SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **BEATRIZ CUEVAS JADINA (Prof. VI)**
Period: **January to June 2021**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head	35%	4.85	1.69
b. Students	35%	5.00	1.75
Total for Instruction	70		**3.44**
2. Research			
a. Client/Dir. for Research			
b. Dept. Head	5	5.00	0.25
Total for Research	**5%**		**0.25**
3. Extension			
a. Clients			
b. Study Leader (Ext'n project)	10	4.31	0.43
Total for Extension	**10%**		**0.43**
4. Administrative (Committee membership	**5 %**	5.00	**0.25**
5. Production	**10%**	5.00	**0.50**
TOTAL			**4.87**

EQUIVALENT NUMERICAL RATING: **4.87**
Add: Additional Points, if any:
          Punctuality & regular attendance

TOTAL NUMERICAL RATING: **4.87**

ADJECTIVAL RATING: **Outstanding**

Prepared by: Reviewed by:

BEATRIZ C. JADINA   **SUZETTE B. LINA**
Name of Faculty   Department Head

Recommending Approved:

VICTOR B. ASIO   11/29/21
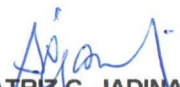Dean, College of Agriculture and Food Science

Approved by:

BEATRIZ S. BELONIAS
Vice President, Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BEATRIZ C. JADINA, a faculty member of the DEPARTMENT OF SOIL SCIENCE commits to deliver and agrees to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY- JUNE, 2021.

Approved:

_____
BEATRIZ C. JADINA
Professor
Date: July, 2021

_____
SUZETTE B. LINA
Department Head
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 soil science graduate courses assigned	0	1	5	5	5	5.00	
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students	1	3	5	5	5	5.00	Aquino, Pontecilla, Gavelino
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	0	3	4	4	4	4.00	Aquino, Pontecilla, Gavelino
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	0						
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	8	5	5	5	5.00	

					Q	E	T	Ave	Remarks
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	0	1	5	5	5	5.00	
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	1	5	5	5	5.00	
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	5	5	5	5.00	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	8	5	5	5	5.00	
	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	0						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	
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	0	1					

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

					Q	E	T	Ave	Remarks
PI 5: Total FTE, coordinated, implemented and monitored *	**A9**. Actual Faculty's FTE	Handles and teaches courses assigned	4	17.75	5	5	5	5.00	Soil 22, 1 lec=40 students; Soil 24, 2 lectures, 50 students/lec class; Soil 116 lec & lab, 16 students; Soil 199 B, 11 students; Soil 199C
	A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	9	5	5	5	5.00	
	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	0	3	5	5	5	5.00	

PI	Activity	Description				Q	E	T	Avg	Remarks
	A12. Number of trainings attended related to instruction	Attend mandated trainings	0	1		5	5	5	5.00	
	A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	3	10		5	5	5	5.00	
	A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	12		5	5	5	5.00	
	A15. Number of assessments reports, lab reports and term papers checked and graded	Checks assessment reports, lab reports and term papers submitted as	10	876		5	5	5	5.00	
PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	8	27		5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:		1	5		5	5	5	5.00	Aquino, Gavelino, Benedito, Candela, Ramos
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	2		5	5	5	5.00	Aquino, Gavelino
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	0	1		5	5	5	5.00	Oclinaria
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	15		5	5	5	5.00	
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								
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								

PI	A (Activity)	Description						Average	Remarks
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	1	4	4	4	4.00	Soil 116
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	4.5	4.5	4.5	4.50	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	8	5	5	5	5.00	
	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							
	A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	0	2	4	4	4	4.00	
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	0	1	4.5.	4.5	4.5	4.50	
	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							
						Sub Total		126.0/26	4.846153846
						TPES			5

UMFO 3 . RESEARCH SERVICES

PI	A (Activity)	Description							
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 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 journals									
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 fora/conferences									
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									
	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	0	*1*		5	5	5	5.00	
	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								
					Sub Total				5.00/1	

