

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: MALVIN DATAN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		2.31	
b. Students (50%)		2.25	
Total for Instruction	40%	4.56	1.82
2. Research			
a. Client/Dir. for Research (50%)		-	
b. Dept. Head/Center Director (50%)		-	
Total for Research	40% 30% <i>8</i>	4	<i>8</i> 1.2 <i>1.6</i>
3. Extension			
a. Client/Dir. for Extension (50%)	-	-	
b. Dept Head/Center Director (50%)		-	
Total for Extension	20% <i>8</i>	4	<i>8</i> 1.2 <i>0.8</i>
4. Administration	10% <i>8</i>	5 <i>8</i>	<i>8</i> 0.5 <i>8</i>
5. Production			
TOTAL			<i>8</i> 4.72 <i>4.22</i>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

MALVIN B. DATAN
Name of Faculty

Reviewed by:

ALJAY D. VALIDA
Department Head

Recommending Approval:

SUZETTE B. LINA
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, Malvin B. Datan, 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 2024

MALVIN B. DATAN

Instructor III

Date: 7/16/24

Approved:

ALJAY D. VALIDA

Department Head

Date: 7/22/24

SUZETTE B. LINA

College Dean

Date: 8/8/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target		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							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		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							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
	PI 10. Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	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							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	4	5	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		2	5	5	5	5.00	

		A12 . Number of trainings attended related to instruction	Attend mandated trainings	2	2	4	4	4	4.00	
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	8	8	4	4	4	4.00	
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	280	300	5	5	5	5.00	
	PI 8: Number of students advised: *	A16 . Number of students advised:	<i>Acts as academic adviser to students</i>	10	15	5	5	5	5.00	
		A17 . Number of students advised on thesis/ field practice/special problem:		8	8	4	4	4	4.00	
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	3	5	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	5	8	5	5	5	5.00	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	200	250	5	5	5	5.00	
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	<i>Advises student organizations recognized by USOO</i>	1	1	4	4	4	4.00	
		A20 . Number of Student organizations assisted on student related activities	<i>Assists student organizations in implementing student related activities</i>	0	1	5	5	5	5.00	
	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	6	6	4	4	4	4.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20	25	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	25	30	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	6	6	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	1	1	4	4	4	4.00	
		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 project 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-referred 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	0	4	4	4	4.00	
		<i>In refereed nat'l/regional journals</i>		1	0	4	4	4	4.00	
	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 conferences	1						
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>			0					
	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	1	0	4	4	4	4.00	
	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							
	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	1	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							
	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>		1	1	4	4	4	4.00	
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								

	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 (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						
	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	Designs administration/management related activities and other outputs to implement new normal						
	Total Over-all Rating							103.00	
	Average Rating							4.48	
	Adjectival Rating							Very Satisfactory	

Evaluated & Rated by:

ALJAY D. VALIDA

Department Head

Date: 7/2/24

Recommending Approval

SUZETTE B. LINA

Dean, 8/6/24

Date:

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 8/13/24

Comments & Recommendations for Development Purpose:

Great Work !!!

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2nd	
	3rd	
	4th	

Name of Office: Department of Horticulture

Head of Office: Aljay D. Valida

Number of Personnel: 16

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Assignment of teaching load		Department meeting			Distribution of teaching load; tap affiliate faculty and GTAs to lessen IFW.
Submission of DTR on time		Department meeting			Improve reporting time and submission of DTR.
Coaching					
Faculty having less than very satisfactory rating in TPES	On one mentoring and root cause analysis of low TPES rating with the concerned faculty.				Monitoring of the next TPES result if there is an improvement.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ALJAY D. VALIDA
Immediate Supervisor

Noted by:


