

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: JOSE L. BACUSMO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	15%	4.9	.73
2. Research	40%	5.0	2.0
3. Extension	25%	5.0	1.25
4. Administration & Facilitative Services	20%	5.0	1.0
TOTAL	100%		4.98

EQUIVALENT NUMERICAL RATING:

4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.98

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

JOSE L. BACUSMO
Name of Faculty

OTHELLO B. CAPUNO
Vice President, R & E

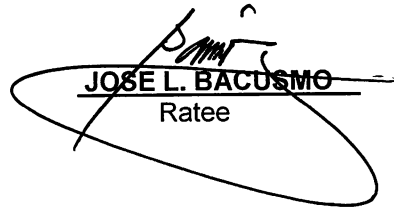
Approved:


OTHELLO B. CAPUNO
Vice President, R & E

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSE L. BACUSMO**, of PhilRootcrops, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 – December 31 2018 .


JOSE L. BACUSMO
 Ratee


OTHELLO B. CAPUNO
 Head of Unit

Date _____

MFOs / PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating	Remarks
Advanced and Higher Education Services	<u>FTE</u>				Q1	E2 T3 A4
	Number of Student Research Advisee	TO advise / guide undergrad students in their BS theses	2	2	5	5 5 5
Research Services	Number of research projects implemented	To implement research projects	2	5	5	5 5 5
	Number of proposals	To prepare proposals for funding	1	1		

[illegible]

**Production
Services
(Resource
Generation)**

Distribution of
planting
materials

To distribute
planting
materials to
clienteles

1,300

1,700

5

5

5

5

**Administrati
ve Services**

Office
headship

- DTR signed
- Number of
PRDC
meetings
attended
- No. of staff /
personnel
coached

100%
documents
processed
and acted
within two
days with
zero
complaint

100%
documents
processed
and acted
within two
days with
zero
complaint

5

5

5

5

Meetings
attended

Staff /
personnel
coached

90% of
scheduled
meeting will
be attended


100% of
scheduled
meeting will
be attended


**Total Overall
Rating**

Average Rating (Total Over-all rating divided by 4)		5.0
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING
Comments & Recommendations for Development Purpose:		

Rated and Evaluated by:

Approved by:


OTHELLO B. CAPUNO
Vice President, R & E
Date: _____


OTHELLO B. CAPUNO
Vice President
Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2018
 Name of Staff: Jose L. Bacusmo Position: Director

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	(5)	4	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	(5)	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	(5)	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score		60			
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale			
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score		25			
Average Score		5.00			

Overall recommendation : Outstanding Scientist & Administrator with Service Excellence
Keep it up !!!

Othello B. Capuno
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jose L. Bacusmo

Performance Rating: Outstanding

Aim: To have an efficient management of Research Programs/projects/studies implemented by VSU researchers.

Proposed Interventions to Improve Performance:

Date: July 1, 2018 Target Date: December 31, 2018

First Step:

1. Maintain efficiency, improve and modify management strategies in the implementation of VSU Research Programs/projects/studies.

Result:

1. Improved implementation management strategies.

Date: January 1, 2019 Target Date: June 30, 2019

Next Step:

1. Improved/adjust/modify management strategies to further increase efficiency.

Outcome: Efficient management strategies.

Final Step/Recommendation:

Recommended for promotion.

Prepared by:


OTHELLO B. CAPUNO
Unit Head

Conforme:


JOSE L. BACUSMO
Name of Ratee Faculty/Staff