

Exhibit J

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **OTHELLO B. CAPUNO**

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x%)	Equivalent Numerical
(1)	(2)	(3)	(2x3)
1. Instruction	15%	4.50	0.68
2. Research Services	25%	4.97	1.24
3. Extension Services	25%	4.96	1.24
4. Administration and Facilitative Services	35%	5.00	1.75
TOTAL	100%		4.91

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.91

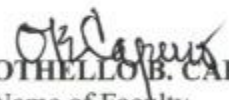
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

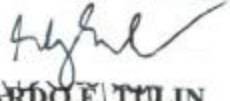

OTHELLO B. CAPUNO
Name of Faculty


OTHELLO B. CAPUNO
Director, ViCAARP & Vice Pres for R&E

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION
Visayas State University

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, OTHELLO B. CAPUNO, Head of the Office of the Vice President for Research and Extension (OVPRE), commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.


OTHELLO B. CAPUNO
VPRE, Ratee


EDGARDO E. TULIN
University President

Date: _____

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
UMFO	MFO 2. Higher Education Services									
	FTE		Teach, Technical Adviser, mentor of student Thesis Advisee	2	2	4.5	4.5	4.5	4.5	
	Sub-total								4.5	
	MFO 3. Research Services									
	PI1. Number of articles published in internationally indexed journals		Submit/endorse articles for publication	2	3	4.7	4.7	4.7	4.7	
	PI2. Number of research outputs presented in scientific fora		Present/endorse articles for publication	4	12	5	5	5	5	
	PI 3. Number of research units and organizations managed, programs/projects conducted/completed		a) Managed/coordinates VSU RDE Centers and programs under the colleges	12/150	14/150	5	5	5	5	VICAARP, DA-RRDEN, EVCIERD, RHRDC-8, Science Consortia, ERASMUS-URO Consortium and respective members
			b) Managed/coordinates Regional RDE consortia and respective programs of member agencies	5/170	10/170	5	4.9	4.9	4.933	
			c) Conducts programs/projects	2	5	5	5	5	5	
			d) Acts/approves/endorse ongoing/completed projects	140	160	5	5	5	5	

	PI4. Number of proposals prepared and approved	Manage/endorse research proposals to University President/funding agency and supervise monitoring of approved proposals	5	10	5	5	5	5	
		Percent rate of approved proposals	95%	98%	5	5	5	5	
	PI 5. Amount of research money generated from external funding	Facilitated generation of research money from external funding through endorsed program/project proposals	15	30 M	5	5	5	5	
	PI 6. Amount of research money generated from institutional funding	Review/endorse programs/projects and budget proposals for approval by University President	15	25	5	5	5	5	
	PI 7. Number of coordinated/supervised/conducted RDE scientific and related for a and review proceedings/outputs	Take overall coordination of RDE scientific and related fora (In-House Review, Symposium, program/project conference)	25	42	5	5	5	5	
	PI 8. Number of reviewed/packaged RDE management outputs/IEC materials produced, reproduced and distributed for information and accreditation requirements	Review and approve/recommend for final packaging of R&D outputs, submitted R&D progress reports	45	90	5	5	5	5	R&D Update, Newsletter, Tech Compendium, proceedings, RDE related reports
	PI 9. Number of forge/manage and strengthened RDE Linkages	Provided assistance to the University President in forging and maintaining international/national/regional/institutional RDE linkages	40	60	5	5	5	5	With external funding commitments for RDE support (ACIAR, UH, DA-BAR, PCAARRD, DOST, NEDA, RHRDC, EVCIERD, Science Consortia, LGU collaborative programs, etc.
	Sub-total							4.97	
	MFO 4. Extension Services								
	PI 1. Number of person-days trained weighted by length of training	Train stakeholders	10,000	12,000	5	5	5	5.00	With stakeholders
	PI 2. Number of trainings conducted	Acts and supported conducted RDE trainings/seminars/workshops	15	32	5	5	5	5.00	With different units and stakeholders
	PI 3. Number of technical expert services served	Number of technical expert services served as Resource Persons, Consultancy/Evaluators/organizers	18	45	5	5	5	5.00	with host partner agencies, Sucs
	PI 4. Number of IEDC materials.techniguides developed/used	Approves the production of IEC materials for distribution to stakeholders	12,000	50,000	5	5	5	5.00	
	PI 5. Number of extension projects and major activities conducted	Conducts and facilitates extension projects and major activities	340	780	5	5	5	5.00	
	PI 6. Number of extension proposals submitted	Prepares extension programs and review/endorse proposals submitted by proponents	5	10	4.8	4.8	4.8	4.80	
	PI 7. Percent of extension proposals approved	Percent of extension proposals approved	100%	100%	5	5	5	5.00	

