

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ZENaida C. GONZAGA

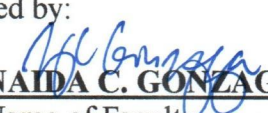
Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		-	
b. Students (50%)			
Total for Instruction	40%	4.63	1.85
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)		-	
Total for Research	30%	4.5	1.35
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	4.86	0.73
4. Administration	15%	5	0.75
5. Production	NA		
TOTAL			4.68

EQUIVALENT NUMERICAL RATING: 4.68

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.68ADJECTIVAL RATING: Outstanding

Prepared by:


ZENaida C. GONZAGA
Name of Faculty


Reviewed by:


ROSARIO A. SALAS
Department Head

Recommending Approval


VICTOR B. ASIO
Dean/Director


Approved:



BEATRIZ S. BELONIAS
Vice President


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ZENAIDA C. GONZAGA, a faculty member of the DEPARTMENT OF HORTICULTURE commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2021.


ZENAIDA C. GONZAGA
Professor V
Date: 1/21/21

Approved: 
ROSARIO A. SALAS
Department Head
Date: 01/28/21


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 subjects/courses assigned	1.00	1.25	5	5	5	5	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	3	6	5	5	5	5	1 PhD (Sherlyn Sampaang) and 6 MS Students (Ana Linda Gorme, Jacquilyn Golle, Griezsa Apao, Marivel Ortega, Roque Merrick Dacullo, Ryan Quirante)
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2	4	4	4	4	Ana Linda Gorme (Graduating) and Jacquilyn Golle
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	3	5	5	5	5	Rommel Agunos, Rhonna Jane Bulawan, Aldwyn Paul Parac
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	11	5	5	5	5	8 MS and 3 PhD Students seek advise on their thesis and individual research

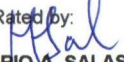
	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	4	4	4	4	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4	4	4	4	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	4	5	5	5	5	1 long exam, 3 quizzes for Hort 304 subject
		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	1	1	4	4	4	4	
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	4	4	4	4	
	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	1	4	4	4	4	
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	14.00	14.85	5	5	5	5	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5	2 Hort 22 and 1 CpSc22
		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							
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	6 long exams	5	5	5	5	(3 Long Exams for Hort22 Lec, 1 Hort22 Lab, and 2 CpSc22)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	10	5	5	5	5	


		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	25	25 Checked lab reports	4	4	4	4	
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	7	19 advisees	5	5	5	5	
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	7	7 Advisees	4	4	4	4	Alico, Danica; Babatla Ma. Mauricia; Nayre, Manilyn; Patagnan, Harvey; Timkang, Reuben; Torion, Eduard; Valenzona, Lialenve
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	2	3	5	5	5	5	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	64 students	5	5	5	5	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO	0	-					
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	0	-					
	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	1	1	4	4	4	4	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1	4	4	4	4	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	15	5	5	5	5	
		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	2	1	3	3	3	3	

		A 24. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	4	4	4	4	
	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							
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	1	2 (Bell Pepper hydroponics and Bulb onion applied with GA3)	5	5	5	5	
	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	0	0					
	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							
		<i>In refereed int'l journals</i>		1	1	4	4	4	4	Yield and Nitrogen Uptake of Lettuce (Lactuca sativa L.) as Influenced by Different Rates of Vermicast Grown in Sandy Soil
		<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 scienfic fora/conferences	1						
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								

	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 student w/ faculty)		1						
		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	1						
		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	3	10 LGU's (Baybay, Ormoc, Tabon2x, Merida, San Isidro, Burauen, Alang2x, Pastrana, Canigara, Silago, So. Leyte), DA ATI RTC-8, East West Seed Company, Landcare Philippines	5	5	5	5	
	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	1	16 conducted trainings {24 trainees for FFS on S-GAP(Cabintan); 6 trainees for FFS on S-GAP (Baybay) and 25 trainees for ICS}	5	5	5	5	Please see attachment
	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	3	4	5	5	5	5	
	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	50%	95%	5	5	5	5	

	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	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	5	5	5	5	
		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	5	5	5	5	
	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								4.9
	Adjectival Rating								OUTSTANDING

Evaluated & Rated by:

ROSARIO A. SALAS
 Department Head
 Date: 7/28/21

Recommending Approval

VICTOR B. ASIO
 Dean, CAFS
 Date:

Approved by:

BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: 8/13/21

**Comments & Recommendations
 for Development purposes**

continue publish in Referral Journal

No	Date	Activity	No. of Trainee			Topics Delivered
			M	F	Total	
1	5-Mar-21	FFS on S-GAP o Vegetable Production Level 1 Week 1 (CALCOA)	15	9	24	Introduction to GAP
						Module 1: Site History and Management
						Module 2: Planting Material
2	12-Mar-21	FFS on S-GAP o Vegetable Production Level 1 Week 2 (CALCOA)	15	9	24	Module 3: Soil and Soil Conservation
						Module 4: Crop Protection
3	19-Mar-21	Info Dissemination on Responsible Pesticide Use (CALCOA)	15	9	24	Safe and Judicious Use of Pesticides
4	19-Mar-21	FFS on S-GAP o Vegetable Production Level 1 Week 3 (CALCOA)	15	9	24	Module 5: Personal Hygiene
						Module 6: Training
						Module 7: Workers' Health
5	26-Mar-21	FFS on S-GAP o Vegetable Production Level 1 Week 4 (CALCOA)	15	9	24	Post-Training Evaluation
6	7-May-21	FFS on S-GAP o Vegetable Production Level 1 Week 5 (CALCOA)	15	9	24	Review on ICS Installation
						Assessment on proper pesticide use and handling
7	4-Jun-21	FFS on S-GAP o Vegetable Production Level 2 Week 1 (CALCOA)	15	9	24	Module 8: Fertilizer and Soil Additives
8	7-Jun-21	Online Training on Installation of Internal Control System Session 1	9	16	25	Introduction to Good Agricultural Practices
						Smallholder Group Certification
9	8-Jun-21	FFS on S-GAP o Vegetable Production Level 1 Week 1 (Baybay Farmers)	4	2	6	Introduction to GAP
10	11-Jun-21	FFS on S-GAP o Vegetable Production Level 2 Week 2 (CALCOA)	9	16	25	Module 9: Water Management
						Module 10: Postharvest Washings and Treatments
11	14-Jun-21	Online Training on Installation of Internal Control System Session 2	9	16	25	Basic Farm Files and Risk Management
12	15-Jun-21	FFS on S-GAP o Vegetable Production Level 1 Week 2 (Baybay Farmers)	4	2	6	Module 1: Site History and Management
						Module 2: Planting Material
13	21-Jun-21	Online Training on Installation of Internal Control System Session 3	9	16	25	Internal Standards and ICS Organization
14	22-Jun-21	FFS on S-GAP o Vegetable Production Level 1 Week 3 (Baybay Farmers)	4	2	6	Module 4: Crop Protection Part 1
15	28-Jun-21	Online Training on Installation of Internal Control System Session 4	9	16	25	Internal Inspection Procedures and Forms
						Internal Approval and Sanctions
16	29-Jun-21	FFS on S-GAP o Vegetable Production Level 1 Week 4 (Baybay Farmers)	4	2	6	Module 4: Crop Protection Part 2

	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		3	14	5	5	5	5	
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1	4	4	4	4	
	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	1	3 YRRP Leaflets	5	5	5	5	1 Vegetable Grafting (Kamlong) Kamatis ug Talong, 1 Vegetable Garfing (Ampatola) Ampalaya ug Patola, 1 Teknolohiya sa Sweet Corn: Putlon ang banay aron modako ang Ani
UMFO 5. SUPPORT TO OPERATIONS										
OVPI MFO 4. Program and Institutional Accreditation Services										

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ZENaida C. GONZAGAPerformance Rating: OUTSTANDINGAim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January, 2021 Target Date: June, 2021

First Step:

To revise horticulture undergraduate and graduate teaching guidesTo publish scientific paper in referred journalTo attend trainings/seminars, scientific conference related to agricultureTo continue establish strong linkage with LGU, Landcare Phil., Eastwest seed co., and ATI-8 on extension related activities

Result:

Had prepared learning modules in graduate (Hort 241 and Hort 299) and undergraduate horticulture courses (Hort 22 and Hort 141 for both online and offline teaching modalitiesHad published scientific paper in referred journalHad attended training/seminars/scientific conferences related to agricultureHad established strong linkage with LGU, Landcare Phil., Eastwest seed. Co., and ATI on extension related activitiesDate: January 2022Target Date: June 2022

Next Step:

To teach horticulture graduate and undergraduate courses through online and off line modalitiesTo publish scientific paper in referred journalTo attend trainings/seminars, scientific conference related to agricultureTo continue establish strong linkage with LGU and ATI-8 on extension related activitiesTo write and submit research proposal to funding agenciesTo maintain and improve the manage demonstration/learning siteTo advise horticulture graduate and undergraduate students

Outcome: _____

Final Step/Recommendation:

Prepared by:

ROSARIO A. SALAS

Unit Head

Conforme:

ZENaida C. GONZAGA

Name of Ratee Faculty/Staff