

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

Name of Faculty Member: SANTIAGO T. PEÑA, JR.

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		0x50% = 0	
b. Students (50%)		0x50% = 0	
Total for Instruction			
2. Research	30%	5.0	1.5
3. Extension	20%	5.0	1.0
4. Administration	50%	5.0	2.5
TOTAL			5

EQUIVALENT NUMERICAL RATING: 5  
 Add: Additional Points, if any:         
 TOTAL NUMERICAL RATING: 5

ADJECTIVAL RATING: Outstanding

Prepared by:

SANTIAGO T. PEÑA JR.  
 VP for REI, VSU

Approved:

PROSE IVY G. YEPES  
 President, VSU

OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION and INNOVATION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **SANTIAGO T. PEÑA JR.**, of the Office of the Vice Pres. for Research, Extension and Innovation (OVPREI) 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-June 2024.

**SANTIAGO T. PEÑA JR.**  
VP for Research, Extension and Innovation, Ratee  
Date: 7/12/24

**PROSE IVY G. YEPES**  
University President  
Date: 7/15/24

MFO No.	MFO Description	Success Indicator (SI)	Task Assigned	Target	Actual Accomplishment	Rating			
						Quality	Efficiency	Timeliness	Average
<b>UMFO</b>	<b>MFO 2. Higher Education Services</b>								
	PI 1 Total FTE monitored	Handle and teach courses	<del>20</del>	<del>28</del>	5.0	5.0	5.0	5.0	<del>5.0</del>
	PI 4: Number of students advised on thesis: Approved manuscript submitted within prescribe period on consultation:	Serve as thesis adviser/committee member	<del>2</del>	<del>2</del>	5.0	5.0	5.0	5.0	5.0
	PI 5: Number of instructional materials developed				5.0	5.0	5.0	5.0	5.0
	PI 7: Number of virtual classrooms	Created virtual classrooms	<del>4</del>	<del>2</del>	5.0	5.0	5.0	5.0	5.0
	PI 11. Additional Outputs-No. of instructional materials	As course in-charge	<del>4</del>	<del>2</del>					
	<b>Subtotal</b>								<del>5.0</del>
	<b>MFO 3. Research Services</b>								
	PI1. Number of articles published in internationally indexed journals	Submit/ endorse articles for publication	1	5	5.0	5.0	5.0	5.0	5.0
	PI2. Number of research outputs presented in scientific fora	Present/ endorse articles for publication	5	32	5.0	5.0	5.0	5.0	5.0
	PI3. Number of research units and organizations managed, programs/ projects conducted/ completed	a) Managed/ coordinates VSU RDE Centers and programs under the colleges	10/15	15	5.0	5.0	5.0	5.0	5.0
		b) Managed/ coordinates Regional RDE consortium members and respective programs of CMIIs	10/17	28	5.0	5.0	5.0	5.0	5.0
		c) Conducts programs/ projects	3	5	5.0	5.0	5.0	5.0	5.0
		d) Acts/ approves/ endorse ongoing/ completed projects	140	152	5.0	5.0	5.0	5.0	5.0



