



Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**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%)		$5.0 \times 50\% = 2.5$	
Total for Instruction	35%	5.0	1.75
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	5.0	0.5
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	20%	4.945	0.989
4. Administration	35%	5	1.75
5. Production			
TOTAL			4.989


EQUIVALENT NUMERICAL RATING: 4.989
Add: Additional Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.989

ADJECTIVAL RATING: **Outstanding**

Prepared by: 
MILAGROS C. BALES
Name of Faculty

Reviewed by: 
HENRY Y. GOLTIANO
Department Head


Recommending Approval: 
VICTOR B. ASIO
Dean, CAFS


Approved: 
BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, MILAGROS C. BALES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets for the period JANUARY TO JUNE 2020.


MILAGROS C. BALES
Assoc. Prof. V
Date:

Approved: 
HENRY Y. GOLTIANO
Department Head
Date:


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	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A 1. Actual Faculty's FTE	Handles subjects/courses assigned Graduate Courses Undergraduate Courses	4.0	6.0	5	5	5	5.00	2nd Sem 2019-2020 AGDE 202 Extram= 6studx3/12= 1.5 AGEX 234 on campus =6x3/12 = 1.5 AGEX 234 extram 1 x 3/12 = 0.25 AGEX 233extram 7x 3/12 = 1.75 ADE 290b 2x 2 /12 = 0.33 AGEX 299 2x 1 /12 = 0.17 AGED 400 1x 6 /12 = 0.5
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	8	5	5	5	5.00	1. Jemboy Cadenas, 2. Cristita Clava, 3. SABEJON, MICHAEL TOLEDO, 4. COSTAS, JOSE CIELITO BARRO, 5. ALABA, DIOSDADO POBADORA, 6. Glaiza Calubiran, 7. Manuel Elatico, 8. Rendon, Elena
		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	Cridtita Clava, Elena Rendon, Manuel Elatico, Glaiza Calubiran
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	11	5	5	5	5.00	Francis Lutao, Abegail Amarille, Jet Harris Constantino, April Cagay, Ma.Trisha Rempillo, Jerome Arribado, Ariel Paguntalan, Jake Pilare, Jotham Lopez, Nestor Gaurana, Pearl Vistal

		A4 . Number of students entertained for consultation purposes	Entertain students seeking consultation with faculty	4	22	5	5	5	5.00	AGEX 233 - 7, AGEX 234 - 7, AGEX 290 - 2, AGDev 202 - 6
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	3	5	4	4	4.33	AgEx 113, AGEX 233, AgDev 202
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	7	5	5	5	5.00	AgEx 113, AGEX 233, AgDev 202, AGEX 234
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	7 long exams 3 term exams	5	5	5	5.00	AGEX 233- 4 long exams; AGEX 234 - 3 long exams; 1 first exam AGDev 202 - 2 midterm and 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 Moodle or Google Classroom	2	3	5	4	4	4.00	AGEX 233, AGEX 234, AGSci 113 on 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		AgSci 113 facebook group	5	5	5	5.00	Facebook group as a way of reaching out students in the absence of virtual classroom. Some students can easily reach out thru FB data
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	6	7.8	5	5	5	5.00	AG SCI 113 $41 \times 3 / 20 = 6.15$ AGEX 199 $9 \times 1 / 20 = 0.45$ AGEX 200.2 $4 \times 6 / 20 = 1.2$
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	20	5	5	5	5.00	midterm and final grade sheets for 10 subjects
		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	3	0					None

		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Graduate School OBE Syllabi Making (Jan 20, 2020), Google Classroom Webinar (June 1-3)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	4 long exams, 10 case study outline	5	5	5	5.00	AGEx 199
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	6 quizzes, 5 group outputs on case study checked	5	5	5	5.00	AgSci 113, AgEx 199
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	3	10	5	5	5	5.00	1.CAPAROSO, GIESYVEL NIEVA, 2. BAZALO, JESSIE, 3. CAIÑA, GUIN 4. MARIE ROSE TECSON , 5. Asas, MayAnn, 6. Garciano jo-an, 7. Lipian, MRC, 8. Martin, John del, 9. Mendoza, Madel, 10. Villocino, Julieta
		A17. 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	5	5	5	5.00	Perlie Gumba, Jinnie Fe Caña, Maria Rosario Lipian, Charlyn Sasing
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	55	5	5	5	5.00	BSA and BSDE students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>							
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related</i>							
	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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2						preparation of online courseware was done only in Aug- Sept

