

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

Name of the Faculty Member: ANNA MARTHA C. MONSANTO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50% = 2.5	
b. Students (50%)		4.83x50% = 2.415	
Total for Instruction	55%	4.92	2.70
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	25%	5.0	1.25
4. Administration	20%	5.0	1.0
5. Production			
TOTAL			4.95

EQUIVALENT NUMERICAL RATING: 4.95

Add: Additional Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.95

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

Reviewed by:

ANNA MARTHA C. MONSANTO

Name of Faculty

N/A

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANNA MARTHA C. MONSANTO, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JANUARY-JUNE 2023.

ANNA MARTHA C. MONSANTO

Instructor III

Date: 2/24/23

Approved:

VICTOR B. ASIO

College Dean

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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	3	8.5	5	5	5	5.00	AgDe201 = 3x4/12 = 1 AgEx244 = 3x1/12 = 0.25 AgDe201e = 3x17/12 = 4.25 AgEx244e = 3x4/12 = 1 AgEx246e = 3x8/12 = 2 Total = 8.5
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	3	9	5	5	5	5.00	Arevalo, Judith Bocaya, Ginalyn Brigildo, Mildred Dela Cruz, Francis Dioso, Lucila Naga, Ainosalam Suaybagoio, Marife Visca, Sunshine Lubos, Krystal
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript	2						

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		<i>Handles and teaches courses assigned</i>	3	2.15	4	4	4	4.00	AgEx199B = 1x15/20 = 0.75 AgEx200.2 = 2x1/20 = 0.10 AgEx200n = 2x7/20 = 0.70 AgEx200B = 6x2/20 = 0.6 Total = 2.15
		A10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5.00	
		A11. 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	Trainings attended	Attend mandated trainings	2	3	5	5	5	5.00	Mandatory Orientation and Re-Orientatoin of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents
		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	3	3	5	5	5	5.00	AdDE201. AgEx246, AgED 244
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	12	12	5	5	5	5.00	learning task-AdDE201. AgEx246, AgED 244
		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:		<i>Acts as academic adviser to students</i>	3	41	5	5	5	5.00	Bihay, Jimboy Claros, Cherry Gardon, Jhon Managbanag, Angela Managbanag, Nhimrode Manapis, Dessa Ugay, Juvie Mascariola, Christian Mirata, Jay Pacayra, Anncell Salinas, Kimberly Segubre, Tithe Simo, Maybelle Dela Cruz, Gisselle Malolot, Harriet Pigte, Ryan Singson, Jenny Solomon, Domeni Rodriguez, John Sescon, Niko Sibi, Mark Sogillo, Riza Sudaria, Ed Asuncion, Chellie Bibat, Marigen Dula, Mariel Magsanay, Monica Roxas, Mezillah Sumabat, Madeline Tan, May Ciabo, Sheena Galera, May Lopez, Sharon Malagsic, Lulu Mufiez, Kimberly Tequillo, Bienvenido Omos, Joan Pegarido, Lorevic Sacmar, Monica Singson, Lucille Taneo, Brenan

		A17 . Number of students advised on thesis/ field practice/special problem:				3					
		<i>As Field Practice Coordinator/ Thesis Adviser</i>	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	3	7	5	5	5	5.00	Bucog, Jeva Pegarido, Lorevic Singson, Lucille Omos, Joan Bibat, Marigen Dula, Mariel Galamiton, Cherry
		<i>As OJT/Thesis Committee Member</i>	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	4	12	5	5	5	5.00	Esperanza, Migui Pana, Joyce Asuncion, Chellie Doria, KC Jane Gocela, Rheo Magsanay, Monica Adlawan, Jade Taneo, Brenan Galera, May Brigildo, Johanna Roxas, Mezillah Sumabat, Madeline
		A18 . Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	6	20	5	5	5	5.00	BSA Students- AGEX MAJOR STUDENTS
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised		Advises student organizations recognized by USOO	1	1	5	5	5	5.00	AGEXSO
		A20 . Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities	—						
	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							
		<i>On-line ready courseware</i>		<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	—						

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	5	5	5	5	5.00	AgDE201. AgEx246, AgED 244
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5.00	AdDE201. AgEx246, AgED 244
		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							
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	—						
	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	1	1	5	5	5	5.00	
		Agency/firm/Industry linkages		Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	4	5	5	5	5.00	LGU-Hilongos (Green-the-Home Project)/ LGU - BAYBAY, Abuyog, Hindang
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal	—						
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	1						
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *		Conducts and completes research project within the year	1						

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	1	3	5	5	5	5.00	LGU- Baybay- Silago, Hinunangan
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	15	40	5	5	5	5.00	EDS trainig-extension Delivery system
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	1	5	5	5	5.00	Green the home
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	95%	98%	5	5	5	5.00	
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	95%	98%	5	5	5	5.00	

	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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 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	85%	85%	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	0% complaint	0% 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 performing 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				134.00	Comments & Recommendations for Development Purpose: <i>Good job!</i>				
	Average Rating				4.96					
	Adjectival Rating				OUTSTANDING					

Evaluated & Rated by:

VICTOR B. ASIO

Dean, CAFS

Date:

Recommending Approval:

N/A

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Anna Martha C. Monsanto

Performance Rating: Outstanding

Aim: Improve teaching, research and extension performance

Proposed Interventions to Improve Performance: Send her to relevant trainings, conferences or for a either nationally or abroad.

Date: July-October 2023

Target Date: May- Dec 2024

First Step: Search the internet for announcements on scientific conferences/training/fora

Result: Apply to the scientific conferences or relevant trainings/fora

Date: July-October 2023

Target Date: June- Dec 2024

Next Step: Prepare research/project proposals for possible funding

Outcome: Increase R and D projects at the department and can have possible articles for publications

Final Step/Recommendation:

The department should strongly recommends her to attend training/conference/fora

Prepared by:


VICTOR B. ASIO
CAFS Dean

Conforme:


ANNA MARTHA C. MONSANTO
Name of Ratee Faculty/Staff