

Exhibit K


**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(August-December 2020)**

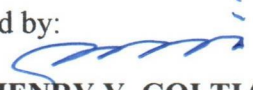
Name of Faculty Member: FATIMA T. BALIÑA

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%)		5.0x50% = 2.5	
Total for Instruction	75%	5.0	3.75
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%	4.80	1.2
4. Administration			
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:  
  
FATIMA T. BALIÑA  
Name of Faculty

Reviewed by:  
  
HENRY Y. GOLTIANO  
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, FATIMA T. BALIÑA, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets for the period AUGUST TO DECEMBER 2020.

  
**FATIMA T. BALIÑA**  
Assoc. Prof. II  
Date:

Approved:   
**HENRY Y. GOLTIANO**  
Department Head  
Date:

  
**VICTOR B. ASIO**  
College Dean  
Date:

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	Timelines	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	3	3	5	5	5	5.00	Bitos, Cristy Ayuban , Dayuha, Nievel May, Aguilar, Mark Gabriel Wagan
		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	1	2	5	5	5	5.00	1. Calubiran, Glaiza 2. Abalde, Lalaine
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	6	5	5	5	5.00	Graduate Students

	<b>PI 9:</b> Number of instructional materials developed *	<b>A5 .</b> 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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	<b>PI 10 .</b> Additional outputs:	<b>A 8. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	15	54.62	5	5	5	5.00	AgSc 113 (50x2)/9=11.11 AgSc 113 (29x1)/9=3.22 AgSc 113 (50x2)/9=11.11 AgSc 113 (39x1)/9=4.33 AgSc 113 (14x2)/9=3.11 AgSc 113 (15x2)/9=3.33 AgSc 113 (21x2)/9=4.67 AgSc 113 (27x1)/9=3.00 AgSc 113 (28x2)/9=6.22 DeEd 123 (2x3)/20=0.3 AgEx 131 (19x2)/9=4.22
		<b>A10 .</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	—					Submission of grades will be on Jan-Feb 2021 for 1st sem sy 2020-21



		<b>A11 . Number of INC forms with grade submitted within prescribed period</b>	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	3		5	5	5	5.00	Alico, Liwanang, Añora
		<b>A12 . Number of trainings attended related to instruction</b>	Attend mandated trainings	1	1	5	5	4	4.67	ISO 9001:2015 Awareness and Re Awareness Webinar
		<b>A13 . Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	4	4	5	5	5	5.00	
		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	12	10	5	5	4	4.67	
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	50	95	5	5	5	5.00	3 sections of AgSci 113
	<b>PI 8:</b> Number of students advised: *	<b>A16 . Number of students advised:</b>	<b>Acts as academic adviser to students</b>	5	3	5	5	5	5.00	1. Baraoli, Angie Luz 2. Colarina, Christian 3. Malatag, Analyn
		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As Field Practice Supervisor/Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	50	65	5	5	5	5.00	BSDE and BSA students
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<b>Advises student organizations recognized by USOO</b>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<b>Assists student organizations in implementing student related</b>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel							

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3		5	5	5	5.00	3 Learning Guides (Ag Sci 113, AgEx 131 & 123) & 2 Lab Manuals ( AgEx 123 & 131)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	33	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	10	264	5	5	5	5.00	
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	3	11	5	5	5	5.00	AgSci 113 lec (6) & Lab (3), 1 (Ag Ex 123) and 1 ( Aex 131)
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> 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						
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							



	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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								
		<i>In refereed int'l journals</i>									
		<i>In refereed nat'l/regional journals</i>									
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences								
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional fora/conferences</i>									
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or									
		<b>A 33.</b> 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								
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
<b>UMFO 4. EXTENSION SERVICES</b>											
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	2	5	5	5	5.00	LGU Hilongos and LGU Baybay	

	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	1		5	5	4	4.67	Green the Home Project - Training on Broiler Production
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	4	4.67	Green the Home
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	90%	95%	5	5	5	5.00	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>			1	5	5	4	4.67	Training on Backyard Broiler Production
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									



	<b>PI 8.</b> 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*	<b>A 44.</b> 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	zero non conformity					
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant					
		On program accreditations							
		On institutional accreditations							
<b>UMFO 6. General Admin. &amp; Support Services</b>									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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						
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal						
<b>Total Over-all Rating</b>		<b>98.35</b>		Comments & Recommendations for Development Purpose: <i>A very proficient teacher</i>					
<b>Average Rating</b>		<b>4.92</b>							
<b>Adjectival Rating</b>		<b>OUTSTANDING</b>							

Evaluated & Rated by:

**HENRY Y. GOLTIANO**

Department Head

Date:

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date:

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date:



**EMPLOYEE DEVELOPMENT PLAN**  
(July-December 2020)

Name of Employee: Fatima T. Balina  
Performance Rating: Outstanding

Aim: Send Prof. Balina to an international training/conference either as a trainee or paper presenter

Proposed Interventions to Improve Performance: Attend relevant international training (once Covid 19 restrictions are lifted)

Date: October-December 2020 Target Date: Within January-March 2021

First Step: Approved by the department's personnel committee

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Result: Prof. Balina to look for relevant training or conference that can help enhance her knowledge in her specialization and as a prospective leader in the department.

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Date: January-March 2021 Target Date: Within April-June 2021

Next Step: Prof. Balina to apply for participation to an international training/conference on that focuses on her specialization or on administration.

Outcome: Attended international training/presented paper in an international conference within April-June 2021.


Final Step/Recommendation:

The department strongly recommends her for an international training/conference

Prepared by:

  
**HENRY Y. GOLTIANO**  
DAEEx Head

Conforme:

  
**FATIMA T. BALIÑA**

Name of Ratee Faculty/Staff