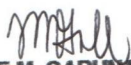


SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FE M. GABUNADA

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2X3)
1. Instruction			
a. Center Director (50%)		4.125 x 50%	2.063
b. Students (50%)		5.000 x 50%	2.500
Total Instruction	20%	4.563	0.913
2. Research			
* Dept. Head/Center Directors		4.500 x 100%	4.500
Total for Research	45%	4.50	2.025
3. Extension			
* Dept. Head/Center Directors		4.833 x 100%	4.833
Total for Extension	20%	4.833	0.967
4 Administration Support	15%	4.250	0.638
TOTAL	100%		4.542
EQUIVALENT NUMERICAL RATING			
Add: Additional Points, if any			
TOTAL NUMERICAL RATING			4.542
ADJECTIVAL RATING			VS

Prepared by:


FE M. GABUNADA
Name of Faculty

Reviewed by:


ROMEL B. ARMECHIN
Director, Eco-FARM


Approved:



OTHELLO B. CAPUNO
VP, Research & Extension

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FE M. GABUNADA, Professor VI of the Ecological Farm and Resource Management Institute (Eco-FARMI), Visayas State University and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019.


FE M. GABUNADA
Ratee
Date: 20 November 2019


ROMEL B. ARMECIN
Unit Head
Date: 20 Nov. 2019

MFO No.	MFO Description	Success/ Performance Indicators	Task Assigned	Target	Accomplishment		Rating				Remarks
					Actual	Details of Accomplishment	Q ¹	E ²	T ³	A ⁴	
MFO 1	Advanced Education Services	PI 1: Total FTE monitored	Conducts graduate lecture classes, prepares exams, checks papers, computes grades and submits to UR office	0.33	0.33	Handled 1 graduate course - AGECE 248 (Research Methods in Agricultural Economics) with 1 student	4	4	4	4	
		PI 2: Number of graduate students advised	Advise graduate students	2	2	Advised graduate students (1 as major adviser and 1 as member of the Graduate Advisory Committee) who completed their MS in Agricultural Economics degree within the semester	4	4	4	4	

		PI 2: Number of research outputs presented in regional/national/int'l								
		PI 3: Number of research projects conducted and/or completed on schedule	Conducts/implements research project/studies	5	5	Implemented the following research projects: (1) Regional Climate-Resilient Agri-Fisheries Assessment, Targeting and Prioritization in the Provinces of Eastern Samar, Northern Samar, Southern Leyte, and Biliran for the Adaptation and Mitigation Initiative Phase 2 (as Economist); (2) Establishing a Socio-Economic Research and Data Analytics Center in the Visayas (as Project Staff); (3) Impact Evaluation (IE) of the Agrarian Reform Infrastructure Support Project - Phase III (ARISP III) in Eastern Visayas (as Team Leader); (4) IE of the Agri-Pinoy Livestock Program (A-PLP) in Samar Island (as Team Leader); and (5) Development of Mixed Method Approaches to IA (MMAIA) of Selected Research Projects in Central Philippines (as Project Leader)	4.5	4.5	4.5	4.5
		PI 4: Number of research proposals submitted								
		PI 5: Percent of research proposals approved								
		PI 6: Amount of research money generated from external funding	Generates funding for a research project (as Project Leader)	PhP1.6M	PhP1.6M	Actual amount of research funding released for the period (only for projects as Project/Team Leader)	5	5	5	5

