

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **MARILOU M. BENITEZ**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.5 \times 100\% = 4.6$	
b. Students (50%)			
Total for Instruction	40%	4.6	1.84
2. Research			
a. Client/Dir. for Research (50%)		$5 \times 50\% = 2.5$	
b. Dept. Head/Center Director (50%)		$5 \times 50\% = 2.5$	
Total for Research	30%	5.0	1.5
3. Extension			
a. Client/Dir. for Extension (50%)		$5.0 \times 50\% = 2.5$	
b. Dept Head/Center Director (50%)		$5.0 \times 50\% = 2.5$	
Total for Extension	15%	5	0.75
4. Administration	10%	5	0.5
5. Production	5%	5	0.25
TOTAL			4.84

EQUIVALENT NUMERICAL RATING: 4.84

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.84ADJECTIVAL RATING: Outstanding

Prepared by:

MARILOU M. BENITEZ

Name of Faculty

Reviewed by:

ROSARIO A. SALAS

Head, DOH

Recommending Approval:

VICTOR B. ASIO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARILOU M. BENITEZ, 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 2020 to December 2020.


MARILOU M. BENITEZ

Associate Professor 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 subjects/courses assigned	13.5	13.5					
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	4	4					
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	4	4					
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript		4					
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

	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	1	1						
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	1						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	1						
		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						
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1						
	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											
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	35.27	35.27						
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	6						
		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	1						
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	6	6						
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	6						
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	6	6						
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>								
		A17. Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	6	6						
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	8	8						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades								
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>								
		A20. Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related</i>								
	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	1	2						

		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	2						
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2						
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	2						
		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	1	2						
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1						
	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						
		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								
	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	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							
		<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 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	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							
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							
	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							
	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							
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	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 (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						
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									

Evaluated & Rated by:

RSal
ROSARIO A. SALAS

Department Head

Date:

Recommending Approval

V.B. ASIO
VICTOR B. ASIO

Dean, _____

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Comments & Recommendations for Development Purposes:

, should publish paper

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARILOU M. BENITEZ
Performance Rating: OUTSTANDING

Aim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January, 2020 Target Date: June, 2020

First Step: To publish scientific paper in referred journal

To write and submit research proposal to funding agencies

To attend trainings/seminars, scientific conference related to agriculture

To continue establish strong linkage with LGU and ATI-8 on extension related activities

Result:

Publish scientific paper in referred journal

Established strong linkage with LGU and ATI on external related activities

Date: January 2021

Target Date: June 2021

Next Step:

Sabbatical Leave


Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ROSARIO A. SALAS
Head, DOH

Conforme:


MARILOU M. BENITEZ
Name of Ratee Faculty/Staff