

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS (January – June)


Name of the Faculty Member: MILAGROS C. BALES

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.0x50% = 2.5	
b. Students (50%)		4.75x50% = 2.38	
Total for Instruction	55%	4.88	2.68
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	10%	5.0	0.5
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	15%	5.0	0.75
4. Administration	20%	5.0	1.0
5. Production			
TOTAL			4.93

EQUIVALENT NUMERICAL RATING: 4.93  
 Add: Additional Points, if any: 0.0  
 TOTAL NUMERICAL RATING: 4.93

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**MILAGROS C. BALES**  
 Name of Faculty


Reviewed by:

**N/A**  
 Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
 Dean, CAFS

Approved:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MILAGROS C. BALES, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from JANUARY - JUNE 2022.



**MILAGROS C. BALES**

Associate Professor V

Date:

Approved:



**VICTOR B. ASIO**

College Dean

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										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned	4.0	4.75	5	5	5	5.00	AgDe 202= 6x3/12= 1.5 AGEX 234= 8x3/12= 2.0 AGEX 233= 3x3/12= 0.75 AGED 299=1x3/12= 0.25 AGEX 290=1x3/12= 0.25
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students	5	12	5	5	5	5.00	Badino, DA; Abad, Nimfa; Cera, Lila; Escosa,V. Mena, MK; Angeles, FB; Ladera, CD; Pantillo, RA; Sombise, F; Tape, A; Tubo, J; Tiu, D
		<b>A3 .</b> Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5.00	Camillo, MB; Ruedas, MYAD; Elatico, M.



		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	6	15	5	5	5	5.00	Ambida, MA; Bayzon, Z; Catibo, D.; Conde, Christian; Conde, E; Borja, C.; Dematwaran, I; Manzanares, R; Mati-om, M; Monterde, RJ; Mendez, DM; Palma, DR; Tahanlangit, J; Rife, CA; Valderrama, Rubelle
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	8	20	5	5	5	5.00	
	<b>PI 9:</b> Number of instructional materials developed *	<u>A5</u> . 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	3	3	5	5	5	5.00	AgEx 202, AgEx 234, Agex 233
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	14	5	5	5	5.00	AGDe 202 - 1 PPP , 3 reading assignments AgEx 234 - 2 PPP; 4 readng assgn AgEx 233- 3 PPP; 1 video clip
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	6	5	5	5	5.00	AgEx 202 - 2 exams AgEx 234 - 2 exams Agex 233 - 2 exams
		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	3	3	5	5	5	5.00	AGDE 202 AgEx 234 AgEx 233
	<b>PI 10</b> . Additional outputs:	<u>A 8</u> . 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										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	6	8	4	4	4	4.00	Give up undegrd courses because of Dept Headship AGEX 200B - 3 AGEX 200n -5
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	2	4	4	4	4.00	Give up undegrd courses because of Dept Headship AGEX 200B AGEX 200n
		<b>A11.</b> 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	3	4	5	5	5	5.00	deferred grades of students in AGSc 113
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Workshop Syllabus Making, Online Accreditation
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4						
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10						
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	0						
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>	3	5	5	5	5	5.00	Aberilla, M; Adlwani, JC; Celeste, JP; Claveria, ME; Moala, BJQ
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		<i>As Field Practice Supervisor/Adviser</i>	Advises, and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Celeste, JP; Claveria, ME; Moala, BJQ
		<i>As Field Practice Member</i>	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	Celeste, JP; Claveria, ME; Moala, BJQ



		<b>A18</b> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	5	20	5	5	5	5.00	All students of DAEEEx
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19</b> . Number of Student organizations advised	Advises student organizations recognized by USOO							
		<b>A20</b> . 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	2						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2						
		<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 Moddle or Google Classroom	1						
	<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	1	4	5	5	5	5.00	Level IV Progrm Accreditation for MS AGED, MS AGEX, MagDEv and Institutional Accred in areas of Extension

		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2	5	5	5	5.00	PhilFIDA and PRDP
		<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>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> 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	1	1	5	5	5	5.00	Climat-Smart Farm Business School Training Manual
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year	1						
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> 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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences	1						
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1						
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								



		<b>A 33.</b> 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> 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	2	42	5	5	5	5.00	PhilFIDA, PRDP, DA Region 8, LGUs of Baybay and Hilongos and other 37 LGUs in Region 8
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	50	171	5	5	5	5.00	PhilFIDA - 53 ATI virtual Participants - 78 LNU Faculty - 40
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects	2	2	5	5	5	5.00	Green-The-Home
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> 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	90%	95%	5	5	5	5.00	
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries							
	Research Mentoring	Research Mentor								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	2	5	5	5	5.00	ATI and LNU
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator		1	1	5	5	5	5.00	Ugmad SEARCH
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	5	5	5	5.00	Concept note on Coastal Resource Managemnt for submission to NGP
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> 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>										
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					
		<b>A 45.</b> 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					
		On program accreditations			3	5	5	5	5.00	Level IV MS AGEX, MS AGED, MagDev in the area of Extension
		On institutional accreditations			1	5	5	5	5.00	Area in Extension
		COPC			4	4	4	4	4.00	MS Agex, Ms AgEd, MagDev, PhD AgEd



UMFO 6. General Admin. & Support Services									
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint				
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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						
		<b>A 48.</b> 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>147.00</b>	Comments & Recommendations for Development Purpose:  <i>Keep it up!</i>			
	<b>Average Rating</b>				<b>4.9</b>				
	<b>Adjectival Rating</b>				<b>OUTSTANDING</b>				

Evaluated & Rated by:


  
VICTOR B. ASIO

Dean, CAFS  
Date:

Recommending Approval

N/A

Approved by:

  
BEATRIZ S. BELONIAS

Vice President for Academic Affairs  
Date:

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Milagros C. Bales

Performance Rating: Outstanding

Aim: To enhance research performance of Dr. Bales.

Proposed Interventions to Improve Performance: Attend international conferences and present as paper presenter.

Date: July-December 2022 Target Date: July-December 2022

First Step: Search the internet for announcements on scientific conferences.

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Result: Apply to the scientific conferences.

Date: July 2022 Target Date: August-December 2022

Next Step: Conduct a seminar at her own department and look for possible funding.

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Outcome: Increased publication and research projects of the department.

Final Step/Recommendation:

The college strongly recommends Dr. Bales to attend international conferences.

Prepared by:

  
**VICTOR B. ASIO**  
CAFS Dean

Conforme:

  
**MILAGROS C. BALES**

Name of Ratee Faculty/Staff