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%)	4.73	2.37	**1.31**
b. Students (50%)	4.00	2.00	
Total for Instruction	30%	4.37	
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	40%	4.67	**1.87**
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.77	**0.95**
4. Administration	10%	4.7	**0.47**
5. Production			
TOTAL	100%		**4.6**

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any: **4.6**

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: **Outstanding**

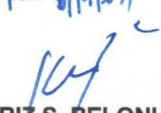Prepared by: 07-18-2023   Reviewed by: 07-18-2023

ARTURO E. PASA   **ANATOLIO N. POLINAR**
Name of Faculty   Department Head

Recommending Approval:

DENNIS P. PEQUE
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arturo E. Pasa, a faculty member of the _DEPARTMENT OFFOREST SCIENCE_ commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2023.

Approved:

ARTURO E. PASA
Professor VI
Date: 07-4-2023

ANATOLIO N. POLINAR
Department Head
Date: 07-18-2023

DENNIS P. PEQUE
College Dean
Date: 7/19/23

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	Eficiency	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	4,5	4,5	4,5	4.5	100%
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2/2	4,5	4,5	4,5	4.5	100% Bandana, Villacarillo
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	4/2	5	4,5	4,5	4.67	200% Jessa, Rowela, Cadiz, Aguilar
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	10/2	4,5	4,5	4,5	4.5	500%
	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	2						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2/2	5	4,5	4.5	4.67	

		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2/2	4.5	4.5	4.5	4.5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	2/2	4.5	4.5	4.5	4.5	
		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							
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential 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	5	4.5	5	4.83	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3/2	5	5	5	5	
		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	5	4.5	4.5	4.47	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1/1	4.5	4.5	4.5	4.50	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6/4	5	5	5	5	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	4/4	5	4.5	5	4.83	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	20/20	5	5	5	5	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	3	3/3	4.5	4.5	4.5	4.5	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	3/3	5	4.5	5	4.83	

		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3/3	5	4.5	4.5	4.67	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	20/10	5	4.5	4.5	4.67	
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO								
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities								
PI 10: Number of instructional materials developed *	A 21 : 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	2/2	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	3/2	5	5	5	5	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	4/2	5	5	5	5	
	A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom								
PI 11. Additional outputs	A 25. 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	1/1	4.5	5	4.5	4.67	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	1/1	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	1/1	5	4.5	4.5	4.67	AACUP
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	1/1	5	5	5	5	
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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	1	1/1	4.5	4.5	4.5	4.5	
	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	1/1	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 UM 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	10/10	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	10/10	5	5	5	5	

PI	A	Description	Target	Target Detail				Avg	
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	Implementes 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							
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	**1/1**	4.5	4.5	4.5	4.5	
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		1	**1/1**	4.5	4.5	4.5	4.5	
Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings with partner POs in the Visayas	3	**3/3**	5	4.5	5	4.83	
Consultancy	Consultant								
Evaluator	Evaluator								
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							
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. 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						
		Number of farmers /PO members and officers communicated/advised							
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 theQMS 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**	5	5	5	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					
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 performfing 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	2/2	4.5	4.5	4.5	4.5	
	Number of Meeting attended	CFES	4	No meeting					
		DFS	4	4/4	4.5	4.5	5	4.67	
		Committee	2	2/2	4.5	5	5	4.83	
		University	2	2/2	4.5	4.5	4.5	4.50	
		Project	12	12/12	5	5	5	5	
Total Over-all Rating	184.51								Has to engage in research and
Average Rating	4.73								extension functions. Publish
Adjectival Rating	Outstanding								articles in indexed journals.

Evaluated & Rated by:

ANATOLIO N. POLINAR
Department Head
Date: 07-18-2022

Recommending Approval

DENNIS P. PEQUE
Dean, CFES
Date: 2/19/vn

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Exhibit I

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, 2023	June 2023	June 30, 2023	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, 2023	June 2023	June 30, 2023	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, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	AttendedFace to face and virtual meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	January 1, 2023	June 2023	June 30, 2023	Very Impressive	Outstanding	Also as country manager of ACIAR-FLR Project

*Either very impressive, impressive, needs improvement, poor, very poor
**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:

ANATOLIO N. POLINAR
Unit Head

EXHIBIT L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Arturo E. Pasa
Performance Rating : **4.60 Outstanding**

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 2023   Target Date: March 2023

First Step:

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

Result:

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

Date: April 2023   Target Date: June 2023

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: 07-18-2023

ANATOLIO N. POLINAR
Unit Head

Conforme: 07-18-2023

ARTURO E. PASA
Ratee