

IVY C. EMNACE
Professor VI
Date: January 22, 2025

LYNETTE C. CIMA FRANCA
Department Head
Date: January 22, 2025

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		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	7	7	5	5	5	5	FTec 234 video clips and activities (7)	FTec231 (4) & FTec 253 (3)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	10	17	5	5	5	5	FTec 234 (4 exams, 4 articles for critic paper, reporting, special problem)	FTec 231 (4 exams, 4 articles for critic paper); FTec 253 (4 exams, 4 articles for critic paper, 1 special problem)
		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 Moodle or Google Classroom									
	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									
		Enrollment	Evaluated, assessed and advised students	2	3	2	5	5	5	5	Gofredo J, Espinosa K, Bagarinac D.	Gofredo J, Bagarinac D.
		Number of term paper/critique paper checked	Checks term papers/critique paper/learning task/activities	4	10	125	5	5	4	4.67	FTec 234 (4 exams, 4 articles for critic paper, reporting, special problem)	FTec 231 (4 critic paper x 7 students; 2 written report x 7 students; 1 research proposal x 7 students; 4 laboratory reports x 7 students; 4 data blanks x 7 students); FTec 253 (4 articles for critic paper x 2 students, 1 special problem proposal x 2 students; 1 special problem manuscript x 2 students; 4 laboratory reports x 2 students)
		Number of Exam papers checked	Checks exam papers	4	4	8	5	5	4	4.67	2 Long Exams and 2 Term Exams	FTec 231 (2 Long Exams and 2Term Exams); FTec 253 (2 Long Exams and 2Term Exams)
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	2	4		5	5	5	5	2 sections FTec 132n Lec; 1 section FTec 132n Lab; FTec 181	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2		5	5	4	4.67	FTec 132n (2 Lec sections)	

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	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										
		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										
		On program accreditations											
		On institutional accreditations											
UMFO 6. General Admin. & Support Services (GASS)													
Research Program Services	A. Year 2024 R & D agenda /program Review PI.1. R & D Agenda and programs and resource allocation revisited and harmonized with SDGs		R and D agenda and programs assessment and reviewed and harmonization with SDGs	3	2	4	5	5	5	5	REIC Meeting and RIRDEAP Workshop Meeting	VSU Strategic Planning; Re-visit of REI Agenda & consultation Meeting with External Campus ; Workshop on the revision of Research Manual	
	PI.2. Number of ongoing and completed R and D programs/projects periodically monitored and evaluated		Quarterly and semi-annual and annual R & D monitoring, review and evaluation	15	135	148	5	5	5	5	GAA funded and externally-funded research projects	GAA funded and externally-funded research projects	
	PI.3. Number of institutional Annual R and D In house review conducted		To coordinate and supervise monitoring and evaluation of implemented R&D program/ projects	1	1	1	5	5	5	5	In-House Review Level I CY 2024	In-House Review Level II CY 2024	
	PI.4. Number of research proposals facilitated for review and funding locally and externally		R & D proposals review in coordination with the Technical Working Groups	28	63	24	5	5	5	5	DA-BAR RO8, CHED, DOST- PCAARRD, PCIERD, NRCP	DA-BAR RO8, CHED, DOST- PCAARRD, PCIERD, NRCP	

	PI.5. Number of monitored outputs published in CHED accredited journals/internationally indexed journal/books or book chapter		To supervise the monitoring of published research outputs and presented in scientific fora	45	31	22	5	5	5	5		
	PI.6. Amount of generated research money approved from institutional and external research recorded and monitored funding		To supervise the monitoring of generated research funds: a. Externally funded research projects	15M	46,450,190.95	38,059,211.64	5	5	5	5		
			b. Institutionally funded research projects including those under the internationalization program in coordination with the Office of the President and Management Office	20M	27,268,933.51		5	5	5	5		
	PI.7. Number of monitored R and D collaboration/ partnership forged with LGUs, agencies, industry, private individuals, and local entrepreneurs established/maintained		To coordinate the forging and monitoring of R&D program partnerships	10	12	59	5	5	5	5		
Research Faculty Development Services	PI.8. Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted		To coordinate and supervise monitoring of capability program for R&D	5	9	8	5	5	5	5	Jo Jane Atok, Lisa I. Arce, Mae Ann Bravo, Marejen Villareno, Eldon P. De Padua, Ma. Grace C. Sumaria, John Allan A. Gulles, Gideon Niel D. Tan, David Winston W. Tabada, Ian Dave B. Custodio, Charlie S. Andan, Hadasha N. Bongat, Ronard G. Paña, Elvira E. Ongy, Syrsu Cesar P. Decena	Lisa I. Arce, Mae Ann Bravo, Marejen Villareno, Eldon P. De Padua, Ma. Grace C. Sumaria, John Allan A. Gulles, Gideon Niel D. Tan, David Winston W. Tabada, Ian Dave B. Custodio, Charlie S. Andan, Hadasha N. Bongat, Ronard G. Paña, Elvira E. Ongy, Syrsu Cesar P. Decena
	PI.9. Number of extensions cum research projects assisted and monitored		To provide financial assistance and monitor extension cum research projects	1	2		5	5	5	5	* Community for Resiliency Training for Trainers Establishment & Maintenance of On-Campus Climate-Smart Upland Agroforestry Farming System	
	PI.10. Research office manpower review		Office staffing and manpower tasking reviewed and tasking done	3	7	7	5	5	5	5	Besavilla, Caña, Jabian, Marquez, Merano, Subere, Tapayan,	Besavilla, Caña, Jabian, Marquez, Merano, Tapayan, Subere

