

**Exhibit K**


**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS  
(January – June 2021)**


Name of 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%)		$5.0 \times 50\% = 2.5$	
b. Students (50%)		$4.33 \times 50\% = 2.17$	
Total for Instruction	50%	4.67	2.34
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	4.67	0.47
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	25%	4.84	1.21
4. Administration	15%	5	0.75
5. Production			
TOTAL			4.77

EQUIVALENT NUMERICAL RATING: 4.77  
Add: Additional Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: **Outstanding**

Prepared by:  
  
**MILAGROS C. BALES**  
Name of Faculty


Reviewed by:  
  
**KAREN LUZ Y. TEVES**  
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, MILAGROS C. BALES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following for the period January to June 2021.

  
**MILAGROS C. BALES**  
 Assoc. Prof. V  
 Date: July 28, 2021

Approved:   
**KAREN LUZ Y. TEVES**  
 Department Head  
 Date: Aug. 2, 2021

  
**VICTOR B. ASIO**  
 College Dean  
 Date: 13 Aug 2021

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	6.0	6.0	5	5	4	4.67	AGEX 233 - 9, AGDE 202-11, AGEX 290 -1, AGEX 299-1, AGEX 300-1, AgEd 312-1
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	6	5	5	5	5.00	Derilyn Badino, Cristita Clava, Mary Yole Ruedas, Cecelia Elorde, Monna Bengalan, Mergie Camillo
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	4	5	5	5	5.00	Glaiza Calubiran, Jemboy Cadenas, Cristita Clava, Cecilia P. Elorde
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	19	5	5	5	5.00	Marion Parilla, Ma. Trisha Rempillo, Mry Rose Giban, Mark Donald Balo, Rosemarie Macale, Jade Bantasan, Lizel Llaruente, Maria Angeles Jaca, Isabel Bihag, LCoronel, IDematawaran, RValderrama, Ronald Melendres, Christian Conde, Disy Rey Palma, Johanne Maictin, Dawn Maress



		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	4	25	5	5	5	5.00	Glaiza Calubiran, Jemboy Cadenas, Cristita Clava, Cecilia P. Elorde Marion Parilla, Ma. Trisha Rempillo, Mry Rose Giban, Mark Donald Balo, Rosemarie Macale, Jade Bantasan, Lize Llaruente, Maria Angeles Jaca, Isabel Bihag, LCoronel, IDematawaran, RValderrama, Ronald Melendres, Christian Conde, Johanne Maictin, Dawn Mareess Mendez, Villaruben, B, Martil, E., Agavante, L, Coronel, Christian, Gurobat, I., Lope, Christian, Nunez, Jerome, Ruedas, MRY., Ruffollo, C, Saratorio, N., Hope Esparagoza
	<b>PI 9:</b> 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	2	5	5	4	4.67	AGEX 233, AGDE 202
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4 PPPs and 20 Reading assignments	5	5	4	4.67	AGEX 233 - 2 PPP, 8 Reading Assignment; AGDE 202- 2 PPP and 12 reading assignments
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	8	5	5	4	4.67	AGEX 233 -long quizzes, midterm nd final exms AGDE 202- midterm nd final exams
		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	3	2	4	4	4	4.00	AGEX 233 and AgDev 202
	<b>PI 10</b> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										

OVPI UMFO 3. Higher Education Management Services										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	6	3.7	5	5	5	5.00	AGEX 152 - 16 AGEX 199-18 AGEX200n-4
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	7	5	5	4	4.67	undergrad & grad subjects
		<b>A11.</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	6	5	5	4	4.67	1 incurred INC but did not comply. She was just dropped from the subject in AGSc 113 (Jonalyn Gonos), *Graduate Subjects included
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	4	4.67	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference, Turnitin Instructor's Workflow Training, Webinar-Workshop on the New Guidelines for Levels III and IV AACCUP Accreditation System
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	6	5	5	4	4.67	AGEX 152, AGEX 122
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	8	5	5	4	4.67	AGEX 152, AGEX 122
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	32 term/reaction papers checked and graded	5	5	5	5.00	AGEX 152 -15 students (reaction/term papers), AGEX 122-17 students (term papers)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser o students</i>	3	5	5	5	4	4.67	Jayrah Celeste, Brian Mondala, Melody Claveria, Alden Del Mayor, and Julieta Villocino
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As Field Practice Supervisor/Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	3	4	4	4	4	4.00	Jayrah Celeste, Brian Mondala, Melody Claveria, Alden Del Mayor
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	none					