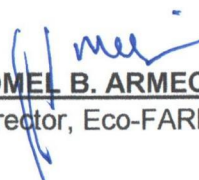
		<u>PI 7</u> : Amount of research money generated from institutional funding								
		<u>PI 8</u> . Additional outputs	Presents research outputs	1	1	Presented highlights of the MMAIA Project during a workshop in Brisbane, Australia	4.5	4.5	4.5	4.5
MFO 4	Extension Services	<u>PI 1</u> . Number of person-days trained weighted by length of training	Conducts/implements training	116.88	116.88	Conducted 2 trainings: (1) Training-Workshop on Selected Quantitative Methods for Project Impact Evaluation for 2.125 days with 30 participants and (2) Training-Workshop on Enhancing the Conduct of Impact Evaluation of Research and Extension Projects for 2.125 days with 25 participants	5	5	5	5
		<u>PI 2</u> . Number of IEC materials/ technoguides developed/ used								
		<u>PI 3</u> . Number of beneficiaries served								
		<u>PI 4</u> . Number of Extension projects conducted and/or completed on schedule								
		<u>PI 5</u> Number of extension proposal submitted								
		<u>PI 6</u> : Percent of extension proposals approved								
		<u>PI 7</u> : Amount of extension money generated from external funding								

Total Over-all Rating	Ave. Rating (Total Over-all rating divided by 12)	53.5/12	
	Additional Points:		
	Punctuality		
	Approved Additional points		
	(with copy of approval)		
	FINAL RATING	4.46	
	ADJECTIVAL RATING	1/5	

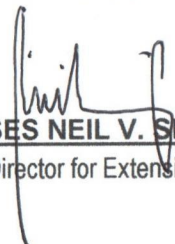
Comments and Recommendations for Development Purpose:


Recommended to attend training related to her field of specialization

Evaluated and Rated by:

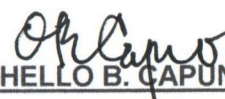

ROMEL B. ARMECIN
 Director, Eco-FARMI

Recommending Approval:


MOISES NEIL V. SERINO
 Director for Extension


JOSE L. BACUSMO
 Director for Research

Approved by:


OTHELLO B. CAPUNO
 VP for Research and Extension

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2019

√	1 st	Q U A R T E R
√	2 nd	
	3 rd	
	4 th	

Name of Employee : **FE M. GABUNADA**
Head of Office : **ROMEL B. ARMECIN**
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Conduct & Implement newly approved projects	March 2019				
Coaching Proper Implementation of newly approved project	May 2019				

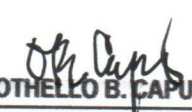
Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ROMEL B. ARMECIN

Immediate Supervisor

Noted by:


OTHELLO B. CAPUNO

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

Instrument for Performance Effectiveness of Faculty Staff

Rating Period : January - June 2019

Name of Staff : FE M. GABUNADA

Position : Professor V

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office/center 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 output which always result to best practice of the unit. He is 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 requirements

A. Commitment (both for subordinates and supervisors)		Scales				
1.	Demonstrate 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.	Suggest new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional task assigned by the head or by higher offices even if he 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 objectives criticisms and opens to suggestions and innovations for improvement of his work accomplishments.	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisor only to be rated by higher supervisor)		Scale				
1	Demonstrate 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 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 office for further satisfaction of clients	5	4	3	2	1
4	Accepts accountability for the overall performance and in delivering the outputs required of his/her unit.	5	4	3	2	1
5	Demonstrate, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainments of the calibrated targets of the unit.	5	4	3	2	1
Total Score		84	17			
Average Score		4.94				

Overall recommendation :

me
ROMEL B. ARMECIN
 Director, Eco-FARMI

EMPLOYEE DEVELOPMENT PLAN
Rating Period: January - June 2019

Name of Employee: FE M. GABUNADA
Performance Rating: _____

Aim: To enhance the knowledge of staff on research development related to socio-economics.

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: January 2019 Target Date: 1st Quarter

First Step: _____

Allow the staff to attend/participate in seminars, training/symposiums on research related to socio-economics

Result: _____
The staff served as resource speaker on different trainings on research and extension.

Date: April 2019 Target Date: 2nd Quarter

Next Step: _____

Allow the staff to attend/participate in seminars, training related to research and extension for continued updates

Outcome: _____
The staff attended seminar related to research and extension

Final Step/Recommendation: _____

Confirme: *FE M. GABUNADA*
Ratu

Prepared by:

Romel B. Armechin
ROMEL B. ARMECIN
Unit Head