

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

Name of Faculty Member: CECILLE MARIE O. QUIÑONES ASSISTANT PROF IV

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	30%	4.85	1.46
b. Students	50%	4.50	2.25
Total for Instruction	80%		3.71
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	15%	5.00	0.75
Total for Extension	15%		
4. Administration	5%	4.95	0.25
5. Production			
TOTAL	100%		4.71

EQUIVALENT NUMERICAL RATING:

4.71

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.71

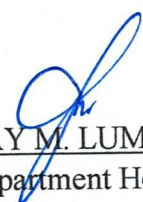
ADJECTIVAL RATING:

OUTSTANDING


Prepared by:


CECILLE MARIE O. QUIÑONES
Name of Faculty


Reviewed by:


DEEJAY M. LUMANAO
Department Head

Recommending Approval:


SUZETTE B. LINA
Dean, College of Agriculture and Food Science

Approved by:


ROTACIO S. GRAVOSO
Vice President, Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Cecille Marie O. Quiñones, a faculty member of the DEPARTMENT OF SOIL SCIENCE agree to deliver and to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period JULY - DECEMBER 2024.

Approved:

DEEJAY M. LUMANAO
Department Head
Date: 1/3/25

Cecille Marie O. Quiñones
Name of Faculty
Date: 1/2/25

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jul-Dec 2024)	Actual Accomplishment July-Dec 2024	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 : Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0	2	5	5	4.5	4.83	SOIL 299 (Graduate Seminar); TREC 209 (Natural Resource Management and Conservation); team teach; Lectures on 27 and 30 November
	PI 10: Additional outputs	A2. Number of students advised	Acts as academic adviser to graduate students	0	2	5	5	5	5.00	During 1st Sem, SY 24-25: Mr. Jey Mart Cuyag (MSc in Soil Science); Ms. Lady Mae Sebidos (MSc in TREC)
		A3 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	0						
		A4 . Number of Graduate reports checked	Checks reports required for graduate subject	0						
		A5 . Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled	0						
		A6 . Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects	0						
		A7 . Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students	0						

		A8 . Supplemental learning resources	Prepares Instructional learning resources for graduate subjects	0	2	5	5	5	5.00	SOIL 299 (Graduate Seminar); TREC 209 (Natural Resource Management and Conservation)
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 10: Total FTE, coordinated, implemented and monitored *	A1. Actual Faculty's FTE	Handles and teaches courses assigned	19 units	28.75 units	5	5	5	5.00	Soil Science courses (Lec): Soil 22, Soil 110 (2), Soil 199A, Soil 197 (Lec), Soil 197 (Lab), Soil 299; TREC 209
	PI 15: Number of instructional materials/syllabi approved	A2. Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval	0	0					
	PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 3. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	20%	88%	5	5	4.5	4.83	7 courses/ 8 courses
	PI 18: Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	A 4.. Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)	20%	50%	4	4	4	4.00	TPES for SY 2023-2024 (second semester)
	PI 19: Additional Outputs	A 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	10 exams	20 exams	5	5	5	5.00	Soil 22 lec= 4 exams, Soil 110 lec= 8 exams, Soil 199A = 2 exams, Soil 197 = 4 exams; Soil 299 = 2 exams
		A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20 quizzes	26 quizzes	5	5	5	5.00	For 3 Soil courses
		A 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	8	5	5	5	5.00	Soil 197 lab
		A 13 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5 gradesheets	6 gradesheets	5	5	4.5	4.83	Soil 22 lec= C288, Soil 110 lec= C015 and C042, Soil 199A = C232, Soil 197 = C142 ; Soil 299 = CGL05
		A 14 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0						
						Average TPES			4.85	
									4.50	
UMFO 3 . RESEARCH SERVICES										

PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A20. 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	0							
PI 2. Number of research outputs completed within the year *	A 21. Number of research outputs completed within the year *	Conducts and completes research project within the year	0							
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 22. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences								
	<i>a. International</i>		0							
	<i>b. National</i>		0							
	<i>c. Regional or Institutional Conferences</i>	Prepares, submits and presents research paper in scientific fora/conferences	0							
PI 7: Amount of research money obtained from external sources	A 23. Amount of research money obtained from external sources	Requests for research money from external sources	0							
UMFO 4. EXTENSION SERVICES										
PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	A 32. 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	1	5	5	5	5.00	Municipality of Quinapondan, E. Samar for the draft of its integrated water resource management plan	
PI 2. Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	0							
PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects	Implements extension programs and projects	0	2	5	5	5	5.00	Involvement in extension services of the ITEEM as its affiliate faculty (i.e., Rainforestation technology transfer; Aquilaria learning site establishment)	
PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses	0							

