

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: MAREJEN A. VILLAREMO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
b. Students (50%)		$5.0 \times 50\% = 2.50$	
Total for Instruction	30%	5.00	1.50
2. Research			
b. Dept. Head/Center Director (100%)		$4.0 \times 100\% = 4.00$	
Total for Research	20%	4.00	0.80
3. Extension			
b. Dept Head/Center Director (100%)		$4.9 \times 100\% = 4.90$	
Total for Extension	50%	4.90	2.45
4. Administration			
5. Production			
TOTAL			4.75

EQUIVALENT NUMERICAL RATING: 4.75

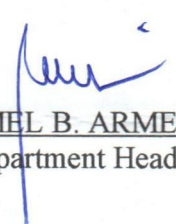
Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.75ADJECTIVAL RATING: Outstanding

Prepared by:

  
MAREJEN A. VILLAREMO  
Name of Faculty

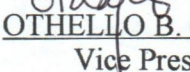
Reviewed by:

  
ROMEL B. ARMECIN  
Department Head

Recommending Approval:

  
MOISES NEIL V. SERINO  
Dean/Director

Approved:

  
OTHELLO B. CAPUNO  
Vice President

## “Exhibit B”

1, MAREJEN A. VILLAREMO, Instructor I of the Ecological Farm and Resource Management Institute (Eco-FARMI), agree to be rated on the following accomplishment in accordance with the indicated measures for the period July 2019 to December 2019. 

MARJEN A. VILLAREMO  
Ratee

**ROMEL B. ARMECIN**  
Director, Eco-FARM

MFO & PAs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks (% increase of accomplishment over target)
					Q1	E2	T3	A4	
Advanced education services	PI 1. FTE: Number of students taught	As affiliate faculty of DAEEx teach the following graduate subject:	No. of Students x units/12	Handled 2 graduate courses:					
		July-December 1 <sup>st</sup> Sem SY 2019-2020: <ul style="list-style-type: none"><li>Ag Ex 215</li><li>Ag Ex 215 (Extram)</li></ul>	(5x3)/12= 1.50	(8x3)/12= 2.00 (4x3)/12= 1.00	5	5	4	5.0	
		Subtotal/Average FTE	1.50	3.0					
Higher education services	PI 1. FTE: Number of students taught	As affiliate faculty of DAEEx teach the following undergraduate subject:	No. of Students x units/20	Handled 1 undergraduate course:	5	5	5	5.0	
		July-December 1 <sup>st</sup> Sem SY 2019-2020: <ul style="list-style-type: none"><li>Ag Ex 132</li></ul>	(15 x 3)/20 = 2.5	(20 x 3)/20 = 3.0					
		PI 2. Number of instructional materials developed	1	1					
Subtotal/Average FTE			2.5	4.5					
Subtotal/Average									
Research Services	PI 1. Number of research projects conducted and/or completed on schedule	Research Involvement	1	Being part as support staff of the Project Entitled: Identifying suitable sites for small-scale irrigation project in Eastern Visayas region through GIS-based water resources assessment	4	4	4	4.0	
		Subtotal/Average							



Extension Services	Pl 1. Number of person-days trained weighted by length of training	Act as Resource Person/Facilitator	5	165 • Hands-on Training on Natural Farming Inputs/Concoctions - 22 • Hands-on Training in System of Rice Intensification - 28 • Hands-on Training on Natural Farming Inputs and Indigenous Micro-Organism (IMO 6) - 47 • Training on the production of IC, OHN, CRH - 31 • Hands-on Training on Natural Farming Inputs/Concoctions and Organic Vegetable Production - 37	5	5	5	5.0	
	Pl 2. Number of IEC materials/ techno guides developed/ used	Revised and reproduced the different NF's IEC Materials	5	<ul style="list-style-type: none"> <li>• FAA(Fish Amino Acid)</li> <li>• IMO6(Indigenous Microorganism 6)</li> <li>• FPJ(Fermented Plant Juice)</li> <li>• OHN(Oriental Herbal Nutrient)</li> <li>• FFJ(Fermented Fruit Juice)</li> <li>• IC(Indigenous Calcium)</li> </ul>	5	5	5	5.0	
	Pl 3. Number of beneficiaries served: groups & individuals	Beneficiaries served: <ul style="list-style-type: none"> <li>• Groups</li> <li>• Individual</li> </ul>	6 20	6 Groups and 100 plus individual beneficiaries from the following places: <ul style="list-style-type: none"> <li>• Farmers, BLGU/LGU officials from Brgy. Naval, Hilongos Leyte</li> <li>• BAT Students from NWSSU, Calbayog, Samar</li> <li>• Farmers from Basey, Samar</li> <li>• Farmers from Villaba,</li> </ul>	5	5	5	5	

