SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Dr. Deejay Maranguit-Lumanao,   Asst. Prof. II**
Period: **July to December 2020**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)	35%	4.933	1.7265
b. Students	35%	4.750	1.6625
Total for Instruction	**70%**		
2. Research			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	15%	4.915	0.7373
Total for Research	**15%**		
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)	15%	4.830	0.7245
Total for Extension	**15%**		
4. Administration			
5. Production			
TOTAL	**100%**		**4.8508**

EQUIVALENT NUMERICAL RATING: **4.85**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.85**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

DEEJAY M. LUMANAO
Name of Faculty

Reviewed by:

SUZETTE B. LINA
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved:

BEATRIZ S. BELONIAS
VP for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>DEEJAY M. LUMANAO</u>, a faculty member of the <u>DEPARTMENT OF SOIL SCIENCE</u> 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 <u>JULY-DECEMBER, 2020 (Accomplishment)</u>.

DEEJAY M. LUMANAO
Asst. Prof. II
Date: 1/13/2021

Approved:

SUZETTE B. LINA
Department Head
Date: 1/15/2021

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	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	0	3.00	5	5	5	5.00	SOIL 300.4 (1 student) SOIL 291 (2 students); SOIL 213
	PI 8: Number of graduate students advised *	**A2.** Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	4.5	4.83	Rhonna Bulawan; Charlene Colangan; Kier Lambert Demain;
		A3. *Number of students advised on thesis/special problem/dissertation*								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	Rhonna Bulawan; Charlene Colangan; Kier Lambert Demain
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	5	5	5	4.5	4.83	Jenny Balanay; Muffet Requitillo; Nikka Asencion; Batuto; Bedico
		A4. *Number of students entertained for consultation purposes*	*Entertains students seeking consultation with faculty*	2	10	5	5	5	5.00	1st yr. MS Soil Science; 2nd yr. MS Soil Science

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	5	5	4.5	4.83	Soil213 - Advanced Soil Microbiology
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	4.5	4.83	Soil213 - Advanced Soil Microbiology (module and laboratory guide)
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	Soil213 powerpoint presentations; uploaded videos; journal articles
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	5	5	5	5	5.00	Midterm & Final Written exams; Final Oral exam; quizzes
	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	0	0					
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Soil213 at VSUEE/Moodle
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	1	1	5	5	4.5	4.83	

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	5	6.80	5	5	5	5.0	Soil 113; Soil 200.1; EM 200.4
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	6	5	5	4.5	4.83	Soil 113; Soil 200; Soil 200.1; EM 200.4
	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 prescribed period	0	5	5	5	5	5.00	Completion for Soil 113, Soil 112 INC students (Oclinaria, Pacayo, Isog, Yuan, Yamon)

	A12. Number of trainings attended related to instruction	Attend mandated trainings	0	5	5	5	5	5.00	Webinars on making modules; Online training on google classroom and
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	1	1	5	5	4.5	4.83	Midterm Exams of Soil 113
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	4.5	4.83	Pre-test, Post-test and quizzes for Soil 113
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	5	27	5	5	4.5	4.83	Term paper in Soil 113
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	1	17	5	5	5	5.00	7 (1st yr); 7(2nd yr); 2(3rd yr - Lazo, Yaun); 1(OS - Centino)
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	Centino, Lazo, Yaun, Bendanillo
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Amamangpang; Cyrill Ellorimo; Rhea Yamon
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	10	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	Advises student organizations recognized by USOO	1	1	5	5	5	5.00	Graduate Students Association
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	0	0					
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	1	1	5	5	4.5	4.83	SS 113 - Soil Microbiology; Module 5 of SS 22 and SS 110

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	SS 113 - Soil Microbiology module and laboratory guide; Module 5 of SS 22 and SS 110; SS 24 Module 1; EM112n Module
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	8	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5	5.00	Exams and quizzes for SS113; SS 110
		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	0	0					
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	4.5	4.83	Moodle classroom (VSUEE) SS113
	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	0	0					
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	0	0					
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	0					
			SUBTOTAL (Instruction)						138.13	
			Average						4.933	
			TPES Rating						4.75	
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	0	0					
	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	0	0					

