SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MA. GRACE C. SUMARIA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.45	
b. Students (50%)		1.85	
Total for Instruction	80%	4.30	3.44
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research	10%	5.00	0.50
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration & Support to Operations	10%	5.00	0.50
5. Production			
TOTAL			**4.44**

EQUIVALENT NUMERICAL RATING: 4.44
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.44

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

MA, GRACE C. SUMARIA
Name of Faculty

Reviewed by:

ELDON P. DE PADUA
Department Head

Recommending Approval:

JANNET C. BENCURE, Ph.D.
Dean/Director

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice President

DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING

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VISAYAS STATE UNIVERSITY

"Exhibit B"
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. GRACE C. SUMARIA., a faculty member of the DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING 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 July to December 2021.

Approved:

MA. GRACE C. SUMARIA
Instructor
Date: 1/24/22

ELDON P. DE PADUA
Department Head
Date: 1/24/22

JANNET C. BENCURE
Dean, CET
Date: 1/24/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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							

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							
	A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
PI 9: Number of instructional materials developed *	A5. 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*							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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 Moddle or Google Classroom*							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	*Designs experiential learning activities and other outputs to implement new normal*							
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	*Handles and teaches courses assigned*		36.15	5	5	5	5.00	ABEn 145 (6); Esci 118 (6)

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	10	5	5	5	5.00	Esci 118 (3); ABEn 145 (3); Aeng 40 (2); ABEn 144 (2)
		A 11. 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		5	5	5	5	5.00	Aeng 40 (3); ABEn 144 (1); Esci 118 (1)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	3	3	5	5	5	5.00	Seminars & Orientation on online classroom
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	5	5.00	ESci 118 (2), ABEn 145 (2), AENg 40(2), ABEn 144 (2)
		A14. Number of	Prepares and	10	27	5	4	5	4.67	ABEn 145 (10);
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	21	13	5	4	5	4.67	ESci 118 (2), ABEn 145 (4), AENg 40(2), ABEn 144 (5)
PI 8: Number of students advised: *		A16. Number of students advised:	*Acts as academic adviserto students*		81	5	5	5	5.00	BSABE-2 students
		A17. Number of students advised on thesis/ field practice/special problem:			3	5	5	5	5.00	Thesis (3)

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript		3	5	5	5	5.00	Corrects (Thesis Manuscript-3)
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	20	335	5	5	5	5.00	Various BSABE, BSCE & BSAB students
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO		1	5	5	5	5.00	PSABE VSU Student Chapter
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities		2	5	5	5	5.00	CET-SSC
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	4	5	5	4	5	4.67	ABEn 145 (SLG), ABEN 145 (Lab Manual), ESci 118 (SLG), Esci 118 (Machine Problems)

		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	4	5	4	5	5	4.67	ABEn 145 (SLG), ABEN 145 (Lab Manual), ESci 118 (SLG), Esci 118 (Machine Problems)
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	4	34	5	5	5	5.00	ABEn 145, ESci 118, ABEn 144, Aeng 40
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	46	5	5	5	5.00	ABEn 145, ESci 118, ABEn 144, Aeng 40
		A 23 : 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	4	5	4	5	5	4.67	Passed Dept TRP, not reviewed yet by MMDC
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	4	4	5	5	5	5.00	ABEn 145, ESci 118, ABEn 144, Aeng 40
	PI 11. Additional outputs	**A 25**. 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							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal		16	4	5	5	4.67	(5) Lab Exercises for ABEn 145, (4) Lab Exercises for ESci 118, (2) Lab Exercises for Aeng 40, (5) Lab Exercises for ABEn 144
UMFO 3 . RESEARCH SERVICES										

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		2	5	5	5	5.00	(1) Comparative Characterization of Charcoal Produced By Different Pyrolyzing Techniques, (2) Assessment of Groundwater Nitrate Concentration in the Island Municipality of Panglao, Bohol, Philippines
PI 2. Number of research outputs completed within the year *	**A 28.** Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
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							
	In refereed int'l journals								
	In refereed nat'l/regional								
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 scienfic for a/conferences							
	In int'l fora/conferences								
	In nat'l/regional								

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							
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							
	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
	A 35.Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES									

	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. 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	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	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 (extn. 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								
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*	A 44. Compliance to all requirements of theQMS 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-confor mity	zero non-conformity	5	5	5	5.00		

		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant	100% compliant	5	5	5	5.00	
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services (GASS)										
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 performfing 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							
Total Over-all Rating									118.00	
Average Rating									4.92	
Adjectival Rating									Outstanding	

Comments & Recommendations for Development Purposes:

I recommend her to be engaged with more R&D activities in the department and university as a whole.

Evaluated & Rated by:

ELDON P. DE PADUA
Department Head
Date: 1/24/22

Recommending Approval:

JANNET C. BENCURE
Dean, CET
Date: 1/24/22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 01/24/2022

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MA. GRACE C. SUMARIA**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Virtual classrooms w/ learning materls. & assessments	7-1-2021	12-31-2021	12-31-2021	VI	O	ABEn 145, ESci 118
3	Research services	Research Conducted	7-1-2021	12-31-2021	12-31-2021	VI	O	Hydraulic Ram Pump Dev't for Small Irrigation System of Upland Barangays
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2021	12-31-2021	12-31-2021	VI	O	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2021	12-31-2021	12-31-2021	VI	VS	Assigned gen. docs. & services done

Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)
**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)*

Prepared by:

ELDON P. DE PADUA
Head, DABE