

Exhibit K

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

Name of Faculty Member: **MAREJEN A. VILLAREMO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)		4.83 x 100% = 4.83	
Total for Instruction	30%	4.83	1.44
2. Research			
a. Dept. Head/Center Director		4.67 x 100 % = 4.67	
Total for Research	15 %	4.67	0.70
3. Extension			
a. Dept Head/Center Director (100%)		4.83 x 100% = 4.83	
Total for Extension	30%	4.83	1.44
4. Administration	25%	4.95	1.23
5. Production			
TOTAL			4.81

EQUIVALENT NUMERICAL RATING: 4.81

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.81

ADJECTIVAL RATING: **Outstanding**

Prepared by:



VANESSA MAY B. MILAN
Admin Aide

Reviewed by:


JEROME O. ARRIBADO
Director, Eco-FARMI

Recommending Approval:

Approved:


IVY C. EMNACE
Director for Research


SANTIAGO TAPENA, JR.
VP for Research, Extension and Innovation

"Exhibit A"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAREJEN A. VILLAREMO**, Instructor of the **Eco-Farm and Resource Management Institute (Eco-FARMI)** commits to deliver and agrees to be rate on the attainment of the following accomplishment in accordance with the indicated measures for the period **April to June 2024**

MAREJEN A. VILLAREMO

Ratee

Approved:

JEROME O. ARRIBADO

Director/Head of Unit

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accomplish ment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI UMFO 3. Higher Education Management Services											
	PI 5: Total FTE, coordinated, implemented and monitored *	A 9. Actual Faculty's FTE		Handles and teaches courses assigned	2						
		A 10. Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	4						

		A 12. Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings	1						
		A 14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	10						
		A 14. Number of term exam administered and checked		Administers and checks midterm and final	4						
		A 15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required (per section)	2						
	PI 8: Number of students advised: *	A 16. Number of students advised:		Acts as academic adviser to students							
		A 17. Number of students advised on thesis/ field practice/special problem:									
		<i>As Thesis Adviser</i>		Advises, and corrects research outline	2						
		<i>As SRC Member</i>	Advising/co rrection	Advises and corrects research outline and thesis/SP manuscript	2						

		A 18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	50						
	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							
		<i>Supplemental learning resources</i>		<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	10	5	5	5	4	4.67	Prepared and updated graduate and undergraduate supplemental learning materials for the upcoming 1st. Semester 2024-2025
		A 24. Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2						
	PI 11. Other output	A 25. Number of Students Assited during Summer Prcaticum Class		Bachelor of Science in Agriculture Summer Practicum 2024		35	5	5	5	5.00	Assist Bachelor of Science in Agriculture Summer Practicum Students

		A 26. Number of Topic Discussed		Discussed Topic for BSA Summer Practicum students		2	5	5	5	5.00	Conducted Lecture on the production of Leaflets for the Bachelor of Science in Agriculture Summer Practicum 2024 (2 batches)
		A 27. Number of Method demonstration Supervised		Supervised Method Demonstration for BSA Summer Practicum students		8	5	5	4	4.67	Supervised Bachelor of Science in Agriculture Summer Practicum students in the conduct of their method demonstration (2 batches-4 groups each batch)
UMFO 3. RESEARCH SERVICES											
	PI 3. Number of research outputs completed within the year*	A 28. Number of research proposal created and submitted within the year		Create and submit research proposal	1						
	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 fora/conferences							

		<i>In institutional for a/conferences (In-house review)</i>		Prepares/ reproduces paper for presentation	1						
				Prepares/ consolidates project/study report for RDE	1						
	PI5. Other output			Prepares/drafted research proposal for the institute		1	5	5	4	4.67	Drafted research proposal for the Institute
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	1	1	5	5	4	4.67	Collaborate with Living Paradise Farm in Brgy. Binabaye, Merida Leyte for possible 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	15						
				Facilitates training/lecture; hands-on	5						
	PI 2. Number of training conducted under extension project	A 38. Number of training conducted under extension project		Conducts trainings under the extension program	2						

	PI 2. Number of trainees participated the training	A 38. Number of trainees participated the training		Conducts trainings under the extension program	25						
	PI 2. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services	A 38. Number of visitors/farmers visited and entertained in the Demonstration farm for extension services		Entertains and assists Demofarm visitors	10						
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of	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	85%						
	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	1	5	5	5	5.00	Assist and monitored 8 Onion farmers from Cabintan, Ormoc (AECA Project)
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		Number of leaflets distributed to the farmers and interested individuals within the year		Design, print, and distribute leaflets to the farmers and interested individuals within the year	25	15	5	5	5	5.00	Leaflets distributed during VSU Centennial Anniversary

		A 43. Number of extension programs/projects implemented		Implements duly approved extension projects		1	5	5	5	5.00	Project Staff of the project entitled: "Agro-enterprise Clustering Approach(EACA) for Inclusive vegetable Production and Marketing"
				Prepares/drafted research proposal for the institute		1	5	5	4	4.67	Drafted Extension Proposal for the Institute
				Assist OJT/Intern/Emmersion Student		1	5	5	4	4.67	Assisted Senior High Student during their Emmersion
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	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	Zero% non-conformity	5	5	5	5.00	
UMFO 6. General Admin. & Support Services (GASS)											

	PI 2. Zero percent complaint from clients served	A 46. Customer-friendly frontline services		Entertains clients and stakeholders and ensure that their concerns are acted to faculty concerned and helps facilitate the implementation and RDE programs of Eco-FARMI	100 compliant	100 compliant	5	5	5	5.00	
				Provides support services and assistance in the operation of the administrative function of Eco-FARMI, and performs other related tasks as maybe assigned from time to time	100 compliant	100 compliant	5	5	5	5.00	
				Manage the Eco-FARMI Demonstration Farm and Vermicomposting Project							

	Average Rating								4.87	
	Adjectival Rating								0	

Evaluated and rated by:



JEROME O. ARRIBADO

Director, Eco-FARMI

Date: July 4, 2024

Received by:



IVY C. EMNACE

Director, Research

Date: July 9, 2024

Approved by:



SANTIAGO T. PEÑA, JR.

VP for REI

Date: July 10, 2024

Comments and Recommendations for
Development Purposes:

Attend training/workshop related to Instruction,
Research and Extension project proposal writing
and publication. Perform other tasks assigned
related to farm operation.

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: April-June 2024

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

Name of Officer : **MAREJEN A. VILLAREMO**

Head of Office : **JEROME O. ARRIBADO**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring					
Meeting and discussion of Monthly Accomplishments		May 6, 2024 & June 11, 2024			
Institute's Research and Extension Proposal Writeshop		June 18, 2024 & June 25, 2024			
Coaching					
-conducted consultations	May & June 2024				

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

Conducted by:


JEROME O. ARRIBADO

Immediate Supervisor

Noted by:


SANTIAGO T. PEÑA, JR.

Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Rating Period: April-June 2024

Name of Employee: MAREJEN A. VILLAREMO

Performance Rating: _____

Aim: To enhance the knowledge of staff on research extension and development related to natural farming system

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

Date: June Target Date: within 2nd quarter of 2024

First Step: _____

Allow the staff to attend/participate in research and extension proposal writeshop

Result: _____

The staff participated in the institute's research and extension proposal writeshop

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:



JEROME O. ARRIBADO

Unit Head

Conforme:


MAREJEN A. VILLAREMO

Name of Ratee