

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: BERTA C. RATILLA (Prof. IV)

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean	30	5.00	1.50
b. Students	30	4.50	1.35
Total for Instruction	60		2.85
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director	20	5.00	1.00
Total for Research	20		1.00
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	10	5.00	0.50
Total for Extension	10		0.50
4. Administration	10	4.67	0.47
5. Production			0.00
TOTAL	100		4.82

EQUIVALENT NUMERICAL RATING:

4.82

Add: Additional Points, if any:


TOTAL NUMERICAL RATING:

4.82


ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


BERTA C. RATILLA
Name of Faculty

Reviewed by:


DIONESIO M. BAÑOC
Department Head

Recommending Approval:


VICTOR B. ASIO
Dean, College of Agriculture and Food Science

Approved by:



BEATRIZ S. BELONIAS
Vice President for Academic Affairs


"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, BERTA C. RATILLA, a faculty member of the DEPARTMENT OF AGRONOMY commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 - June 30, 2023.


BERTA C. RATILLA
Prof. IV
Date: 21 July 2023

Approved:

DIONESIO M. BAÑOC
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	2	2.78	5	5	5	5.00	
	PI 8. Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	6	5	5	5	5.00	
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript	2	5	5	5	5	5.00	
		As GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	1	2	5	5	5	5.00	
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	5	10	5	5	5	5.00	
	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	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							

		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	
		A6. 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							
		A7. Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	
	PI 10. Additional outputs:	A8. 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	4	2.60	5	5	5	5.00	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	5	5	5	5	5.00	
		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	1	6	5	5	5	5.00	
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	8	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	3	5	5	5	5	5.00	
	PI 8. Number of students advised: *	A16. Number of students advised:	Acts as academic adviser to students	2	8	5	5	5	5.00	
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	1	2	5	5	5	5.00	
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	10	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 related activities							

	PI 10. Number of instructional materials developed *	A21. 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	2	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	4	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	6	5	5	5	5.00	
		A23. 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							
		A24. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	
	PI 11. Additional outputs	A25. 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							
		A26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
Average Numerical Rating									5.00	
TPES Rating									4.50	
Instruction Involvement (%)									60.00	
Equivalent Numerical Rating									2.85	

UMFO 3 . RESEARCH SERVICES										
<u>PI 1.</u> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<u>A27.</u> 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								
<u>PI 2.</u> Number of research outputs completed within the year *	<u>A28.</u> Number of research outputs completed within the year *	Conducts and completes research project within the year								
<u>PI 3.</u> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<u>A29.</u> 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	2	5	5	5	5.00		
	<i>In refereed nat'l/regional journals</i>									
<u>PI 4.</u> Number of research outputs presented in regional/national/ int'l fora/conferences	<u>A30.</u> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic fora /conferences								
	<i>In int'l fora/conferences</i>		1	1	5	5	5	5.00		
	<i>In nat'l/regional fora/conferences</i>									
<u>PI 5.</u> Percent of research proposals approved *	<u>A31.</u> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation								
<u>PI 6.</u> Additional outputs*	<u>A32.</u> No. of research-related awards (research conducted by faculty or student w/ faculty)									
	<u>A33.</u> 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	2	5	5	5	5.00		
	<u>A34.</u> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output								
	<u>A35.</u> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal								
Average Numerical Rating									5.00	
Research Involvement (%)									20.00	
Equivalent Numerical Rating									1.00	

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*	A44. 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	5.00		
	A45. 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	5.00		
	On program accreditations									
	On institutional accreditations									
UMFO 6. GENERAL ADMIN. & SUPPORT SERVICES (GASS)										
PI 2. Zero percent complaint from clients served	A46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00		
PI 3: Additional Outputs	A47. 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								
	A48. Other outputs implementing the new normal due to covid 19	Designs administration/ management related activities and other outputs to implement new normal								
	A49. Involvement in department committees		1	3	5	5	5	5.00		
	A50. Member, BAC TWG									
Average Numerical Rating								4.67		
Administration Involvement (%)								10.00		
Equivalent Numerical Rating								0.47		
Total Equivalent Numerical Rating								4.82		
Adjectival Rating								OUTSTANDING		
Comments and recommendations for development purposes:										

Sustain strong camaraderie with all faculty and staff, and maintain in monitoring newly hired faculty and staff

Evaluated & Rated by:

Recommending Approval:

Approved by:

DIONESIO M. BAÑOC
Department Head
Date: _____

VICTOR B. ASIO
Dean, College of Agriculture and Food Science
Date: _____

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: _____

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERTA C. RATILLA

Performance Rating: OUTSTANDING

Aim: To enhance performance in teaching, and publish research output

Proposed Interventions to Improve Performance

Date: January 2023

Target Date: December 2023

First Step:

Prepare learning guides/laboratory manuals and attend trainings

Result:

Improved performance in teaching strategies

Publish research article in refereed journal

Target Date: December 2023

Next Step:

Write scientific publications and attend trainings and seminars

Outcome: Submitted papers for evaluation in refereed journals

Final Step/Recommendation:

Maintain outstanding rating and publish research articles in refereed journals

Prepared by:


DIONESIO M. BAÑOC
Unit Head

Conforme:


BERTA C. RATILLA
Name of Ratee Faculty/Staff