

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUZETTE B. LINA (Associate Professor V)

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Dean	20	4.920	0.98
b. Students	20	5.00	1.00
Total for Instruction	40		1.98
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director	20	5.00	1.00
Total for Research	20		1.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	10	5.00	0.50
Total for Extension	10		0.50
4. Administration	30	5.00	1.50
5. Production			
TOTAL	100		4.9840

EQUIVALENT NUMERICAL RATING:

4.984

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.984

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:


SUZETTE B. LINA

Name of Faculty


VICTOR B. ASIO

Dean

Approved:


BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Visayas State University
College of Agriculture and Food Science

DEPARTEMENT OF SOIL SCIENCE


Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, SUZETTE B. LINA, Associate Professor of the Department of Soil Science, commits to deliver and agree to be rated on the attainment of the following target: accordance with the indicated measures for the period January 1 to June 30, 2022 (Accomplishments).


SUZETTE B. LINA, Ph.D.
Ratee (Dept Head)

Date: July 29, 2022

Approved: 
VICTOR B. ASIO, Ph.D.
Dean, CAFS

Date: _____

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating			
						Quality	Efficiency	Timeline	Average
UMFO 1: Advanced Education Services									
Graduate Degree Program Management Services									
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	(SS 291 Lec & Lab)	3.33	2.5	5	5	5	5.00
		A2. Number of graduate degree specializations monitored	Monitors MS Soil Science degree program and evaluates and recommends graduate students	1	1	5.0	5.0	5.0	5.00
		A3. Number of graduate students enrolled	Monitors graduate students enrolled in the department	15	21	5.0	5.0	5.0	5.00
		A4. Percentage increase in number of graduate students who graduated within prescribed period	Recommends graduate students for graduation (as adviser,Department Head and GAC)	60%	40%	4.5	4.5	4.5	4.50

Graduate Student Management Services

	PI 8: Number of graduate students advised *		Reads and approves thesis outline (as Dept Head and GAC Member)	2	6	5	5	5	5
		A5. Number of students advised							
			Reads, provides suggestions for improvement and approve graduate manuscript (as adviser, GAC member & Dept head)						
		A6. Number of students advised on thesis/special problem/							
		As GAC Chairman	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	4	4	4.9	5	5	4.97
		AS GAC Member	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	4	2	4.5	4.5	4.5	4.5
		As Department Head	Advised and read and approved research outline and thesis/SP/dissertation manuscript	3	6	5	5	5	5
		A7. Number of students entertained for consultation purposes	<i>Entertains students seeking consultation with faculty</i>	2	10	5	5	5	5.00
		A8: Number of graduate students awarded with scholarship/ assistantship	Monitors graduate students in the department awarded with scholarship under my advisorship	1	6	5	5	5	5
		A9: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Monitors and recommended graduate students awarded with scholarship for graduation (GAC Member)	1	1	5	5	5	5.0
		A10. Number of graduate students gainfully employed in jobs related to their graduate program	Recommends graduate students as Instructor of SUC	1	0				
	PI 9: Number of instructional materials developed *	A11. Number of on-line ready coursewares developed and submitted for review	<i>Converts the existing instructional materials into flexible learning systems</i>	1	1	5	5	5	5.00
		On-line ready courseware	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	1	5	5	5	5.00

		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2	2	4.5	4.5	4.5	4.50
		Assessment tools	<i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i>	3	6	5	5	5	5.00
		A12 : Number of on-line course were reviewed by TRP & edited by MMDC editor	<i>Submits the course were duly reviewed by TRP for editing by MMDC editor</i>	1	0				
		A13 : Number of virtual classroom created and operational	<i>Creates virtual classroom using either Moddle or Google Classroom</i>	1	1	5	5	5	5.00
	PI 10. Additional outputs:	A14. <i>Other outputs implementing the new normal due to covid 19</i>	<i>Designs experiential learning activities and other outputs to implement new normal</i>	1	1	5	5	5	5.00

UMFO 2 Higher Education Services

Under Graduate Degree Program Management Services

	PI 5: Total FTE, coordinated, implemented and monitored *	A15. Number of FTE	Teach: SS 24 lec (59 students) SS 24 (104 students) SS 22 (46 students)	7.00	4.2	4.5	4.5	4.5	4.5
		A16. Number of degree of specialization compliant to CMO supervised and monitored	Supervised and monitored BSA-Soil Science program compliant to CMO	1	1	5	5	5	5.0
		A17. Percentage increase in number of students who graduated within prescribed period	Recommended undergraduate students for graduation (as Dept. Head)	4	7	5	5	5	5.0
		A18. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.0
		A19. 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	0				
		A20. Number of trainings attended related to instruction	Attend mandated trainings	2	1	4.5	4.5	4.5	4.5
		A21. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.0
		A22. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	6	5	5	5	5.0

