SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **LOREME S. CAGANDE (Substitute Instructor I)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	50.00	4.90	2.45
b. Students	50.00	5.00	2.50
Total for Instruction	100	9.90	4.95
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director			
Total for Research			
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director			
Total for Extension			
4. Administration			
5. Production	-		
TOTAL	**100**	**9.90**	**4.95**

EQUIVALENT NUMERICAL RATING: **4.95**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: **4.95**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: Reviewed by:

L. l. Cagande
LOREME S. CAGANDE   **ULYSSES A. CAGASAN**

Name of Faculty   Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO

Dean, College of Agriculture and Food Science

Approved by:

BEATRIZ S. BELONIAS

Vice President, Instruction

Visayas State University
College of Agriculture Food and Science
DEPARTMENT OF AGRONOMY
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, LOREME S. CAGANDE, Substitute Instructor I of the Department of Agronomy, 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 2019.

LOREME S. CAGANDE
Substitute Instructor I
Date: September 5, 2019

ULYSSES A. CAGASAN
Head, Department of Agronomy
Date: _____

MFO No.	MFO Description	Success Indicator (SI)	%	Task Assigned	Target	Actual Accomplishment	Quality	Efficiency	Timeliness	Average	Remark
							Rating			
UMFO 1. Advanced Education Services			20%								
	OVPI MFO 1. Graduate Degree Program Management Services										
0 = 3 1 = 4.8 >2 = 5.0		PI 1: Number of graduate degree specializations offered and monitored		Number of graduate degree specializations monitored							
1.5 - 2.0 = 4.8		PI 2: Total FTE monitored		Total FTE	1	1.33	4.8	4.8	4.8	4.80	
		PI 3: Percentage increase in number of graduate students enrolled		Monitored graduate students enrolled in the university							
		PI 6: Percentage increase in number of students who graduated within prescribed period		Recommended graduate students for graduation							
	OVPI MFO 2. Graduate Student Management Services										
		PI 1: Number of graduate students awarded with scholarship/ assistantship		Monitored graduate students awarded with scholarship/assistantship							
		PI 2: Percentage of graduate students awarded with scholarship/ assistantship who graduated within prescribed period		Monitored graduate students awarded with scholarship/ assistantship who graduated within prescribed period							
UMFO 2. Higher Education Services											
	OVPI MFO 1. Curriculum Program Management Services										
		PI 1: Total FTE monitored		Total FTE	10	20.25	5	5	5	5.00	

	PI 2: Number of new undergraduate curricular program compliant to CMO, approved and offered	Reviewed and endorsed for approval in the appropriate body						
	PI 4: Percentage increase in number of undergraduate students enrolled	Reviewed and approved the offering of unscheduled subjects						
	PI 6: Percentage passing of students in licensure board examination	Gave due recognition to placers of the PRC Licensure Board Examinations						
	PI 7: No. of students graduated within the prescribed period	Recommended for approval graduate students awarded with honors/distinction						
OVPI MFO 2. Student Management Services								
UMFO 3. Research Services								
	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences							
	In nat'l fora/conferences	SUC- ACAP INC. Annual Convention. Visayas State University. May 23- 24, 2019	1	1	4.8	4.8	4.8	4.80
	In nat'l fora/conferences	ASTHRDP Graduate Scholars Conference. May 2-3, 2019	1	1	4.8	4.8	4.8	4.80
	PI 3. Number of research projects conducted and/or completed on schedule							
	No. of technical/expert services (as peer reviewer)							
UMFO 4. Extension Services								
	PI 4. Number of extension projects conducted and/or completed on schedule							
	PI 5. Number of extension proposals submitted							
	No. of trainings coordinated							
UMFO 5. Support to Operations (STO)								
OVPI MFO 3. Faculty Evaluation Services								
OVPI MFO 4. Admission & Registration Services								
OVPI MFO 5. Guidance and Counselling & Support to Students Services								
	PI 1: Number of guidance activities conducted	Monitored guidance activities conducted						
	PI 2: Number of students who have availed of guidance and counselling services	Academic adviseed guided and adviced as organization adviser						#DIV/0!
	PI 3: Percentage of students awarded scholarship and grants	Monitored number of students awarded with scholarships and grants						
	PI 4: Number of best practices on students services implemented							
OVPI MFO 6. Library Services								
OVPI MFO 9. Development Broadcasting & Communication Services								
UMFO 6. General Administration and Support Services (GASS)								
OVPI MFO 1. Administrative and Facilitative Services								

	PI 2: Number of university committees/ boards/council chaired & coordinated	Attended college and university committess meeting							
	PI 5: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Monitored frontline academic services and ensured to be customer friendly and efficient							
	PI 6: Number of new faculty requested to be hired using procedures aligned with ISO standards	Recommended for approval to the University President							
	PI 7: Number faculty recommended for graduate studies	Recommended for approval to the University President							
	PI 9: Percentage of newly hired faculty oriented with university policies and procedures	Coordinated orientation for newly-hired faculty members							
	PI 10: Percentage of faculty evaluated by their students	Coordinated and monitored faculty evaluation by their students							
OVPI MFO 2. Frontline Services									
Total Over-all Rating			13	23.58	19	19	19	**19.40**	
Average Rating			3.25	5.89%	4.85	4.85	4.85	**4.85**	
Adjectival Rating							**OUTSTANDING**		

Comments and Recommendations for Development Purpose:

Afford Conferences/training/seminar workshops to gain more experiences — research and other academic activities. Aim for excellence...

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

Evaluated and Rated by:

ULYSSES A. CAGASAN
Head, Department of Agronomy
Date: _____

Recommending Approval:

VICTOR B. ASIO
Dean, College of Agriculture and Food Science
Date: _____

Approved by:

BEATRIZ S. BELONIAS
Vice President, Instruction
Date: _____

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LOREME S. CAGANDE
Performance Rating: OUTSTANDING

Aim: Maintain outstanding rating

Proposed Interventions to Improve Performance:

Date: January 28, 2019   Target Date: December 2019

First Step:
_____
          Gain more teaching experience, attend seminars and conferences
Result:
_____
          Improved teaching performance and attended seminars
_____

_____

Date: January 2020_____ Target Date: June 2020

Next Step:
_____
          Attend trainings/seminars/conferences to widen knowledge and experience, publish
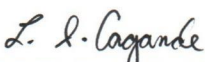paper in scientific journal
_____

_____

Outcome: Publish paper in scientific journal

Final Step/Recommendation:

_____

Prepared by:

ULYSSES A. CAGASAN
Unit Head

Conforme:

L. S. Cagande
LOREME S. CAGANDE
Name of Ratee Faculty/Staff