SUZETTE B. LINA
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
Increase enrolment in graduate programs	Monitor the enrolment trend for graduate Programs	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Graduate Courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Offer new programs and/or revise existing one	Revised and Submit Curricular Programs	Dept. Head and Faculty	Depending on the process	✓	✓	✓	✓	Ms and Phd Horticultr e Proposal for revised curriculum has been submitted
MFO 2 HIGHER EDUCATION SERVICES								
Increase employability of graduates 2 years prior	Monitor the employability if graduates	Dept. head and DdrC	1 year	✓	✓	✓	✓	60% completed
Increase enrolment of undergraduate students in CHED and RDC-identified programs	Monitor the enrolment trend for BSA- Horticulture	Departmen t Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of enrolment
Teach Undergraduate courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	✓	✓	✓	✓	FTE actual performanc e exceeds target
Monitor undergraduate degree programs implementation	Monitor BSA- Horticulture	Dept Head. DDrC	Within 6 months of rating period	✓	✓	✓	✓	BSA- Horticultr e program monitored
Produce teaching- learning materials for efficient delivery of instruction	Production of Instructional Materials	Dept. Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	Revisions of Instruction al materials necessary
Improve the graduation rate of undergraduate students	Monitor the number of graduates	Dept. Head DDrC	2 weeks	✓	✓	✓	✓	More than 50% undergradu

								ate students graduated in the prescribed period
Improve delivery of instruction services	Update TOS and Syllabus	Department Head Faculty	Within 6 months of rating period	✓	✓	✓	✓	TOS and Syllabus updated in line with ISO Standards
MFO 5 SUPPORT TO OPERATIONS								
Increase the percentage of graduate faculty pursuing PhD	Monitor the percentage of faculty pursuing PhD	Department Head	Within 6 months of rating period	✓	✓	✓	✓	90% of members of Faculty are PhD Holder
Obtain COPC of graduate program	Ensure COPC for graduate programs	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Both MS and PHD have COPC
Increase the percentage of graduate students enrolled on schedule	Monitor number of graduate students status	Department Head DdRC	Within 6 months of rating period	✓	✓	✓	✓	Increase number of graduates given the prescribed period
Obtain COPC of undergraduate programs	Ensure COPC for BSA-Hort	Department Head	3 years	✓	✓	✓	✓	COPC for BSA Hort is in good standing
Obtain accreditations for all undergraduate programs	Ensure good accreditation standing for BSA-Horticulture	Department Head	3 years	✓	✓	✓	✓	BSA-Horticulture is level 4 accredited in AACUP
Increase percentage of undergraduate students enrolled on schedule	Monitor the enrollment trend for BSA Horticulture	Department Head	Within 6 months of rating period	✓	✓	✓	✓	Increasing trend of Enrollment for BSA Horticulture
Improve teaching performance of faculty members	Monitor teaching performance	Department Head	1 week	✓				100% of the faculty attain very satisfactory rating
Smooth enrolment of students in the subsequent semester	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are

Comply with CSC, CHED and PRC qualification requirements	Monitor the hiring of Teaching and non teaching staff	Department Head DdRC	1 week	✓	✓	✓	✓	validated Application and hiring process of Part-time is in line with ISO standard
Enable all students to enroll within the scheduled registration period	Monitor the enrollment process	Department Head DdRC	2 weeks	✓	✓			95% students enrolled are validated
Provide support to students from partner schools	Accepts and Monitors students from partner schools	Department Head DdRC	4 weeks	✓	✓	✓	✓	Phil.Sci high school as partner school
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Department Head	4 weeks	✓	✓	✓	✓	Faculty members having low satisfactory rating currently monitored
MFO 6 GENERAL ADMINISTRATION AND SERVICES								
Efficiently deliver needed services	Monitor submission of IFW and Actual Teaching load	Department Head	4 weeks	✓	✓	✓	✓	100% submission of IFW and Actual teaching load submitted 2 weeks after enrollment
MFO 3 RESEARCH SERVICES								
Enhance the research competence of faculty	Submit Research Proposal	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	2 Research proposal Submitted
MF04 EXTENSION SERVICES								
				✓	✓	✓	✓	