	A23. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0	2	5	5	5	5.0
Undergraduate Student Management Services								
	PI 8: Number of students advised: *	A24. Number of students advised: <i>Guided the students during enrolment on what courses to take and approved COR</i>	8	13	5	5	5	5
		A25. Number of students advised on thesis/ field practice/special problem:						
		<i>As Department Head</i>	4	6	5	5	5	5
		<i>As SRC Chairman</i>	4	2	4.5	4.5	4.5	4.5
		<i>As SRC Member</i>	2	2	5	5	5	5
		A26. Number of students entertained for consultation purposes	5	15	5	5	5	5
	PI 9: Number of student organizations assisted *	A27. Number of student-related activities assisted	0	0				
	PI 10: Number of instructional materials developed *	A28 : Number of on-line course ware developed and submitted :	1	1	5	5	5	5
		<i>On-line ready courseware</i>	0	0				
		Supplemental learning resources	1	2	5	5	5	5.0
		<i>Assessment tools</i>	5	10	5	5	5	5.0
		A29 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	0	0				
		A30 : Number of virtual classroom created and operational	1	2	5	5	5	5.0
		A31. Number of undergraduate students gainfully employed in jobs related to their undergraduate program	1	1	5	5	5	5
	PI 11. Additional outputs	A32. Number of Additional outputs accomplished:						

		A33. Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.0
		A34. Other outputs implementing the new normal due to covid 19	Designated as SUC-ACAP Secretary and organized virtual meeting and prepared minutes of the virtual meetings and other assignments	0	1	5	5	5	5.0
Sub-Total for Instruction182.0									
Average4.92									
TPES5.0									
UMFO 3 Research Services									
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A35. 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 *	A36. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	0				
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A37. 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	1	5	5	5	5.0
		In refereed nat'l/regional journals		1	1	5	5	5	5.0
	PI 5. Percent of research proposals approved *	A38. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5	5.00
	PI 6. Additional outputs*	A39. No. of research-related awards (research conducted by faculty or student w/ faculty)		0	0				
		A40. 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	5.0
MFO 4	Extension Services	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of						

		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal						
		A41. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0				
		A42. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0	0				
Sub-Total for Research									20.0
Average									5.0
UMFO 4 Extension									
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A43. 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	1	1	5	5	5	5.0
	PI 2. Number of trainees weighted by the length of training	A44. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer						
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A45. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.0
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A46. 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	A47. Number of technical/expert services as/in:							
	Research Mentoring	Research Mentor							
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.0
	Resource Persons	Resource Persons							
	Convenor/Organizer	Convenor/Organizer							
	Consultancy	Consultant							
	Evaluator	Evaluator							

PI 8. Percent of extension proposals approved *	A48. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50	100%	5	5	5	5.0
PI 11. Additional outputs *	A49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
	A50. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						

Sub-total Extension 20.0

Average 5.0

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*	A51. 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	zero	5	5	5	5.0
	A52. 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							
Faculty Development Services								

UMFO 6 General Admin and Support Services

PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	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						
								Sub-total Support Services	10.0
								Average	5.0
Total Over-all Rating									
Average Rating									237.0
Adjectival Rating									4.984
									Outstanding

Comments & Recommendations for Development Purpose
 rewriting publishable research results, and write research proposals for possible funding.

Evaluated & Reviewed by:


VICTOR B. ASIO

Dean CAFS

Date:

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date:

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUZETTE B. LINA

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Full support from the University in terms of continuous faculty development program, research/extension activities and administrative support in the preparation of updated teaching materials.

Date: July 2022

Target Date: December 2022

First Step:

Attend and participate in national and international scientific forum

Maintain research collaboration of VSU with other collaborating agencies (e.g. SRA, DA, DA-BAR, ACIAR, etc.)

Review manuscripts as Associate Editor of Science and Humanities Journal and other Scientific Journals

Spearhead in the proper implementation and maintain the quality of different curricular programs of the Department.

Results:

Has reviewed Science and Humanities Journal and other Scientific Journals

Has maintained the collaboration of VSU with other collaborating agencies (e.g. e.g. SRA, DA, DA-BAR, ACIAR, etc.)

Spearheaded in the proper implementation and maintained the excellent quality of the different curricular programs of the department

Date: Jan 2023

Target Date: June 30, 2023

Next Step:

Invite and encourage more international collaborators to enhance tie-ups between potential and existing partner especially for the Internationalization program of the university.


Prepare virtual classroom, update syllabi and learning guides (when applicable) for 2nd semester classes

Outcome:


Enhanced tie-ups between potential and existing partners for possible project implementation.

Final Step/Recommendation:
Sustain outstanding performance.

Prepared by:


VICTOR B. ASIO
Dean, CAFS

Conforme:


SUZETTE B. LINA
Head, DSS