SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ULYSSES A. CAGASAN (PROFESSOR V)

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	60.00	4.55	2.73
b. Students			
Total for Instruction	**60**	**4.55**	**2.73**
2. Research			
a. Client/Dir. for Research			
b. College Dean	10	4.75	0.48
Total for Research	**10**	**4.75**	**0.48**
3. Extension			
a. Client/Dir. for Extension			
b. College Dean	5.00	4.83	0.24
Total for Extension	**5.00**	**4.83**	**0.24**
4. Admin and support to operations	20.00	4.50	0.90
5. Production (IGP) and support services	5.00	5.00	0.25
TOTAL	**100**		**4.63**

EQUIVALENT NUMERICAL RATING: **4.63**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.63**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

ULYSSES A. CAGASAN   **VICTOR B. ASIO**
Name of Faculty   Dean, CAFS

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

Approved by:

BEATRIZ S. BELONIAS
Vise President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Ulysses A. Cagasan, a faculty member of the DEPARTMENT OF AGRONOMY 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 July to December, 2020.

Faculty:

ULYSSES A. CAGASAN
Assoc Prof V
Date: Dec. 18, 2020

Approved:

VICTOR B. ASIO
Dean, CAFS
Date: Dec. 22, 2020

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	8	5	5	5	5.00	No. of studs*hrs/9
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	4	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	3	5	5	5	5.00	

						5	5	5		
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	15				5.00	
	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	4	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	3	3	3	3	3.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	10	5	5	5	5.00	
		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	2	3	4	4	4	4.00	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	4	5	5	5	5.00	
	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	2	5	5	5	5.00	
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	14	14	3	3	3	3.00	No. of studs*hrs/20

Performance Indicator	Activity	Description	Target	Accomplishment				Average	Remarks
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	3	3	3	3.00	
	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	2	3	5	5	5	5.00	
	A12. Number of trainings attended related to instruction	Attend mandated trainings	2	3	5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							Due to COVID pandemic
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	12	5	5	5	5.00	
	A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	7	12	5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students	15	20	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:		2	8	5	5	5	5.00	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	4	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	4	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	15	20	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							Due to Covid pandemic

				1	2	5	5	5		
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student	1	2	5	5	5	5.00	
	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	2	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	9	5	5	5	5.00	
		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	2	3	4	5	4	4.33	submitted to UIMD
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	3	5	5	3	4.33	
	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	2	3	5	5	5	5.00	
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	5	5	3	3	3	3.00	Due to Pandemic

	A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	3	5	5	5	5.00	more publiction
Mean Education					4.56	4.59	4.50		4.55

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	1	5	5	5	5.00	Low cost rice production technology
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							Due to Covid pandemic
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	50	100	5	5	5	5.00	
	In refereed int'l journals		1	3	5	5	5	5.00	
	In refereed nat'l/regional journals		1	3	5	5	5	5.00	
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	2	2	3	3	3	3.00	Due to Covid pandemic
	In int'l fora/conferences								Due to Covid pandemic
	In nat'l/regional fora/conferences								Due to Covid 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	1	2	5	5	5	5.00	Developed for submission
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	3	5	5	5	5.00	
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							due to COVID pandemic
		A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	3	5	5	5	5.00	Online presentation of research review
Mean Research						4.22	4.22	4.22		4.75
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	1	5	5	5	5.00		
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							due to COVID pandemic
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	2	4	4	4	4.00		

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								due to COVID pandemic
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								due to COVID pandemic
Research Mentoring	*Research Mentor*		1	2	5	5	5	5.00		
Peer reviewers/Panelists	*Peer reviewers/Panelists*		1	2	5	5	5	5.00		
Resource Persons	*Resource Persons*									due to COVID pandemic
Convenor/Organizer	*Convenor/Organizer*									due to COVID pandemic
Consultancy	*Consultant*									due to COVID pandemic
Evaluator	*Evaluator*		0	2	5	5	5	5.00		research publication reviewer local and abroad
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								due to COVID pandemic
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *									due to COVID pandemic

		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	2	5	5	5	5.00	
Mean Extension						4.83	4.83	4.83		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	compliant	on-conformity,	5	5	5	5.00	submitted to QAC the action plans for the complition of NC and OFI
	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	4	4	4	4.00	
	On program accreditations								
	On institutional accreditations								
Admin and Support to Operations					4.50	4.50	4.50		4.50

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	1	100 % 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 performfing functions resulting to best practice	1	1	5	5	5	5.00	

IGP- Production	**A 48**.Other outputs implementing the new normal due to covid 19	Designs administration/management related activities on university income generating projects and							
Mean Production and Support Services					5.00	5.00	5.00		5.00
	Total Over-all Rating							240.67	
	Average Rating							4.63	
	Adjectival Rating								OUTSTANDING

Recommendation:
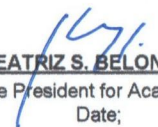
Evaluated & Rated by:

VICTOR B. ASIO
Dean, CAFS
Date:Dec. 22, 2020

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:Dec. 22, 2020

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date;

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: **Department of Agronomy**

Head of Office: **Ulysses A. Cagasan**

Number of Personnel: **22**

		QUARTER
	1st	
	2nd	
X	3rd	
X	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring and evaluation helps with identifying the most valuable basis for modification of interventions and assessing the quality of activities being conducted.	Submission of their IPCR and weekly output is one way of monitoring the personnel performance in the office.	Monthly monitoring and follow up of personnel performance during the regular monthly department meeting.			
Coaching True coaching improves employee and organizational resiliency and effectiveness in change to become effective in their task or role in the workplace.	Evaluation results from the students of their class performance. One on one advise to become effective in handling the new normal classes	This will be done by giving reminders during regular meetings in the office.			

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

Conducted by:

ULYSSES A. CAGASAN
Immediate Supervisor

Noted by:

VICTOR B. ASIO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULYSSES A. CAGASAN
Performance Rating: OUTSTANDING

Aim: Sustain the outstanding rating

Proposed Interventions to Improve Performance

Date: January ~~30,~~ 2021   Target Date: *December* ~~January to June 30,~~ 2021

First Step:
            Attend scientific forum and conferences and publish paper in refereed journals
            Update instructional materials
            Develop research proposal

Result:
            Published research articles
            Updated instructional materials
            Submitted research proposal to funding institution

Target Date: July 1 to Dec. 31, 2021

Next Step:
            Attend and present papers in scientific conference
            Update instructional materials

Outcome: Attended and presented scientific paper in the conference
            Published scientific paper in refereed journal
            Updated instructional materials

Final Step/Recommendation:

            Maintain outstanding rating and publish research paper in refereed journals
            Submit research proposals for funding and publish articles in reputable publication.

                                                                              Prepared by:

                                                                              VICTOR B. ASIO
                                                                              Dean, CAFS

Conforme:

            ULYSSES A. CAGASAN
            Name of Ratee Faculty/Staff