Increase the research outputs utilized by the industry or by other beneficiaries	Submission of Publications/ Research outputs	Members of Faculty	Within 6 months of rating	✓	✓	✓	✓	2 publications submitted
Engage in active partnership with LGUs, industries, NGOs, NGAs, SMEs and other stakeholders because of extension activities	Crafting of MOUs/MOAs with LGUs or HEIs	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Crafted and MOAs approved in collaboration with LGUs
Increase the number of trainees weighted by the length of training	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Undertake extension programs and projects consistent with VSUs mandated and priority programs	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings
Increase the percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	96% rated very satisfactory for the members of Faculty being resource person
Enhance extension competence of the faculty	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/resource person for trainings

Prepared by:

ALJAY D. VALIDA
Head, Department of Horticulture

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MALVIN B. DATAN

Performance Rating: OUTSTANDING

Aim: Maintain the outstanding rating

Proposed Interventions to Improve Performance: Pursue PhD Degree

Date: January 2024

Target Date: June 2024

First Step:

To actively participate in all department, college and university activities.

To submit and publish scientific paper in refereed journal.

To attend and participate in trainings/seminars/scientific forums.

Pursue my studies and get PhD Degree

Result:

Has written and submitted scientific papers for publication.

Attended and participated in trainings/seminars/scientific forums.

Date: July 2024

Target Date: December 2024

Next Step:

To write and submit scientific paper for publication in refereed journal.

To attend and participate in trainings/seminars/scientific forums.

Prepare module and OBE Syllabus.

Pursue my studies and get PhD Degree

Outcome: _____

Final Step/Recommendation: Pursue Doctors Degree in Horticulture

Prepared by:


ALJAY D. VALIDA
Unit Head

Conforme: _____


MALVIN B. DATAN

Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION

Summary by Department

Department: Dept. of Horticulture

Semester and Academic Year: First Semester 2023-2024

College: College of Agriculture & Food Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AIZA MAE T TAJOR	1	5.00	100.00 %	Outstanding
ALJAY DARIA VALIDA	4	5.00	100.00 %	Outstanding
ARCEL MARIÑO MONTES	2	4.50	90.00 %	Outstanding
ARSENIO DECOY RAMOS	5	4.80	96.00 %	Outstanding
BLANCHE FRANCHETTE DIVINAGRACIA LLERA	2	4.00	80.00 %	Very Satisfactory
CATHERINE CASTRO ARRADAZA	3	4.00	80.00 %	Very Satisfactory
DARIO PEREZ LINA	4	3.75	75.00 %	Very Satisfactory
DHENBER C. LUSANTA	3	4.00	80.00 %	Very Satisfactory
GLORIA ESTAURA BANCALE	5	3.40	68.00 %	Satisfactory
JOY CAÑETE CODOG	2	5.00	100.00 %	Outstanding
MALVIN BELMI DATAN	6	4.50	90.00 %	Outstanding
MARILOU MANTE BENITEZ	6	4.33	86.67 %	Very Satisfactory
MARILYN MARANGUIT BELARMINO	5	4.60	92.00 %	Outstanding
RODEN DY TROYO	2	5.00	100.00 %	Outstanding
ROSARIO ALGODON SALAS	2	4.50	90.00 %	Outstanding
SANTOS JR. BERDIN VILLOCINO	4	4.50	90.00 %	Outstanding
ZENAIDA CUEVAS GONZAGA	4	5.00	100.00 %	Outstanding
Department Mean		4.46	89.27%	Very Satisfactory

Prepared by:

VANESSA W. NAZAL
 TPES in-Charge
 Date: May 02, 2024

Attested by:

MA. RACHEL KIM L. AURE
 Director, Instruction and Evaluation
 Date: May 02, 2024

Received by:

ROSARIO ALGODON SALAS
 Name and Signature of Department head
 Date: 5/2/24

VICTOR BINGCO ASIO
 Name and Signature of College Dean
 Date: 5-2-24

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.