PI 8. Amount of extension money generated from external funding	Facilitate submission of program/project budget proposals	8 M	20 M	4.9	4.9	4.9	4.9	4.90	
PI 9. Amount of extension money generated from institutional funding	Facilitate submission of program/project budget proposals	3.5 M	10 M	4.9	4.9	4.9	4.9	4.90	
Sub-total								4.96	
MFO 5. Admin Support Services									
PI 1. Percentage of RDE documents acted on time	Acts on time administrative documents	100%	100%	5	5	5	5	5	
PI 2. Number of meetings conducted	Preside OVPRE and other related meetings	12	20	5	5	5	5	5	
PI 3. Percent of RDE related trips approved	Approved RDE related trips	98%	100%	5	5	5	5	5	
PI 4. Number of awards OVPRE has contributed to the university under the VP's overall supervision	RDE related awards received: - institution - consortium - projects: papers/posters - researchers	31	46	5	5	5	5	5	Dr. OBC received the Outstanding Science Research Administrator Award (William Dar)
Sub-total								5	
Total Over-all Rating									
Average Rating									
Adjectival Rating								4.86	

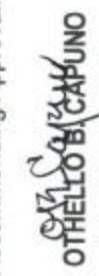
Received by:

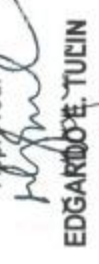
Calibrated by:

Recommending Approval:

Approved:


REMBERTO A. PATINDOL
Chairman, PMT
Date: _____


OTHELLO B. CAPUNO
Vice Pres. for R&E
Date: _____


EDGARDO E. TULIN
President
Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: OTHELLO B. CAPUNO

Signature: Ob Capuno

Performance Rating: Outstanding

Aim: *To attain outstanding performance*

Proposed Interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date: January 1, 2017

Target Date: June 30, 2017

First Step: Privately talked on how to improve weaknesses

Result: Improvement on performance efficiently

Date: July 1, 2017

Target Date: December 31, 2017

Next Step

Frequent consultation to discuss more improvements of the RDE function

Outcome:

Improved performance: Increased number of program projects funded by external sources; substantial increase in resources generated; more technologies generated and protected; increased number of individual and institutional awards; increased number of beneficiaries served with improved productivity and income

Final Step/Recommendation:

Recommended for promotion

Prepared by:


EDGARDO E. TULIN
President

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: OFFICE OF VICE PRESIDENT FOR
RESEARCH AND EXTENSION

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

Head of Office: OTHELLO B. CAPUNO

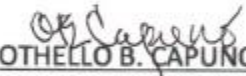
Number of Personnel: 30

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring 1. Meetings	One on One discussion with concern subordinates in case of emergency activity arises	1a.Regular monthly meeting on office personnel 2a. Special meetings for the office personnel s that are involve in important activity of VSU that is assign or lead by OVPRE 3a. Regular monthly meeting with the ACIAR Research Project/Study Leaders and discuss updates		Inform personnel for some good news to motivate them to work harder Special Meetings	Formulate different committee to function the different activities conducted by the OVPRE and make follow-ups on the progress of the committee assigned
2. Special events like Annual Reviews of all Researches,		Annual In-house Review of all researches	Assign Personnel for the production		

anniversaries, Christmas		under the supervision of OVPRE Level 1(by Colleges in VSU, Level 11 (for all winners from Level 1 cluster, Level 111 (Regional RDE Symposium)	of Memos for the activity distributed to all concern offices of VSU	Assign Personnel Committee for the production of IEC materials or audio-visual and tarpaulins needed for the anniversary and Annual In -house and Regional Reviews Printing of Book of Abstracts, Proceedings and Photo documentation	
Coaching					

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

Prepared/Conducted by:


OTHELLO B. CAPUNO
 VP- OVPRE

Verified by:


EDGARDO E. TOLIN
 Next Higher Supervisor/President

cc: OVPI
 ODAHRD
 PRPEO