PI 5. Number of technical/expert services	A 36. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	a. Peer reviewer of journal/book		0							
	b. Review of research and extension proposal		0							
	c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)		0							
	d. accreditor		0							
	e. consultancy		0							
PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	0							
PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	0							
PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	0							
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences								

[illegible]

	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	0						
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	0						
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	0						
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	12	5	5	5	5.00	
						Average			4.94	
UMFO 6. General Admin. & Support Services										
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	0						
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	0						
	PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	0						
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	0						
	PI 9: Number of submitted DTR within 20 days after the last day of the month	A 73. Submits DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	5	6	5	5	5	5.00	
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	5%						
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	10	5	5	5	5.00	As faculty of Dept. of Soil Science; as affiliate faculty of ITEEM;

	A 81. 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	0						
						Average	4.95		
	Total Over-all Rating						98.12		
	Average Rating						4.71		
	Adjectival Rating						Outstanding		

Evaluated & Rated by:

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
X	3 rd	
X	4th	

Name of Office: Department of Soil Science

Head of Office: DEEJAY M. LUMANAO

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Preparation of Teaching Materials		X (DSS meeting)			Improved a lot already
Teaching Load assignments		X (DSS meeting)			
Reporting on Time in the office		X (DSS meeting)			
Coaching					
<ul style="list-style-type: none">- Root cause analysis- Identifying corrective action- Making of OBE-Syllabus		Group meeting			

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CECILLE MARIE O. QUIÑONES**

Performance Rating: **OUTSTANDING**

Aim: To sustain outstanding performance of the department

Proposed Interventions to Improve Performance:

Full support from the University in terms of continuous faculty development program, research/extension activities and administrative support in the preparation of updated teaching materials.

Date: July 2024

Target Date: Dec 2024

First Step:

Revise/update Instructional Materials

Attend national and international scientific for a, seminars and workshops

Write article for possible publication in international refereed journals

Result:

Prepared course syllabi for new courses handled

Date: Jan 2025

Target Date: June 2025

Next Step:

Write scientific proposals for future research

Collaborate other institutions for research and extension projects

Update syllabi and learning guides for 1st semester classes

Outcome: Submit scientific proposals to other institutions for possible collaboration.

Final Step/Recommendation:

If the proposal is approved and budget is ready, then implementation will follow.

Prepared by:


DEEJAY M. LUMANAO
Head, DSS

Conforme:


CECILLE MARIE O. QUIÑONES
DSS Faculty



**TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING
BY DEPARTMENT**

Second Semester AY 2023-2024

Department: Dept. of Soil Science
College: College of Agriculture & Food Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANANE . SERENINA	9	4.39	87.78 %	Very Satisfactory
AYRON NIKKI M. GARRIDO	9	4.89	97.78 %	Outstanding
BISMARK . ARTHUR	3	4.67	93.33 %	Outstanding
CECILLE MARIE OQUIAS QUIÑONES	6	4.50	90.00 %	Outstanding
DEEJAY MARANGUIT LUMANAO	5	4.60	92.00 %	Outstanding
JUVYLYN GLORY NIEGAS	9	4.67	93.33 %	Outstanding
KENNETH ORAIZ	6	4.83	96.67 %	Outstanding
MEDARDO COQUILLA MAGDADARO, JR.	4	5.00	100.00 %	Outstanding
ROMEL BRIGOLI ARMECIN	4	4.75	95.00 %	Outstanding
SUZETTE BINONGO LINA	4	5.00	100.00 %	Outstanding
VICTOR BINGCO ASIO	2	5.00	100.00 %	Outstanding
Department Mean		4.75	95.08%	Outstanding

Prepared by:

VANESSA W. NAZAL
TPES in-Charge
Date: 11-05-2024

Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: 11-08-2024

Received by:

DEEJAY MARANGUIT LUMANAO
Name and Signature of Department head
Date: 12/2/24

SUZETTE BINONGO LINA
Name and Signature of College Dean
Date: _____

Distribution of copies: IEO, College, Department