				<ul style="list-style-type: none"><li>• Leyte</li><li>• Farmers from San Miguel, Leyte</li><li>• Farmers from Abuyog, Leyte</li><li>• Farmers from Cabugayan, Biliran</li><li>• ALAMEDA Staff from Surigao del Sur</li><li>• Farmers from Biliran, Biliran</li><li>• CWTS students-VSU</li><li>• Preschooler's parents</li><li>• Brgy. Malazarte</li></ul> Matag-ob, Leyte				
PI 4. Number of Extension projects conducted and/or completed on schedule	<ul style="list-style-type: none"><li>▪ Conducts/implements extension projects/ components</li></ul>	1	<p><b>Project 1. Capability Building and Provision of Technical Assistance on Organic Farming</b></p> <p><b>Project 2. Establishment of FAITH-based ecological farm in Matag-ob, Leyte</b></p> <p><b>Project 3. Organic Vegetable Production for the Feeding Program of Preschoolers in selected MAGPANGUAPA Barangays</b></p> <p><b>Project 4. Enhancement of the Ecological Demonstration Farm for the readiness as NC II in Organic Production as Assessment Center</b></p>	4	5	5	4-7	
PI 5 Number of extension proposal submitted	<ul style="list-style-type: none"><li>▪ Develops and submits extension projects for funding</li></ul>		Participatory Eco-Farming Program for the Visayas					
PI 6. Number of trainings/ seminars/ conferences attended	<ul style="list-style-type: none"><li>• Participant</li></ul>	3	<ul style="list-style-type: none"><li>• 5</li><li>• 2nd International Conference on Food, Environment and Culture (ICFEC)</li><li>• 2nd. Regional Conference for the Society of Agricultural Educators in Region 8</li></ul>	5	5	5	5	

				<ul style="list-style-type: none"> <li>Training on NC II in Organic Agriculture Production</li> <li>Training on Capability Building for Extension Program Implementers</li> <li>Symposium on the advances of cassava and other root crop researches</li> </ul>				
<b>Others</b>	Pl 1: No. of reports/documents submitted	<ul style="list-style-type: none"> <li>Prepares and/or reviews and submits reports, data and other info. Requested by VSU and other agencies</li> </ul>	1	Reviewed and signed the following documents: Travel Orders of SRA, Request letter for trainings, Quarterly Report, etc.	4	5	4.7	
	Pl 2: Other Accomplishment	<ul style="list-style-type: none"> <li>NC II holder in OA Production</li> </ul>		Organic Agriculture Production NC II				
<b>Subtotal/Average for Extension Services</b>								
<b>Total Over - all Rating</b>								
<b>Average Rating</b>								
<b>Adjectival rating</b>								

<b>Average Rating (Total Over-all rating divided by all the areas)</b>		<i>49.49</i>	<b>Comments &amp; Recommendations for Development Purpose:</b>
<b>Additional Points:</b>			
<b>Punctuality</b>			
<b>Approved Additional points (with copy of approval)</b>			
<b>FINAL RATING</b>		<i>4.82</i>	
<b>ADJECTIVAL RATING</b>		<i>4</i>	

*Get involved in the research and extension programs, plan and other activities in the institution.*

**Evaluated & Rated by:**

**Recommending Approval:**

**Approved by:**

*[Signature]*  
**ROMEL B. ARMECIN**  
 Director, Eco-FARMI

*[Signature]*  
**MOISES NEIL V. SERINO**  
 Director for Extension

*[Signature]*  
**OTHELLO B. CAPUNO**  
 Vice President for Research & Extension

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average



## PERFORMANCE MONITORING &amp; COACHING JOURNAL

Rating Period: July - November 2019

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
✓	3 <sup>rd</sup>	
✓	4 <sup>th</sup>	

Name of Employee : MAREJEN A. VILLAREMO

Head of Office : ROMEL B. ARMECIN

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Preparation & submission of documents needed for TESDA as assessment center	Aug March 2019				
Coaching Discussion & mentoring on the possibility of becoming an assessment center		Nov. Aug 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

**EMPLOYEE DEVELOPMENT PLAN**

**Rating Period: July – December 2019**

**Name of Employee:** MAREJEN A. VILLAREMO

**Performance Rating:** \_\_\_\_\_

**Aim:** To be actively involved in the research and extension programs, plans, and activities of the institution

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

**Date:** July 2019 **Target Date:** 3<sup>rd</sup> Quarter

**First Step:**

Allow and encourage the staff to participate in seminars and training workshops on research and extension-related activities and to conceptualize project for proposal

**Result:**

The staff participated in training workshops and extension-related activities of the institute and has crafted extension proposal for possible funding.

**Date:** Oct. 2019 **Target Date:** 4<sup>th</sup> Quarter

**Next Step:**

Coaching for potential funding of research and extension proposal and collaboration with other agencies, participate in different related conferences

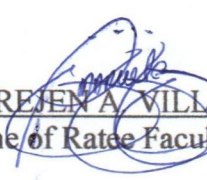
**Result:**

Established collaboration with other agencies and presented research output in conference.

**Prepared by:**

  
**ROMEL B. ARMECIN**  
Unit Head

**Conforme:**

  
**MAREJEN A. VILLAREMO**  
Name of Ratee Faculty/Staff