SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUZETTE B. LINA **(Professor III)**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Dean	20	4.920	0.98
b. Students	20	5.000	1.00
Total for Instruction	40		**1.98**
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	30	5.00	1.50
5. Production			
TOTAL	100		4.9840

EQUIVALENT NUMERICAL RATING: **4.984**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.984**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

SUZETTE B. LINA
Name of Faculty

Reviewed by:

VICTOR B. ASIO
Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs

Visayas State University

College of Agriculture and Food Science

DEPARTEMENT OF SOIL SCIENCE

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, SUZETTE B. LINA, Professor III of the Department of Soil Science, commits to 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 31, 2022 (Accomplishments).

SUZETTE B. LINA, Ph.D.
Ratee (Dept Head)
Date:

Approved:
VICTOR B. ASIO, Ph.D.
Dean, CAFS
Date: 1/9/23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported
						Quality	Efficiency	Timeline	Average	
UMFO 1: Advanced Education Services										
Graduate Degree Program Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	SS211 Lec & Lab and SOIL213 Lab and Lec	3.33	6.25	5	5	5	5.00	
		A2. Number of graduate degree specializations monitored	Monitors MS Soil Science degree program and evaluates and recommends graduate students	1	1	5.0	5.0	5.0	5.00	
		A3. Number of graduate students enrolled	Monitors graduate students enrolled in the department	15	20	5.0	5.0	5.0	5.00	

		A4. Percentage increase in number of graduate students who graduated within prescribed period	Recommends graduate students for graduation (as adviser,Department Head and GAC)	60%	75%	4.5	4.5	4.5	4.50	Gavilleno, Abubo,Salas,Colangan,Milleza,Mahipos

Graduate Student Management Services

	PI 8: Number of graduate students advised *	A5. Number of students advised	Reads and approves thesis outline (as Dept Head and GAC Member)	2	7	5	5	5	5	
		A6. Number of students advised on thesis/special pro	Reads, provides suggestions for improvement and approve graduate manuscript (as adviser,GAC member & Dept head)							
		As GAC Chairman	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	4	4	4.9	5	5	4.97	
		AS GAC Member	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	4	3	4.5	4.5	4.5	4.5	
		As Department Head	Advised and read and approved research outline and thesis/SP/dissertation manuscript	3	7	5	5	5	5	
		A7. Number of students entertained for consultation purpo	*Entertains students seeking consultation with faculty*	2	25	5	5	5	5.00	
		A8: Number of graduate students awarded with scholarship/ assistantship	Monitors graduate students in the department awarded with scholarship under my advisorship	1	4	5	5	5	5	
		A9: Percentage of graduate students awarded with scholarship/assistanship who graduated within prescribed period	Monitors and recommended graduate students awarded with scholarship for graduation (GAC Member)	1	2	5	5	5	5.0	

		A10. Number of graduate students gainfully employed in jobs related to their graduate program	Recommends graduate students as Instructor of SUC	1	5					
	PI 9: Number of instructional materials developed *	A11. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	
		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	2	2	4.5	4.5	4.5	4.50	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	6	5	5	5	5.00	
		A12 : 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	0					
		A13 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	
	PI 10. Additional outputs:	A14. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	

UMFO 2 Higher Education Services

Under Graduate Degree Program Management Services

	PI 5: Total FTE, coordinated, implemented and monitored *	A15. Number of FTE	Teach: SS 22 lec (31 students) SS 24 (104 students) SS 22 (46 students)	7.00	3	4.5	4.5	4.5	4.5	4.2 was reflected in IPCR (Jan-June)
		A16. Number of degree of specialization compliant to CMO supervised and monitored	Supervised and monitored BSA-Soil Science program compliant to CMO	1	1	5	5	5	5.0	
		A17. Percentage increase in number of students who graduated within prescribed period	Recommended undergraduate students for graduation (as Dept. Head)							7 students were reflected in IPCR (Jan-June)

		A18. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.0	
		A19. 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							NA
		A20. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.0	
		A21. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	5	5	5	5.0	
		A22. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	6	5	5	5	5.0	
		A23. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							NA
Undergraduate Student Management Services										
PI 8: Number of students advised: *	A24. Number of students advised:	*Guided the students during enrolment on what courses to take and approved COR*	8	12	5	5	5	5		
	A25. Number of students advised on thesis/ field practice/special problem:									
	As Department Head	Read, reviewed and approved thesis outline as dept. head							NA (already reflected in Jan-June 2022 IPCR
	As SRC Chairman	Read, reviewed and approved thesis outline as Chairman							NA (already reflected in Jan-June 2022 IPCR
	As SRC Member	Read, reviewed and approved thesis outline as SRC member							NA (already reflected in Jan-June 2022 IPCR
	A26. Number of students entertained for consultation purposes	Entertained ang guide students consulting on subject taught, thesis and grades	5	15	5	5	5	5		
PI 9: Number of student organizations assisted *	A27. Number of student-related activities assisted	Approved and monitored student activities as dept. head	0	1	5	5	5	5.0	OSSM
PI 10: Number of instructional materials developed *	A28 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5	

