

Exhibit K

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

Name of Faculty Member: PASTOR P. GARCIA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.670 x 100% = 4.670	
Total for Instruction	50%	4.670	2.335
2. Research			
a. Dept. Head/Center Director (100%)		4.300 x 100% = 4.300	
Total for Research	50%	4.300	2.150
3. Extension			
a. Dept Head/Center Director (100%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.485

EQUIVALENT NUMERICAL RATING: 4.485

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.485

ADJECTIVAL RATING:

**Very Satisfactory**

Prepared by:

Reviewed by:

PASTOR P. GARCIA

Name of Faculty

ROMEL B. ARMECIN

Department Head

Recommending Approval:

JOSE L. BACUSMO

Director for Research

Approved:

OTHELLO B. CAPUNO

VP for Research & Extension

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **PASTOR P. GARCIA**, a faculty member of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** 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 2020 to June 2020.

**PASTOR P. GARCIA**

Instructor III

Date:

Approved

**ROMEL B. ARMECIN**

Director

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
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	0	0.5	5	5	4	4.67	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	2	5	5	4	4.67	



	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4	5	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.		1	4	5	5	4.67	
		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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>QVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned							
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							

	<u>A 11</u> . 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							
	<u>A12</u> . Number of trainings attended related to instruction	Attend mandated trainings							
	<u>A13</u> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
	<u>A14</u> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
	<u>A15</u> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
<u>PI 8</u> : Number of students advised: *	<u>A16</u> . Number of students advised:	Acts as academic advisor to students							
	<u>A17</u> . Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
	<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
	<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student							



	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21:</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel								
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof								
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught								
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.								
		<b>A 23:</b> 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								
		<b>A 24:</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom								
	<b>PI 11:</b> Additional outputs	<b>A 25:</b> 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								
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU								
		<b>A 26:</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal								
<b>UMFO 3 . RESEARCH SERVICES</b>											

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	5	8	4	5	4	4.3	
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year	2	1	4	5	4	4.3	
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	1						
	<i>In refereed int'l journals</i>		1						
	<i>In refereed nat'l/regional journals</i>		1						
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 scientific fora/conferences	1						
	<i>In int'l fora/conferences</i>		1						
	<i>In nat'l/regional fora/conferences</i>								
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						
PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
	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							



[illegible]

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1						
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant		1						
	Evaluator	Evaluator								
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	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 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							



		<u>A 45.</u> 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																	
<b>UMFO 6. General Admin. &amp; Support Services</b>																			
	<u>PI 2.</u> Zero percent complaint from clients served	<u>A 46.</u> Customerly friendly frontline services	Provides customer friendly frontline services to clients																
	<u>PI 3.</u> Additional Outputs	<u>A 47.</u> 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																
		<u>A 48.</u> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal																
<b>Total Over-all Rating</b>																			
<b>Average Rating</b>																			
<b>Adjectival Rating</b>																			
														#DIV/0!		27.28/6 4.55 Very satisfactory			

Evaluated & Rated by:

ROMEL B. ARMECIN

Director, FARM

Date:

Recommending Approval

JOSE L. BACUSMO

Director, Research

Date:

Approved by:

OTHELLO B. CAPUNO

Vice President for Research and Extension

Date:

Sack training related  
to peer-reviewed  
publications. pin

# PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2020

√	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 Officer : **PASTOR P. GARCIA**

Head of Office : **ROMEL B. ARMECIN**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
<b>Monitoring</b> -conducts meeting and revisit EcoFARMI research agenda with the core staff -review and updates of researches on renewable energy and bio-systems engineering	Feb. 2020	Jan. 2020			
<b>Coaching</b> -conducted consultations	May 2020				

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

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: January - June 2020**

**Name of Employee:** PASTOR P. GARCIA  
**Performance Rating:** \_\_\_\_\_

**Aim:** To enhance the knowledge of staff on research development and research paper writing.

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

**Date:** January 2020 **Target Date:** 1st Quarter

**First Step:**

Allow the staff to attend/participate on journal article writing and other tools in disseminating research results.

**Result:**

Able to publish articles in refereed journals.

**Date:** April 2020 **Target Date:** 2nd Quarter

**Next Step:**

Allow the staff to attend/participate in training-workshop related to journal article writing for retooling.

**Outcome:**

Participation in scientific article writing for publication of research results.

**Final Step/Recommendation:**

Prepared by:

ROMEL B. ARMECIN

Unit Head

Conforme:

PASTOR P. GARCIA

Ratee