

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

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.7x100%= 4.7	
b. Students (50%)			
Total for Instruction	40%	4.7	1.88
2. Research			
a. Client/Dir. for Research (50%)		5 x 50% = 2.5	
b. Dept. Head/Center Director (50%)		5 x 50% = 2.5	
Total for Research	30%	5.0	1.5
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50%) = 2.5	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	5	0.75
4. Administration	10%	5	0.5
5. Production	5	5	0.25
TOTAL			4.88

EQUIVALENT NUMERICAL RATING: 4.88

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.88ADJECTIVAL RATING: Outstanding

Prepared by:

Reviewed by:


ARSENIO D. RAMOS

Name of Faculty


ROSARIO A. SALAS

Department Head

Recommending Approval:


VICTOR B. ASIO

Dean/Director


Approved:


BEATRIZ S. BELONIAS


Vice President


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARSENIO D. RAMOS, a faculty member of the DEPARTMENT OF HORTICULTURE 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 to June, 2020


ARSENIO D. RAMOS
 Asso. Prof. V
 Date:

Approved:


ROSARIO A. SALAS
 Department Head
 Date:


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										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles Hort 209, Hort 300 and Hort 400	5	2.08	4.8	4.8	4.8	4.8	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	6	3	4.8	4.8	4.8	4.8	
		A3 . Number of students advised on thesis/special problem/dissertation		1	1	4.8	4.8	4.8	4.8	
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1	4.8	4.8	4.8	4.8	
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	5	5	4.8	4.8	4.8	4.8	
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	20	10	4.8	4.8	4.8	4.8	

	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	3		3	4.8	4.8	4.8	4.8	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	3		3	4.8	4.8	4.8	4.8	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10		5	4.8	4.8	4.8	4.8	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3		3	4.8	4.8	4.8	4.8	
		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	3							
		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	1							
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 Hort 112, Hort 144, Hort 199-C, Hort 200.1 and Hort 200.4	30	16.42		5.0	5.0	5.0	5.0	
		A10: Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	10	5		4.8	4.8	4.8	4.8	
		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	10	5		4.8	4.8	4.8	4.8	

	<u>A12.</u> Number of trainings attended related to instruction	Attend mandated trainings	4	1	3.0	3.0	3.0	3.0	
	<u>A13.</u> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	16	8	4.8	4.8	4.8	4.8	
	<u>A14.</u> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	80	40	4.8	4.8	4.8	4.8	
	<u>A15.</u> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	40	20	4.8	4.8	4.8	4.8	
PI 8: Number of students advised: *	<u>A16.</u> Number of students advised:	Acts as academic advisor to students	20	15	5.0	5.0	5.0	5.0	
	<u>A17.</u> Number of students advised on thesis/ field practice/special problem:		20	13	5.0	5.0	5.0	5.0	
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	14	7	4.8	4.8	4.8	4.8	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	6	6	4.8	4.8	4.8	4.8	
	<u>A18.</u> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	40	20	4.8	4.8	4.8	4.8	
PI 9: 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	1	1	4.8	4.8	4.8	4.8	
PI 10: Number of instructional materials developed *	<u>A 21 :</u> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1						

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	4	3	3.0	3.0	3.0	3.0	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	5	4.8	4.8	4.8	4.8	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	3	4.8	4.8	4.8	4.8	
		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	3						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	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	4.8	4.8	4.8	4.8	
		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	1						
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							
	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	1	1	4.8	4.8	4.8	4.8	

	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>								
	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 for a/conferences	1						
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>		1						
	PI 5. Percent of research proposals approved *	A 31. Percentage 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								
		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	2						
		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	1						
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	1	1	4.8	4.8	4.8	4.8	

	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	100						
	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	2	2	4.8	4.8	4.8	4.8	
	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	90	85	5.0	5.0	5.0	5.0	
	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	10	5	4.8	4.8	4.8	4.8	
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>		2						
	<i>Resource Persons</i>	<i>Resource Persons</i>		5						
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>		1						
	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	1	1	4.8	4.8	4.8	4.8	

	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	1						
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 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					
		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					
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	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 performing 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										
Average Rating										
Adjectival Rating										

	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						
		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						
		On program accreditations								
		On institutional accreditations								
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	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 performing 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									
	Average Rating			4.3						
	Adjectival Rating									

Evaluated & Rated by:

ROSARIO A. SALAS

Department Head

Date:

Recommending Approval

VICTOR B. ASIO

Dean,

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Comments & Recommendations
for Development purposes

publish research output
in refereed journal

EMPLOYEE DEVELOPMENT PLAN**Name of Employee:** ARSENIO D. RAMOS**Performance Rating:** _____**Aim:** Enhance Work Efficiency

Proposed interventions to Improve Performance

Date: January, 2020Target Date: December 2021

First Step:

Write and submit 1 research and 1 extension proposal for fundingActively participate in all department, college and university activitiesImplement existing extension and research projects effectivelyAttend conferences, trainings, seminars and workshops related to the field of specializationPrepare and present project reports

Results

Submitted 1 extension proposalActively participated in all department, college and university activitiesEffectively implemented 2 extension projects and 2 research projectsAttended conferences, trainings, seminars and workshops related to the field of specializationPrepared and presented research and extension projects during the annual In-HouseReviewDate: January, 2021Target Date: December, 2021

Next Step:

Write and submit 1 research proposal for fundingActively participate in all department, college and university activitiesContinue implementation of existing extension and research projects effectivelyAttend conferences, trainings, seminars and workshops related to the field of specializationWrite and submit 1 scientific publication to a referred journalPresent research findings in scientific conference

Outcome:

Final Step/Recommendation

Approval of the research and extension proposals after the presentation/evaluation.

Prepared by:



Prepared by:

ROSARIO A. SALAS

Unit Head

Conforme:


ARSENIO D. RAMOS

Name of Ratee Faculty/Staff