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	0		2	5	5	5	5.00	1 Submitted in Catena and 1 submited in JATM
	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	0		0					
	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	0		0	0	0	0	0.00	
PI 6. Additional outputs*	**A 32**. No. of research-related awards (research conducted by									
	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	2		4	5	5	4.5	4.83	SHJ; ATR; LDD; JATM; etc.
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0		0					
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0							
					SUBTOTAL (Research)				9.83	
					Average				4.915	
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	0							
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	0							
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	1	1	5	4.5	5	4.83		GAA 2020 (DSS-Extension Project) entitled: "Enhancing Farmer's Farm Productivity and Capacity on Soil Health Management for Sustainable Crop Production and Environmental Protection in Changing Climate"
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	0	0						
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		0							
Peer reviewers/Panelists	Peer reviewers/Panelists		0							
Resource Persons	Resource Persons		0							
Convenor/Organizer	Convenor/Organizer		0							
Consultancy	Consultant		0							
Evaluator	Evaluator		0							
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	0							

PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *		0						
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	0	1	5	5	4.5	4.83	
					SUBTOTAL (Extension)			9.66	
					Average			4.83	

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							
	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							
	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							
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 (Conducted monthly consultation meeting with the Staff of the Online Programs Office)							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal (Conducted the online consultation dialogue with the distance learning students)							
			SUBTOTAL (Administration)						0.00	
			Average						0.00	
Total Over-all Rating								157.62		
Average Rating								4.8508		
Adjectival Rating								Outstanding		

Average Rating (Total Over-all Rating Divided by 4)		4.85	
Additional Points:			
Punctuality	xx		
Approved Additional Points (with copy of approval)	xx		
FINAL RATING		4.85	
ADJECTIVAL RATING		OUTSTANDING	

Comments and Recommendations for Development Purpose:

should write research proposals for possible funding.

Evaluated & Rated by:

SUZETTE B. LINA
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **DEEJAY MARANGUIT-LUMANAO**
Performance Rating: <u>OUTSTANDING</u>

Aim: To sustain the outstanding rating

Proposed Interventions to Sustain/Improve Performance:

Full support from the Department of Soil Science, the College of Agriculture and Food Sciences, and from the University in terms of financial support for all proposals to be submitted to produce outputs for instruction (ex. Budget for teaching guide preparation), research (ex. Approval and release of budget for research proposal submitted), extension (ex. Time and budget to do the extension activities) and production.

Date: <u>July 1, 2020</u>   Target Date: <u>December 31, 2020</u>

First Step:

Continue revising instructional materials to online-ready courseware.

Attend and participate in local, national, and international scientific fora and training-workshops online.

Submission of instruction, research and extension proposals for funding.

Submit an article to ISI journals.

Review manuscript submitted in the journal as peer-reviewer.

Result:

Has revised the instructional materials to online-ready courseware based on the learning guide format of the University.

Has attended and participated series of Webinars concerning teaching in the new normal conducted by the SUC consortium of Region 8.

Has attended the training-Workshop on Strengthening Talents in Learning Management System as SUCs of Region 8 Transition to a Better New Normal.

Has attended and participated series of Webinars about Moodle and Google classroom

Has attended the SARAi Eskwela Webinar conducted by UPLB.

Prepared research proposal for VSU funding

Reviewed articles from ATR, SHJ, JATM.

Date: January 1, 2021   Target Date: June 30, 2021

Next Step:

Continue writing another research article for publication in ISI journal.

Write a research proposal for funding. Prepare virtual classroom, update syllabi and learning guides for 2nd semester classes

Outcome: Submission of research article for publication in the ISI journal.
Submission of research proposal for funding.

Final Step/Recommendation:

If research paper is accepted for publication and will be published, it will be used as a reference for graduate and undergraduate students. And if the research proposal will be submitted and will be funded, new graduates will be hired as a research assistant, and data generated will be published.

Conforme:

DEEJAY M. LUMANAO
Faculty

Prepared by:

SUZETTE B. LINA
Head, DSS