

Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **ARTURO E. PASA**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	4.77	2.39	
b. Students (50%)	4.25	2.13	
Total for Instruction	40%	4.52	1.81
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	4.67	1.4
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	4.8	0.72
4. Administration	15%	5	0.75
5. Production			
TOTAL	100%		4.68

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

4.68

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Outstanding


Prepared by:


ARTURO E. PASA
Name of Faculty


Reviewed by:


ANATOLIO N. POLINAR
Department Head

Recommending Approval:


DENNIS P. PEQUE
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Arturo E. Pasa a faculty member of the DEPARTMENT OFFOREST SCIENCE 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 July to December 2023.

ARTURO E. PASA

Professor VI

Date: 1/8/24

Approved:

ANATOLIO N. POLINAR

Department Head

Date: 1/12/24

DENNIS P. PEQUE

College Dean

Date: 1/15/24

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							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	1/1 (100%)	4	4	5	4.33	Villacarillo
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	1/1 (100%)	5	5	4	4.67	Villacarillo
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	2/2 (100%)	4	5	4		Villacarillo and Aguilar

		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	2	3/2 (150%)	5	5	5		Aguilar, Doria, Omoso
	<u>PI 9</u> : 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	2						no enrollees during the semester
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2						no enrollees during the semester
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2						no enrollees during the semester
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2						no enrollees during the semester
		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							
	<u>PI 10</u> . 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										
	<u>PI 5</u> : Total FTE, coordinated, implemented and monitored *	<u>A9</u> . Actual Faculty's FTE	Handles and teaches courses assigned	2	4/2 (200%)	5	5	5		FGov 133 (2 sections), FMgt 145n, ForY 200.2, FORY 300

		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	5/2 (250%)	5	5	5	5	FGov 133 (2 sections), FMgt 145n, Fory 200.2, FORY 300
		A11. 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	5	12/5 (240%)	4	5	5	4.67	FGov134 (Item, Moreno), FGov133 (Pogosa, Puede, Reyes, Macuto, Item, Esmedia, Babon), FMgt145n (De Jesus, Fernandez, Lorejas)
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2/1 (200%)	5	5	5	5	Training-workshop on curriculum and instruction review -CFES and University wide
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	8/4 (200%)	4	5	5	4.67	FGov 133 (2 sections), FMgt 145n (Lec and Lab)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	4/4 (100%)	5	5	5	5	FGov 133 (2 sections), FMgt 145n (Lec and Lab)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	74/20 (370%)	4	4	5	4.33	FGov 133 (2 sections), FMgt 145n (Lec and Lab)
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic advisor to students	3	10/3 (330.33%)	4	5	5	4.67	Espinosa et al
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	3	7/3 (230%)	5	5	5	5	Austria et al.
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3/3 (100%)	4	4	4	4	Caindoc et al.
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	10/10 (100%)	5	5	5	5	Moreno et al.
	PI 9: Number of student organizations advised/ assisted *	A19. 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							
	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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	2	2/2 (100%)	4	5	5	4.67	FGov 133 (2 sections), FMgt 145n (Lec and Lab)
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	2/2 (100%)	5	5	5	5	FGov 133 (2 sections), FMgt 145n (Lec and Lab)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	6/4 (150%)	5	5	5	5	FGov 133 (2 sections), FMgt 145n (Lec and Lab)
		<u>A 23</u> : 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							
		<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	PI 11. Additional outputs	<u>A 25</u> . 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	1/1 (100%)	5	5	4	4.67	prepared documents related to accreditation
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	2/1 (200%)	5	5	5	5	DENR, PMPI (NGO)
		<u>A 26</u> . 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	1/1 (100%)	5	5	5	5	ACIAR FLR
	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	1/1 (100%)	4	5	5	4.67	ACIAR FLR
	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	1/1 (100%)	4	4	4	4	ACIAR FLR
		<i>In refereed int'l journals</i>								
		<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	1/1 (100%)	5	5	5	5	John Dillon Fellowship Davao Conference
		<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 faculty or student w/ faculty)								

		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							
		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	10	10/10 (100%)	5	5	5	5	partner POs
	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	10	50/10 (500%)	5	5	5	5	Hihg quality seedling production
	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							

	Research Mentoring	Research Mentor		1	1/1 (100%)	4	5	5	4.67	PMPI watershed management program
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons		1	1/1 (100%)	4	5	4	4.33	PMPI watershed management program
	Convenor/Organizer	Convenor/Organizer/Facilitator	Conducts and facilitates POs meetings with partner POs in the Visayas	3	3/3 (100%)	5	5	5	5	ACIAR FLR Cebu, Iloilo and Leyte
	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 (extr. conducted by faculty or								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal	1	1/1 (100%)	4	5	5	4.67	On-site discussion on watershed management with PMPI
			Number of farmers /PO members and officers communicated/advised							
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	100%	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%	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	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	2						
		Number of Meeting attended	CFES	4						
			DFS	4						
			Committee	2						
			University	2						
			Project	12						
	Total Over-all Rating	157.35								
	Average Rating	4.77								
	Adjectival Rating	Outstanding								
										Comments + Recommendation for Development Purpose: Encourage him to publish research article in Scopus and indexed Journal.

Evaluated & Rated by:

ANATOLIO N. POLINAR

Department Head

Date: 1/8/24

Recommending Approval

DENNIS P. PEQUE

College Dean

Date: 1/15/24

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 01/20/24

PERFORMANCE MONITORING FORM

Name of Employee: ARTURO E. PASA

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-All Assessment Of Output**	Remarks/Recommendation
1	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2023	December 2023	December 31, 2023	Impressive	Very Satisfactory	Submitted grades on time, checks manuscripts on time.
2	Performs research and extension functions such as; prepares research/extension	Very Impressive	July 1, 2023	December 2023	December 31, 2023	Very Impressive	Outstanding	Submit more publications

	proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.							
3	Attends meetings and makes letters.	Very Impressive	July 1, 2023	December 2023	December 31, 2023	Very Impressive	Outstanding	Attended Face to face and virtual meetings
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2023	December 2023	December 31, 2023	Very Impressive	Outstanding	Also as country manager of ACIAR-FLR Project

*Either very impressive, impressive, needs improvement, poor, very poor

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


ANATOLIO N. POLINAR
Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Arturo E. Pasa
Performance Rating : 4.68 (Outstanding) July-December 2023

Aim: To improve the research and extension capability of the faculty

Proposed Interventions to Improve the Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2023

Target Date: September 2023

First Step:

Require Dr. Pasa to lead the ACIAR research and extension Project.

Result:

Actively lead in the implementation of the ACIAR-FLR PROJECT in Region 6, 7 and 8.

Date: October 2023

Target Date: December 2023

Next Step:

Draft scientific articles for possible publication in scientific journals.

Outcome:

Dr. Pasa submits journal articles for review.

Final Step/Recommendation:

Dr. Pasa may write more scientific publications and proposals for future research undertakings. He may also encourage to develop more IM's based from the research findings of ACIAR FLR Project.

Prepared by:


ANATOLIO N. POLINAR
Unit Head

Conforme:


ARTURO E. PASA

Ratee