

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(July – December)**

Name of the Faculty Member: MILAGROS C. BALES

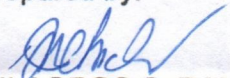
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50% = 2.5	
b. Students (50%)		4.75x50% = 2.38	
Total for Instruction	55%	4.88	2.68
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.33	0.43
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	15%	5.0	0.75
4. Administration	20%	5.0	1.0
5. Production			
TOTAL			4.86

EQUIVALENT NUMERICAL RATING: 4.86  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.86

ADJECTIVAL RATING: **OUTSTANDING**

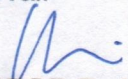
Prepared by:

Reviewed by:


  
**MILAGROS C. BALES**  
Name of Faculty

N/A  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean, CAFS

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs




"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MILAGROS C. BALES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JULY - DECEMBER 2022.

Approved:

  
**MILAGROS C. BALES**

Professor III

Date: 01/06/23

  
**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	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	4.0	7.83	5	5	5	5.00	AgDe 202= 12x3/12= 3 AGEX 234= 1x3/12= .25 AGEX 233= 12x3/12= 3.0 AGED 299=1x1/12= .08 AGEX 290=1x3/12= 0.25 AgEd 241= 3x3/12= .75 AGEd 321=2x3x12=.50
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	5	9	5	5	5	5.00	Badino, DA; Café, AGM; Custodio, PND; Elorde, CPP; Mena, MK; Pamad, SMR; Tape, A; Tubo, J; Tiu, D,
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	8	5	5	5	5.00	Camillo, MB; Ruedas, MYAD; Elatico, M., Elorde, CPP; Pamad Shiela, Tape, A; Tiu, DB



		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	7	5	5	5	5.00	Canopin, R., Martil, E., Mati-om, M, Monterde, RJ; Bihag, I; Coronel ,LG; Melendres, RA
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	8	34	5	5	5	5.00	Ruedas, Elatico, Elorde, Tape, Tiu, Colminas, Curay, Galupo, Gaviola, Godmaling, Lamo, Manguriban, Café, Mazanares, Salino, Pamad, Sumaylo, Corte, Dioso, Gallego, Go-od, Jimena, Moldez, Ortega, Penario, Tubo, VISCA, Cordero, Atole, Paler, Agravante, Esparagoza, Madrid, DelaTorre
	<u>PI9</u> : Number of instructional materials developed *	<u>A5</u> . 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	3	3	5	5	5	5.00	AgEx 202, AgEx 234, Agex 233
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	14	5	5	5	5.00	AGDe 202 - 1 PPP , 3 reading assignments AgEx 234 - 2 PPP; 4 readng assgn AgEx 233- 3 PPP; 1 video clip
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	6	5	5	5	5.00	AgEx 202 - 2 exams AgEx 234 - 2 exams Agex 233 - 2 exams



		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 Moddle or Google Classroom	3	4	5	5	5	5.00	AGDE 202 AgEx 234 AgEx 233 AgEd 241
	<b>PI 10 . Additional outputs:</b>	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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	6	0.6	3	3	3	3.00	Give up undeprd courses because of Dept Headship, only undergrad thesis advising and OJT AGEX 200n - 2x6x/20= .6
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	2	4	4	4	4.00	Give up undeprd courses because of Dept Headship AGEX 200B AGEX 200n
		<b>A 11 .</b> 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 prescribed period	3	3	5	5	5	5.00	deferred grades of students in AGSc 113
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Onboarding for Gradfuatue Students, On boarding for Undergrad atudents
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	7	5	5	5	5.00	reviewed outlines of: Pegadiro, Abarilla, Adlawan, Malagsic, Munez, Galera, Singson