		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	16	5	5	5	5.00	Jayrah Celeste, Brian Mondala, Melody Claveria, Alden Del Mayor, and Julieta Villocino, Jeva Bucog, Rica Canupin, Sheena Mae Ciabo, Alberto Colminas, Anelyn Palermo, Jenice Pigte, Rizzalyn Pole, Herbert Rebojo, Monica Sacmar, Jenny Mae Sanchez, Bhern Mhar Talana
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							
	<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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2	5	5	5	5.00	AGEX 152 -16 students, AGEX 122- 17 students
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	10 PPP, video clip,	5	5	5	5.00	AGEX 152- 8 PPP and 1 Video clip AGEX 199 - 2 PPP
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	5	5	5	5.00	1 final exam for AGEX 122 and 4 long exam for AGEX 152
		<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 Moodle or Google Classroom	1	1 virtual class created	5	5	5	5.00	AGEX 152
	<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	1 NP report prepared 1 PPP, 1 Executive Summary	5	5	5	5.00	BSA Level IV accreditation 2nd cycle held on April 19-23, 2021, Chair, Extension and Community Involvement

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		Preparation for RQAT			1	5	5	5	5.00	MaGDEV Extension program documents submitted to CHED for RQAT Review
		<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	1	5	5	4	4.67	agex 152 conduct of virtual interviews (role play)
<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 or project 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 for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1						to be accomplished in July-Dec
	<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		1	5	5	4	4.67	PhilFida - Evaluation of the Extension Service Delivery System Of The Abaca Industry in Eastern Visayas In Support to the Implementation of Investments For The Agriculture and Fisheries Modernization Plan (Afmp)
	<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	39	5	5	5	5.00	GTH - 2 (Hilongos and Baybay LGU (CAO); YRRP-Biliran (3), Samar ((5), Leyte (29)
	<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	12,288 (1,024 CS-FBS Training participants)	5	5	5	5.00	Climate Smart- Farm Business School Season-long Training
	<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	4	4.67	*Green-the-Home Project * Building capacities of farmers to become entrepreneurs thru climate-smart farm business school in selected municipalities in region 8
	<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%	100%	5	5	5	5.00	Participants from CS-FBS
	<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		1	7	5	5	4	4.67	Served as external co-adviser of Joy Bellen's PhD thesis, TA's (Ipong, Casinillo, Galupo, Loreno, Lipian, Mueda)
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		2	1	5	5	4	4.67	RP for the Training o CS-FBS in Baybay. Others can be accomplished in July -Dec.
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		1	1	5	5	4	4.67	Will be accomplished in July to Dec, CS-FBS
	PI 8. Percent of extension proposals approved *	A 41. 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	PhilFida - Evaluation of the Extension Service Delivery System Of The Abaca Industry in Eastern Visayas In Support to the Implementation of Investments For The Agriculture and Fisheries Modernization Plan (Afrmp) At The Local and National Levels
	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							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	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	5	5	5	5.00	
		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	prepared NP for extension and 1powerpoint	100% compliant	5	5	5	5.00	BSA, Chairperson for Extension and Community Involvement, BSA level IV accreditation
		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	5	5	5	5.00	
	<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							
			Facilitated the conduct of 2 separate Mngmenet Reviews for ISO nd prepared 2 minutes		2 minutes prepared	5	5	5	5.00	Role as QMR
			Coordinated the conduct of First Surveillance audit for ISO 2015		1 FSA Conducted	5	5	5	5.00	VSU passed FSA with 0 non-conformity
	<b>Total Over-all Rating</b>				<b>192.67</b>	Comment & Recommendation for Development Purposes: <i>Thank you so much for an excellent performance!</i>				
	<b>Average Rating</b>				<b>4.82</b>					
	<b>Adjectival Rating</b>				<b>Outstanding</b>					

Evaluated & Rated by:

**KAREN LUZ Y. TEVES**

Department Head

Date: *Aug. 2, 2021*

Recommending Approval

**VICTOR B. ASIO**

Dean, CAFS

Date: *03 Aug 2021*

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Date: *8/4/2021*

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Milagros C. Bales

Performance Rating: Outstanding

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

Proposed Interventions to Improve Performance: Attend relevant international training

Date: Aug-Dec 2021 Target Date: Aug-Dec 2021

First Step: Approved by the department's personnel committee

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Result: Dr. Bales to look for relevant training or conference on extension management amidst evolving concerns in social development

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Date: Aug.- Dec. 2021 Target Date: Within Aug.- Dec. 2021

Next Step: Dr. Bales to apply for participation to an international training/conference

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Outcome: Attended international training/presented paper in an international conference in 2021.

Final Step/Recommendation:

The department strongly recommends her for an international training/conference

Prepared by:

  
**KAREN LUZ Y. TEVES**  
DAEEEx Head

Conforme:

  
**MILAGROS C. BALES**

Name of Ratee Faculty/Staff