. Number of trainees weighted by the length of	A44. 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	A45. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.0	
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A46. 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	A47. Number of technical/expert services as/in:								
	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 *	A48. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A50. 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**									

		A51. 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						
	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*									
		A52. 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								
	Faculty Development Services									
UMFO 6 General Admin and 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	5	5	5	5.00	
	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	189.33	
Average Rating	4.982	
Adjectival Rating	Outstanding	

Comments & Recommendations for Development Purpose:
Should write more research proposals for possible funding and write scientific article for publication

Evaluated & Reviewed by:

VICTOR B. ASIO

Dean CAFS

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SUZETTE B. LINA**
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Full support from the Department of Soil Science, the College of Agriculture and Food Science and from the University in terms of financial support for all the proposals submitted to produce outputs for instruction (ex. Budget for teaching guide preparation), research (Approval and release of budget for research proposal submitted), extension (ex. Time and bget to do the extension activities) and production.

Date: January 2020   Target Date: June 2020

First Step:

Revise instructional materials to online-ready courseware
Attend and participate in local, national/international scientific forum (virtually)
Submission of instruction, research and extension proposals for funding
Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department
Review manuscript submitted in the journal as peer-reviewer and SHJ Associate Editor

Results:

Has revised the instructional materials to online-ready courseware based on the learning guide format of the university
Has attended and participated series of webinars concerning teaching in the new normal conducted by the SUCs consortium of Region8.
Has attended and participated in the series of webinars about moodle and google classroom
Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department
Has attended the RR2P training course of IRRI
Served as peer reviewer in Science and Humanities Journal and JATM

Date: July 2020   Target Date: December 2020

Next Step:

Research manuscript writing for publication in international refereed journals

Outcome: Submission of research paper to an international refereed journal

Final Step/Recommendation:

If research paper is accepted for publication and will be published, it will be used as reference for graduate and undergraduate students

Conforme:

SUZETTE B. LINA
Faculty & Head DSS

Prepared by:

VICTOR B. ASIO
Dean, CAFS