

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARTURO E. PASA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.72 \times .50 = 2.36$	
b. Students (50%)		$4.75 \times .50 = 2.38$	
Total for Instruction	50%	4.74	2.37
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.89	0.48
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	10%	4.80	0.48
4. Administration	30%	4.44	1.39
5. Production			
TOTAL			4.72

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.72

ADJECTIVAL RATING:

Outstanding

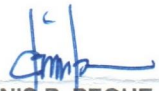
Prepared by:


ARTURO E. PASA
Name of Faculty

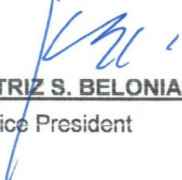
Reviewed by:


ANATOLIO N. POLINAR
Department Head

Recommending Approval:


DENNIS P. PEQUE
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arturo E. Pasa a faculty member of the DEPARTMENT OF FOREST SCIENCE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2022.

ARTURO E. PASA

Professor VI

Date:

Approved:

ANATOLIO N. POLINAR

Department Head

Date:

DENNIS P. PEQUE

College Dean

Date: 7/21/22

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	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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	2/2 (100%)	4.5	4.5	4.5	4.5	Mr. Jonethan Hijada and Ms. Bandana Regmi
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1						Advisee did not proceed to enroll
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1 (100%)	4.5	4.5	5.0	4.67	Mr. Jonethan Hijada will finally graduate this semester
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	2/2 (100%)	4.5	5	5	4.83	Students were entertained
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1/1 (100%)	4.5	4.5	5	4.67	FORV 234

On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1/1 (100%)	4.5	4.5	4.5	4.5	same
Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1/1 (100%)	4.5	4.5	4.5	4.5	same
Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2/2 (100%)	4.5	5	5	4.83	same
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 Moodle or Google Classroom	1	1/1 (100%)	5	5	5	5	Same
PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	learning activities and other outputs to implement new normal							
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	2/2 (100%)	4.5	4.5	4.5	4.5	Fory 199, FGov134n,
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	4/2 (200%)	5	5	5	5	2 courses, midterm and final grades
	A 11. 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	5	5/5 (100%)	5	5	5	5	FGov 133 and FGov134n students
	A12. Number of trainings attended related to instruction	Attend mandated trainings	1						None this rating period
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4/2 (200%)	5	5	5	5	Midterm and finals, 2 subjects
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	4/2 (200%)	4.5	5	5	4.83	Five Quizzes/Assignments
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	5/5 (100%)	4.5	4.5	5	4.67	Assignments
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	5	5/5 (100%)	4.5	4.5	4.5	4.5	As known during enrollment


		<u>A17</u> . Number of students advised on thesis/ field practice/special problem:		5	6/5(120%)	4.5	4.5	4.5	4.5	Rubas, Cabailes, Permangel, Sudraia Pinalago and Igot
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3/3 (100%)	4.5	4.5	5	4.67	
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3/3 (100%)	4.5	5	5	4.83	
		<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20/10 (200%)	5	5	5	5	
	<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOC							
		<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities							
	<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1/2 (50%)	4.5	4.5	4.5	4.5	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	1/2 (50%)	4.5	4.5	4.5	4.5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	1/2 (50%)	4.5	4.5	4.5	4.5	
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	1/2 (50%)	4.5	4.5	4.5	4.5	
	<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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	100%	5	5	5	5	

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	100%	5	5	5	5	
		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	4/1 (400%)	5	5	5	5	Biocamp, UPOU, ACIAR FLR, Project Tarsier
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1						on going
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	100% compliant	5	5	5	5	In progress
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1	100% compliant	4.5	4.5	4.5	4.5	
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UMI of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							


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	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	10	100% compliant	5	5	5	5	
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	10	100% compliant	5	5	5	5	informal training with partner communities
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	Implements duly approved extension projects							
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	5	100% compliant	4.5	5	5	4.83	informal training with partner communities
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		1						none this rating period
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1						None this rating period
Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings in Northern Cebu (Catmon, Borbon, Tabogon)	1	100% compliant	4.5	4.5	4.5	4.5	educational cross visit with partner POs
Consultancy	Consultant								
Evaluator	Evaluator								
PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and							
PI 11. Additional outputs *	A 42. No. of extension-related awards (extra-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	1	100% compliant	4.5	4.5	5	4.67	Through project staff assigned in three regions in the Visayas
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	100%	zero non-conformity	4.5	4.5	4.5	4.5	
		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	100%	100% compliant	5	5	5	5	
		On program accreditations								
		On institutional accreditations								
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	Zero	Zero % complaint	4.5	4.5	4.5	4.5	
	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							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal	2	100% compliant	4.5	4.5	5	4.67	
		Number of Meeting attended	CFES	4	100% compliant	4.5	4.5	5	4.67	
			DFS	4	100% compliant	4.5	4.5	5	4.67	
			Committee	2	100% compliant	4.5	4.5	4.5	4.5	
			University	2	100% compliant	4.5	4.5	4.5	4.5	
			Project	12	100% compliant	5	5	5	5	
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									
										Submit to MMDC for editing the online courseware made for the subjects taught in the previous semesters

Evaluated & Rated by:


 Department Head
 Date:

Recommending Approval


 Dean,
 Date: 7/14/2021

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date:

PERFORMANCE MONITORING FORM

Name of Employee: ARTURO E. PASA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Impressive	Very Satisfactory	Submitted grades on time, checks manuscripts on time.
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Very Impressive	Outstanding	Submit more publications

	outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Attends meetings and makes letters.	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Very Impressive	Outstanding	Attended virtual meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2022	June 2022	June 30, 2022	Very Impressive	Outstanding	Also as country manager of ACIAR Forestry

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLIO N. POLINAR
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Arturo E. Pasa
Performance Rating : 4.72 (Outstanding) January - June 2022

Aim: To improve research and extension capability of faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2022

Target Date: March 2022

First Step:

Required Dr. Pasa to lead the ACIAR research and extension Project.

Result:

Actively lead in the implementation of the ACIAR PROJECT in Region 6, 7 and 8.

Date: April 2022

Target Date: June 2022

Next Step:

Draft scientific articles for possible publication in scientific journals.

Outcome:


Dr. Pasa submits journal articles for review.

Final Step/Recommendation:

Dr. Pasa may write more scientific publications and proposals for future research undertakings. He may also develop more online classroom modules based from the research findings of ACIAR FLR Project.

Prepared by:


ANATOLIO N. POLINAR
Unit Head

Conforme:

ARTURO E. PASA
Ratee