		<b>A14 . Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	10	none					
		<b>A15 . Number of lab reports and term papers checked and graded</b>	Checks lab reports and term papers submitted as required	0						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	3	2	4	4	4	4.00	Aberilla, M; Adlawan,JC;
		<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	3	7	5	5	5	5.00	reviewed outlines of: Pegadiro, Abarilla, Adlawan, Malagsic, Munez, Galera, Singson
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	7	5	5	5	5.00	Celeste, JP; Claveria, ME; Moala, BJQ
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	5	35	5	5	5	5.00	All students of DAEEEx
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	none					



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	none					
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	none					
		<b>A 23 :</b> 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							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	none					
	<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	4	5	5	5	5.00	complied in the 1st half of the evaluation period
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	3	5	5	5	5.00	PhilFIDA and PRDP, ATI
		<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							
<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	1	1	5	5	5	5.00	Evaluation of the Extension Service Delivery of the Abaca Industry in Earten Visayas in Support to the Implementation of Investments of AFMA



	<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 project within the year	1	1	3	3	3	3.00	Extended to February 2023
	<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 for a/conferences	1	3					
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1	3	5	5	5	5.00	1. Levels of Adoption of Agricultural Technologies by 4-H Club Youth in Southern Leyte 2. Determinants of Agricultural Technology Adoption Among 4-H Club Membrs in Southern Leyte 3. Building Capacities of Farmers to Become Entrepereneurs thru Climate Smart Farm Business School Approach in Selected Municipalities in Region 8
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of 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 student w/ faculty)								
		<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	2	42	5	5	5	5.00	PhilFIDA, PRDP, DA Region 8, LGUs of Baybay and Hilongos and other 37 LGUs in Region 8
	<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	50	91	5	5	5	5.00	GTH Project - 26 ATI virtual Participants - 65
	<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	2	2	5	5	5	5.00	Green-The-Home and Capacity Building of PhilFIDA Staff as component of Research-cum-Extension Project of PhilFIDA



	<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							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	ATI and LNU
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		1	1	5	5	5	5.00	ATI- Micro-Teaching Panelist
	<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	1	1	5	5	5	5.00	Concept note on Coastal Resource Management for submission to NGP and "Strengthening Organizational Capacities of PRDP Assisted-Associations for Sustained and Resilient Agricultural Conduit of Change"
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. 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							



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	zero non-conformity						
	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% compliant						
	On program accreditations		3	5	5	5	5.00	Achieved during the 1st half of the year: Level IV MS AGEX, MS AGED, MagDev in the area of Extension	
	On institutional accreditations		1	5	5	5	5.00	attained on 1st half of rating period as member of Area VI-Extension	
	COPC		2	5	5	5	5.00	MS AgEd and PhD AgEd awarded COPC in December, awaiting results of COPC for MS AGEX and MaGDEV Agext and AGED	
UMFO 6. General Admin. & Support Services									
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	5	5	5	5.00		



	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							
	Total Over-all Rating				164.00	Comments & Recommendations for Development Purpose:  Good job!!				
	Average Rating				4.82					
	Adjectival Rating				OUTSTANDING					

Evaluated & Rated by:

  
VICTOR B. ASIO

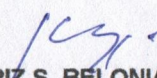
Dean, CAFS

Date:

Recommending Approval

N/A

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Milagros C. Bales

Performance Rating: Outstanding

Aim: To enhance research performance of Dr. Bales although she will be retiring by April 2023.

Proposed Interventions to Improve Performance: Attend international conferences and present as paper presenter.

Date: Jan 2023

Target Date: March-April 2023

First Step: Search the internet for announcements on scientific conferences.

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Result: Apply to the scientific conferences.

Date: Jan 2023

Target Date: March-April 2023

Next Step: Conduct a seminar at her own department and look for possible funding.

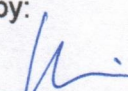
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Outcome: Increased publication and research projects of the department.


Final Step/Recommendation:

The college strongly recommends Dr. Bales to attend international conferences.

Prepared by:

  
**VICTOR B. ASIO**  
CAFS Dean

Conforme:

  
**MILAGROS C. BALES**  
Name of Ratee Faculty/Staff