PI	Output	Description							
									NA
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	0	0					
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	2	5	5	5	5.0	
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	10	5	5	5	5.0	
	A29 : 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	0	0					
	A30 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	4.5	4.5	4.5	4.5	
	A31. Number of undergraduate students gainfully employed in jobs related to their undergraduate program	Recommended either for scholarship/work	1	1	5	5	5	5	
PI 11. Additional outputs	A32. Number of Additional outputs accomplished:							5.0	
	A33. Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.0	
	A34. Other outputs implementing the new normal due to covid 19	Designated as SUC-ACAP Secretary and organized virtual meeting and prepared minutes of the virtual meetings and other assignments	0	1	5	5	5	5.0	
		Sub-Total for Instruction						167.5	
		Average						4.92	
		TPES						5.0	2nd Sem SY 2021-2022
UMFO 3 Research Services									
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A35. 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	0	0					
PI 2. Number of research outputs completed within the year *	A36. Number of research outputs completed within the year *	Conducts and completes research oroject within the year	1	1	5	5	4.75	5.0	Standardization, Reformulation of Organic Fertilizer

	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A37. 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							
		In refereed int'l journals		1						Reflected in Jan to June Accomp
		In refereed nat'l/regional journals		1						Reflected in Jan to June Accomp
	PI 5. Percent of research proposals approved *	A38. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	50	100	5	5	5	5.00	Internationalization Project & Coconut Project with PCAARRD
	PI 6. Additional outputs*	A39. No. of research-related awards (research conducted by faculty or student w/ faculty)		0	0					
		A40. 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	2	2	5	5	5	5.0	Science & Humanities Journal
MFO 4	Extension Services	A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
		A41. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	0	0					
		A42. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	0	0					
						Sub-Total for Research			15.0	
						Average			5.0	
UMFO 4 Extension										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension	A43. 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	5	5.0	

	PI 2. Number of trainees weighted by the length of	A44. 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	A45. Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.0	
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A46. 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	A47. Number of technical/expert services as/in:								
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.0	
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A48. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50	100%	5	5	5	5.0	
	PI 11. Additional outputs *	A49. No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		A50.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
							Sub-total Extension		20.0	
							Average		5.0	
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*	**A51**. Compliance to all requirements of theQMS 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	5	5	5	5.0	
	A52. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools							
	On program accreditations		1	1	5	5	5	5.0	
	On institutional accreditations								

Faculty Development Services

UMFO 6 General Admin and 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	zero complaint	5	5	5	5.00	
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 performfing 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							
	Number of faculty and staff supervised and monitored	Supervising and monitoring	12	17	5	5	5	5.0	
	No. of management meetings conducted	DSS Meetings	2	4	5	5	5	5.0	
	Number of documents attended and served	Review and Approve documents	100	100	5	5	5	5.0	
	Number of academic lecture/laboratory rooms supervised	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	5	8	5	5	5	5.0	
	Number of office and laboratory equipment purchased	Approved request to purchase laboratory/office equipment	0						
	Number of Committee Membership Meetings Attended	Attended College/University meetings	5	10	5	5	5	5.0	

		Associate Editor of Science and Humanities Journal	Screened, reviewed and approved articles assigned to me as Associate Editor	2	4	5	5	5	5.0	
		Number of coaching sessions among faculty & staff	Dept Head	2	6	5	5	5	5.0	
		Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/department targets ***	Dept Head	2	6	5	5	5	5.0	
							Sub-total Support Services		55.0	
							Average		5.0	

Total Over-all Rating	262.5
Average Rating	4.984
Adjectival Rating	**Outstanding**

Comments & Recommendations for Development Purpose:
Continue rewriting publishable research results, and write research and extension proposals for possible funding.

Evaluated & Reviewed by:

VICTOR B. ASIO
Dean CAFS
Date: 1/9/23

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUZETTE B. LINA
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve/Maintain Performance:

Full support from the University in terms of the continuous faculty development program, research/extension activities, and administrative support in the preparation of updated teaching materials.

Date: January 2023   Target Date: June 30, 2023

First Step:

Attend and participate in the national and international scientific for a.
Maintain research collaboration of VSU with other collaborating agencies (e.g. SRA, PCAARRD, DA, DA-BAR, ACIAR, etc.)
Review manuscripts as Associate Editor of Science and Humanities Journal and other Scientific Journals
Spearhead in the proper implementation and maintain the quality of different curricular programs of the Department.

Results:

Has conducted research and extension projects
Has reviewed Science and Humanities Journal and other Scientific Journals
Has maintained the collaboration of VSU with other collaborating agencies (e.g. e.g. SRA, ACIAR, etc.)
Spearheaded in the proper implementation and maintained the excellent quality of the different curricular programs of the department

Date: July 2023   Target Date: December 2023

Next Step:

Invite and encourage more international collaborators to enhance tie-ups between potential and existing partner especially for the Internationalization program of the university.
Prepare virtual classroom, update syllabi and learning guides (when applicable) for 1st semester classes

Outcome:

Enhanced tie-ups between potential and existing partners for possible project implementation.

Final Step/Recommendation:
    Sustain outstanding performance.

                                          Prepared by:

                                                    VICTOR B. ASIO
                                                    Dean, CAFS

Conforme:

        SUZETTE B. LINA
        Head, DSS