		Supplemental learning resources	Prepares Power Point presentations, video clips, movie clips, reading assignments depending on course taught	2	5	5	5	5	5.00	4 PPP for AGSci 113 and 1 PPP for AGEX 199
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	10	5	5	5	5.00	AgSc 113
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	AgSci 113
	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						Accreditation activities will be scheduled by end of November 2020. Done some preliminary arrangements with AACUP for online accreditation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1						Not anymore assigned to this role
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1						Still planning to do something for the learning activities.
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							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							
	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							
		In refereed int'l journals			1 published article, February 2020, International Journal of Disaster Risk Reduction	5	5	5	5.00	The title of the article "Impact of magnitude 6.5 earthquake on the lives and livelihoods of affected communities: The case of Brgy. Lake Danao, Ormoc City, Leyte Philippines"

		<i>In refereed nat'l/regional</i>								
	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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>		1						cannot be done due to the pandemic
		<i>In nat'l/regional</i>		1						cannot be done due to the pandemic
	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	2	*about 67 people's organizations established partnerships in the conduct of CBFBS *39 partnerships	5	5	5	5.00	YRRP = 29 municipalities Biliran= 3 municipalities Samar = 5 municipalities GTH LGU Baybay & LGU Hilongos Leyte
	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	50	72 participants trained in 3 days for LFTs and Farmer leaders 176 farmers started attending CS-FBS	5	5	5	5.00	Some LGUs were not able to continue their CS-FBS due to pandemic
	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	Implements duly approved extension projects	2	2	5	5	4	4.67	*Green-the-Home Project Capacities for Farmer Entrepreneurs through Climate Smart Farm Business School in Selected 38 Municipalities in Region VIII *Building

	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	90%	95%	5	5	5	5.00	
	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		5	5	5	5	5.00	As Project leader of Green-the-Home and CBFBS project (YRRP)
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>		2	2	5	5	5	5.00	Introduction to Climate Smart-Farm business School, and ISO Awareness Seminar for VSU Student Leaders
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>		2	0					No invitation yet because evaluation activities were limited due to pandemic
	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							
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	4	4	4	4.00	1 CAR was issued
		Facilitation/coordination of ISO 9001 certification	no. of workshops/meetings/audits conducted/facilitated	3	5	5	5	5	5.00	Review of Risk assessment doc, final briefing before stage 2 certification audit, stage actual audit, review of activities after audit
		Implementation and monitoring of QMS processes/procedures	no. of ISO documents/procedures/forms reviewed/prepared	30	45 procedures/forms reviewed 100+ ISO documents monitored	5	5	5	5.00	VSU got the ISO certificate on March 22, 2020
			Issuance of CARS	3	3	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		100% compliant						Accreditation of 5 programs will be done towards end of November 2020
		On program accreditations									
		On institutional accreditations									
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	0	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				162.00	Comments & Recommendation for Development Purposes: <i>she's a very dynamic employee</i>					
	Average Rating				4.909						
	Adjectival Rating				OUTSTANDING						

Evaluated & Rated by:

Henry Y. Goltiano
HENRY Y. GOLTIANO

Department Head

Date:

Recommending Approval

Victor B. Asio
VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

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 trainings (virtual trainings is considered due to pandemic)

Date: October-December 2020

Target Date: Within October-December 2020

First Step: Approved by the department's personnel committee and APB committee.

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

Date: January-June 2021

Target Date: Within January-June 2021

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

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 once there is no pandemic.

Prepared by:


HENRY Y. GOLTIANO

DAEEx Head

Conforme:


MILAGROS C. BALES

Name of Ratee Faculty/Staff