	Number of personnel supervised and job performance monitored/evaluated		To manage office operations and supervise personnel functions, monitor and evaluate job performance	7	14	14	5	5	5	5	14	5	5	5	Besavilla, Caña, Jabian Marquez, Merano, Subere, Tapayan, 7 laborers and carpenters
	Number of registered & research projects supervised		To supervise the recording and evaluation of implemented research programs/projects	132	146	1	5	5	5	5	1	5	5	5	GAA-funded and externally-funded projects
	Number of documents/papers acted		To review and act on office personnel outputs: Communications, notices and documents	500	1,736	1,713	5	5	5	5					
	Number of vouchers, PRs, payrolls, trip tickets and job orders acted		Vouchers, payrolls, trip tickets and job request	40	730	358	5	5	5	5					
	Number of documents research reports prepared reproduced, released, and facilitated		Reproduction of research reports	43	74	72	5	5	5	5					
	Number of guests/researchers actual office transactions attended		To attend the actual office transactions of guests/faculty researchers	10	100	120	5	5	5	5					
	Number of consolidated, validated, and compiled research records for ISO, RQAT, AACUP, COPC, etc. supervised		To oversee the recording and retrieval of office files	24	85	212	5	5	5	5					
	Building maintenance and office space improvement in accordance to IATF health protocol		Building and office space maintenance and ensure healthy office work and environment	2	2		5	5	5	5					
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	0	zero percent complain		5	5	5	5					
	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												
			Attends meetings Department/OVPREI Meetings and other committee	5	40	47	5	5	5	5					DFST, OVPREI, Research Office, UADCO, UAC, etc
			Attended orientations and workshops related to university thrust and agenda	1	1	3	5	5	5	5					

		Chairman/member of university and dept. committees; technical working group; project leader/study leader	Attends to meetings, as workforce, planning	1	6	7	5	5	5	5	OVPREI	OVPREI, WURI, Centennial Book
		Number of IMs reviewed	Reviews IMs, TOS, Syllabus as member of the department IMs Review Committee	5	6	6	5	5	5	5	FTec 122, FTec 162, FTec 142, FTec 150, FTec 242, FTec 151	FTec 153, FTec 163, FTec 171
		Number of Webinars, Conference, Trainings, Workshops Attended	Webinars, Conference, Trainings, Workshops Attended	1	3	5	5	5	5	5	DOST Call Conference, Research and Innovation Competitiveness Summit, 2024 Visayas Regional Conference Meeting, Innovation Summit,	Stakeholder's Consultation Workshop, In-Person Workshop in Using Generative AI in Research Writing, Executive Course on Incident Command System, Orientation and Seminar-Workshop on Aligning Organization and People and Target Setting, ISO 9001:2015 Awareness and Re-Awareness Seminar
			as OIC of the department head / VP for Research/ Research Centers	1	10	35	5	5	5	5	DFST, OVPREI, RRCRDC	
		Number of Capacity Building Activities Initiated and implemented	Trainings, workshops		2	6	5	5	5	5	Writeshop concept proposal writing; Writeshop Full blown Proposal Writing	1. 5S Seminar Workshop 2. Training Workshop on Research Proposal Writing 3. Training Workshop on Writing High-Impact Journals 4. Training Workshop on Understanding the Landscape of World University Rankings and Strengthening Institutional Strategies for Scopus Research Publications 5. Training Workshop on Translating Research Findings into Policy 6. Training Workshop on Writing Innovative Research Proposals Workshop on Revision of the VSU Research Manual
		Number of consultations in R and D conducted	Budget consultations, Research proejct status		1	2	5	5	5	5		
		Number of Research Projects monitored for budget utilizations	Monitoring		66	70	5	5	5	5		

		Number of Manual for Research Crafted/revised	R and D Manual			1	5	5	5	5		
		<u>A 48. Other outputs implementing the new normal due to covid 19</u>	Designs administration/management related activities and other outputs to implement new normal									
Total Over-all Rating										4.96		


Average Rating (Total Over-all rating divided by 4)	
Additional Points	
proved Additional Points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments and Recommendations for Development Purpose:

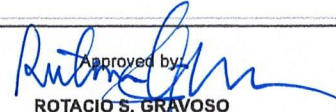
Evaluated & Rated by:


LYNETTE C. CIMAFRANCA
 Department Head
 Date: January 22, 2025

Recommending Approval


SUZETTE B. LINA
 Dean, CAFS
 Date:

Approved by:


ROTACIO S. GRAVOSO
 Vice President for Academic Affairs
 Date: