

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: RODEN D. TROYO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.20	
b. Students (50%)		1.8	
Total for Instruction	40%	4.0	1.6
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	-	-	-
3. Extension			
a. Client/Dir. for Extension (50%)		-	-
b. Dept Head/Center Director (50%)			
Total for Extension	10%	4.6	0.46
4. Administration	40%	4.6	1.84
5. Production	10%	5	0.5
TOTAL			4.4

EQUIVALENT NUMERICAL RATING: 4.4

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.4ADJECTIVAL RATING: Outstanding

Prepared by:

RODEN D. TROYO

Name of Faculty

Reviewed by:

ROSARIO A. SALAS

Department Head

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ S. BELONIAS


Vice President for Academic Affair

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, RODEN D. TROYO, a faculty member of the DEPARTMENT OF HORTICULTURE commit to the deliver and agree to be rated on the attainment of the accomplishment in accordance with the indicated measures for the period January to June 2023.

Ratee:


RODEN D. TROYO
 Associate Professor I
 Date:

Approved:


ROSARIO A. SALAS
 Department Head
 Date:

MFO's/ PAP's	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishmen t	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and	
					Quality	Efficiency	Timeliness	Average		
UMFO1. ADVANCED EDUCATION SERVICES (AES)										
OVPI AES 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented	A1. Actual Faculty's FTE	Handles subjects/courses	4	1.11	4	4	4	4	Hort 222 Lec and Hort 222 Lab
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate							
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript	4	5	5	5	5	5	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	5	4	4	4	4	
	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	2	2	4	4	4	4	Hort 222 Lec and Hort 222 Lab
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2	4	4	4	4	Hort 222 Lec and Hort 222 Lab
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes,	2	2	4	4	4	4	Hort 222 Lec and Hort 222 Lab
		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	4	2	5	5	5	5	Hort 222 Lec and Hort 222 Lab

	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 (HES)										
OVPI HES 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	20	4.9	4	4	4	4	2 lectures in Hort 122
		A10. Number of grade sheets submitted within prescribed	Prepares gradesheet and submits on or before deadline	4	2	5	5	5	5	
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with		5	5	5	5	5	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	4	2	4	4	4	4	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	4	4	4	4	4	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	10	5	5	5	5	
		A15. Number of lab reports and term papers checked and	Checks lab reports and term papers submitted as required	400	200	5	5	5	5	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	15	10	5	5	5	5	
		A17. Number of students advised on thesis/ field practice/special problem:								

		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	4	2	5	5	5	5	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	4	2	4	4	4	4	
		A18. Number of students entertained for consultation	Entertains students consulting on subject taught, thesis and	20	10	4	4	4	4	
	PI 9: Number of student organizations advised/assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4	
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	1	4	4	4	4	
		Supplemental learning	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	1	5	5	5	5	

		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	2	4	4	4	4	
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5	
	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	1	1	4	4	4	4	
		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							

UMFO 3 . RESEARCH SERVICES (RS)

	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other	A27. Number of research outputs in the last three (3) years utilized by the industry or by other	Conducts research for possible utilization by industry or other beneficiaries							
	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	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percentage 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							
		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		70	5	5	5	5	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and	A 38. Number of extension programs/projects implemented	Implements 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		60.00%	4	4	4	4	
	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	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons			1	5	5	5	5	Landscape Maintenance Training
	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							
	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	related activities and other outputs to implement new normal							
UMFO5. SUPPORT TO OPERATIONS (STO)										
OVPI STO4. 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 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	zero non-conformity	zero non-conformity	5	5	5	5	
		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	
OVPAF STO1: ISO 9001:2015 Aligned documents										
	PI 1. Number of quality procedures prepared/revised	A 46. Number of quality procedures prepared/revised	Prepares quality procedures within prescribe period	1	1	4	4	4	4	
OVPAF STO4: Innovations & Best Practices										
	PI 2. Number of innovations and revised policies/guidelines prepared and finally	A 47. Number of innovation and revised policies/guidelines prepared and finally approved	Prepares, policies/guidelines and submit with required time frame.	1						
UMFO 6. General Administrative & Support Services (GASS)										
OVPI GASS1: Adminstrative and Support Services Management										
	PI 2. Zero percent complaint from clients	A 48. Customerly friendly frontline services	Provides customer friendly frontline	Zero % complaint	Zero % complaint	5	5	5	5	
OVPAF GASS1: Adminstrative and Support Services Management										
	PI 3. Number of personnel supervised	A 49. Number of <u>personnel supervised</u>	Supervise landscape maintenance and garbage collection personnel	21	21	5	5	5	5	

	PI 4. Percentage of administrative services, service requests and financial/administrative documents acted within time frame.	A 50. Percentage of administrative services, service requests and financial/administrative documents acted within time frame.	Prepares required documents, implement designated tasks, and submit outputs on time.	100%	100%	4	4	4	4	6 out of 6
	PI 5. Number of offices and units directly supervised, monitored and coordinated.	A 51. Number of offices and units directly supervised, monitored and coordinated.	Monitor, supervise and coordinate support staff in landscape maintenance and garbage collection.	1	1	5	5	5	5	GLMU
	PI 6. Efficiency & costumer-friendly frontline service.	A 52. Efficiency & costumer-friendly frontline service.	Pleasantly attend, repond, and deal clients.	100%	100%	4	4	4	4	
OVPAF GASS4: Maintenance of Facilities and Equipment										
	PI 7. Percentage of facilities inspected for landscape enhancement and maintenance	A 53. Percentage of facilities inspected for landscape enhancement and maintenance	Regular inspection of landscape facilities that needs rectification, enhancements, or maintenance.	100% of facilities	100% of facilities	5	5	5	5	35 out of 35
	PI 8. Percentage of equipment inspected for repair and maintenance	A 54. Percentage of equipment inspected for repair and maintenance	Regular inspection of landscape maintenance equipments that needs repair and maintenance.	100% of equipment	100% of equipment	5	5	5	5	7 out of 7
	PI 9. Percentage of facilities conducted for landscape enhancement and maintenance	A 55. Percentage of facilities conducted for landscape enhancement and maintenance	Landscape facilities rectified, enhanced, or maintained	80% of facilities	40% of facilities	4	4	4	4	14 out of 35
	PI 10. Percentage of equipment conducted for repair and maintenance	A 56. Percentage of equipment conducted for repair and maintenance	Landscape maintenance equipment repaired or maintained	80% of equipment	60% of equipment	5	5	5	5	4 out of 7
	PI 11. Percentage of streets cleaned and maintained	A 57. Percentage of streets cleaned and maintained	Sweeping of streets and beach area	80% of streets	70% of streets	5	5	5	5	

	PI 12. Percentage of garbage collected and disposed	A 58. Percentage of garbage collected and disposed	Collects and dispose garbage properly	90% of garbage	70% of garbage	4	4	4	4	
	PI 13. Percentage of filed service/job requests acted for this	A 59. Percentage of filed service/job requests acted for this	Perform/accomplish job request submitted	90% of filed service/job requests	100% of filed service/job requests	5	5	5	5	12 out of 12 as of June 2023
	PI 14. Timeliness of responding on the filed service/job requests (feedbacking of the job requests from the requesting party)	A 60. Timeliness of responding on the filed service/job requests (feedbacking of the job requests from the requesting party)	Job requests performed/accomplished on time with feedback from clients	80% of filed service/job requests responded	30% of filed service/job requests responded	4	4	4	4	

OVPAF GASS7: Project Management & Implementation Services

	PI 15. Number of landscape plans and cost estimates for landscape improvements and renovation	A 61. Number of landscape plans and cost estimates for landscape improvements and renovation	Number of landscape proposals and landscape plan submitted for improvement/renovation of existing and new facilities	6 plans	3 plans	5	5	5	5	OGS, Gymnatorium, and Library
	PI 16. Percentage of Inspected & implemented landscaping works	A 62. Percentage of Inspected & implemented landscaping works	Inspection of on going landscaping works on newly built and existing facilities	80% of landscaping works	50% of landscaping works	5	5	5	5	4 out of 6
	PI 17. Percentage of landscaping works completed within prescribed timeframe	A 63. Percentage of landscaping works completed within prescribed timeframe	Implemented landscape projects and completed with in time frame	80% of landscaping works completed	50% of landscaping works completed	4	4	4	4	2 out of 4
	PI 18. Number of improved and renovated Facilities	A 64. Number of improved and renovated Facilities	Implemented renovation or landscape improvements on existing facilities	6 facilities	3 facilities	5	5	5	5	Mall 1, Tennis Court and Main Gate 1
	Total Over-all Rating					213.00				
	Average Rating					4.53				
	Adjectival Rating									

Evaluated & Rated by:

RSal
ROSARIO A. SALAS

Department Head

Date:

Recommending Approval

VBA
VICTOR B. ASIO

Dean, CAFS

Date:

Approved by:

KB
BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

**Comments & Recommendations
for Development purposes**

should finish PhD

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: RODEN D. TROYO

Performance Rating: OUTSTANDING

Aim: Maintain the outstanding rating

Proposed Interventions to Improve Performance: _____

Date: January 2023

Target Date: June 2023

First Step:

To actively participate in all department, college and university activities.

To write and submit scientific paper for publication in refereed journal.

To prepare reports for projects.

Maintain and improve the Ornamental and Landscaping project

Advise students (undergraduate, graduate).

Result:

Participated in all department, college and university activities.

Attended and participated in trainings/seminars/scientific forums.

Prepared quarterly and annual reports for projects.

Maintained and improved the Ornamental and Landscaping project

Advised students (undergraduate, graduate).

Date: July 2023

Target Date: December 2023

Next Step:

To actively participate in all department, college and university activities.

To attend and participate in trainings/seminars/scientific forums.

To prepare reports for projects.


Manage the Ornamental Project.

Advise students (undergraduate, graduate).

Outcome:

Final Step/Recommendation:

Prepared by:


ROSARIO A. SALAS
Unit Head

Conforme:


RODEN D. TROYO

Name of Ratee Faculty/Staff