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	0	*1*	4	4	4	4.00	
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	0	10	4	4	4	4.00	
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	1	*1*	4	4	4	4.00	
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	0	*5*	4.5.	4.5	4.5	4.50	
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	1	*3*					
Research Mentoring	*Research Mentor*		0	*2*	4	4	4	4.00	
Peer reviewers/Panelists	*Peer reviewers/Panelists*		0	*1*	5	5	5	5.00	
Resource Persons	*Resource Persons*		1	*2*	5	5	5	5.00	
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	0	*1*	4	4	4	4.00	
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							
				Sub Total				**34.5/8**	4.3125

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-conformity	*0*	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*	5	5	5	5.00	
	On program accreditations								
	On institutional accreditations								

								Sub Total		10.00/2	

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	0	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							
								5.00/1	
Total Over-all Rating								180.5	
Average Rating								4.877	
Adjectival Rating								Outstanding	

Average Rating (Total Over-all rating divided by 4)	
Additional Points:	
Punctuality	
Approved additional points	
Final Rating _____	
Adjectival Rating	

Comments & Recommendations for Development Purposes:
Should be active in research and extension. Encouraged to make research/extension proposals for possible funding.

Evaluated & Rated by:

SUZETTE B. LINA
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 7/26/21

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **BEATRIZ CUEVAS JADINA**
Performance Rating: <u>OUTSTANDING</u>

Aim: To improve further and maintain the outstanding performance

Proposed Interventions to sustain/improve Performance:

Full support from the University in terms of financial support for the **purchased of high -end computers** to meet the current needs of our students in this new normal. Going online for instruction and other activities would require **stable internet connectivity and power supply**. Furthermore, all proposals to be submitted to produce outputs for instruction (ex. budget for teaching guide preparation), research (ex approval and release of budget for research proposal submitted), extension (ex. time and budget to do the extension activities) and production are necessary.

Full administrative support in terms of on – time & efficient processing of all official & relevant documents in the department is very important to sustain the efforts of the faculty. Equally important is the revival of the Soils Research, Testing & Plant Analysis Laboratory (SRTPAL) to support Instruction, Research, Extension & production functions of the department.

Date: January 2, 2021 to June 30, 2021

First Step:

Request for the purchased of suitable laptops for the blended learning modalities;
Revision, updating & submission of instructional materials for the blended learning modalities;
Attendance to trainings on the different learning modalities for the new normal;
Submission of research and extension proposals to thru channels for processing & approval;

Results:

Made follow - ups of submitted PR's for the purchased of new suitable laptops;
Revised instructional materials uploaded into moodle platform for the blendedlearning mode of instruction;
Attended training and seminars for the different learning modalities for the new normal;
Timely comments and suggestions and endorsement for approval and implementation of the research and extension proposals submitted;
Timely release of research and extension funds;

Duration: July, 2021 to December, 2021

Next Step:
To assist the department in mentoring the Junior faculty in conceptualizing research/extension proposal for funding; submission of journal articles for possible

publication; to continue the preparation of new and revised instructional materials for the next semester offering; submission of research & extension proposals for funding; .

Outcome: Revised and updated instructional materials for blended learning; submission of research and extension proposals for funding; submission of journal articles for possible publication;

Final Step/Recommendation:

➢ Provision and release of laptops fit for the current learning modalities which should be provided by the administration to each faculty;
➢ Stable power and supply and internet connectivity are equally important if the university wants to effectively serve the students;
➢ Release of updates from concerned offices on the status of proposals submitted for funding and budget release for research projects. Researches conducted by the faculty can facilitate training and mentoring of students; and research outputs produced are good materials to enrich references for instruction.
➢ Submission of course syllabus needed for the offering of new program in the department.

Prepared by:

SUZETTE B. LINA
Unit Head

Conforme:

BEATRIZ C. JADINA
DSS Faculty