	PI4 . Number of proposals prepared and approved	Manage/ endorse research proposals to University President/ funding agency and supervise monitoring of approved proposals	10	32	5.0	5.0	5.0	5.0
		Percent rate of approved proposals	95%	95.00%	5.0	5.0	5.0	5.0
	PI5. Amount of research money generated from external funding	Facilitated generation of research money from GAA and external funding both R&E, & ViCARP through endorsed program/ project proposals	16M	73,840,767.62	5.0	5.0	5.0	5.0
	PI6. Amount of research money generated from institutional funding	Review/ endorse programs / projects and budget proposals for approval by University President	15M	28,708,000	5.0	5.0	5.0	5.0
	PI7. Number of coordinated/ supervised/ conducted RDE scientific and related for a and review proceedings/ outputs	Take overall coordination of RDE scientific and related fora (In-House Review, Symposium, program/ project conference)	25	35	5.0	5.0	5.0	5.0
	PI8. Number of reviewed/ packaged RDE management outputs/ IEC materials produced, reproduced and	Review and approve/ recommend for final packaging of R&D outputs, submitted R&D progress reports	47	53	5.0	5.0	5.0	5.0
	PI9. Number of forge/ manage and strengthened RDE linkages	Provided assistance to the University President in forging and maintaining international/ national/ regional/ institutional RDE linkages	40	50	5.0	5.0	5.0	5.0
	<b>Sub-total</b>							<b>5.0</b>
	<b>MFO 4. Extension Services</b>							
	PI1. Number of person-days trained	Train stakeholders	11,000	13,000	5.0	5.0	5.0	5.0
	PI2. Number of trainings conducted	Acts and supported trainings/ seminars/ workshops	16	25	5.0	5.0	5.0	5.0
	PI3. Number of technical expert services served	Number of technical expert services served as Resource Persons, Consultancy, Evaluators/ Organizers	18	30	5.0	5.0	5.0	5.0
	PI4. Number of success stories (videos) materials , techhniguides developed/ used	Approves the production of video success stories materials for distribution to stakeholders through posting the webite of RDE/VSU website.	12,500	40,000 (Success stories for farmers on coconut, jackfruit, vegetable, goat and cattle and rootcrops)	5.0	5.0	5.0	5.0

PI5. Number of extension projects and major activities conducted	Conducts and facilitates extension projects and major activities	50	70	5.0	5.0	5.0	5.0
PI6. Number of extension proposals submitted	Endorse proposals submitted by proponents	5	60	5.0	5.0	5.0	5.0
PI7. Percent of extension proposals approved	Percent of extension proposals approved	100%	90%	5.0	5.0	5.0	5.0
PI8. Amount of extension money generated from external funding	Facilitate submission of program/project budget proposals	9M	15M	5.0	5.0	5.0	5.0
PI9. Amount of extension money generated from institutional funding	Facilitate submission of program/project budget proposals	5M	5,286,000	5.0	5.0	5.0	5.0
<b>Sub-total</b>							<b>5.0</b>
<b>MFO 5. Admin Support Services</b>							
PI1. Percentage of RDE documents acted on time	Acts on time administrative documents	90%	100.00%	5.0	5.0	5.0	5.0
PI2. Number of meetings conducted	Preside OVPRE and other related meetings	13	50	5.0	5.0	5.0	5.0
PI3. Percent of RDE related trips	Approved RDE related trips	91%	100%	5.0	5.0	5.0	5.0
PI4. Number of awards OVPREI has contributed to the university under the VP's overall supervision	RDE related awards received: - institution - consortium - projects: papers/ posters - researchers	15	15	5.0	5.0	5.0	5.0
<b>Sub-total</b>							<b>5.0</b>
<b>Total Over-all Rating</b>							<b>5.0</b>
<b>Average Rating</b>							
<b>Adjectival Rating</b>							

Recommending Approval:

  
SANTIAGO M. PEÑA JR.

Vice Pres. for Research, Extension, and Innovation

Date: 7/12/24

Approved:

  
PROSE IVY G. YEPES

President

Date: 7/15/24



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SANTIAGO T. PEÑA, JR.  
Performance Rating: \_\_\_\_\_

Aim: To attain outstanding performance in the office.

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

First Step:

1. Assessment of targets and accomplishments, gaps and re-visit RDEI agenda.

Result:

1. Achievement of targets and effective delivery of outputs.

Date: July 2024 Target Date: December 2024

Next Step:

1. In-charge in the overall activities and performance of RDEI.

Outcome:

Final Step/Recommendation:

Capability building and orientation of OVPREI processes

Prepared by:

  
**PROSE IVY G. YEPES**  
Unit Head

Conforme:

  
**SANTIAGO T. PEÑA, JR.**  
Name of Ratee Faculty/Staff



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**VICE PRESIDENT FOR  
RESEARCH, EXTENSION,  
AND INNOVATION**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to June 2024

Name of Staff: Santiago T. Peña, Jr.

Position: Vice President

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1



## PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: OVPREI

Head of Office: DR. SANTIAGO T. PEÑA, JR.

Number of Personnel:

Number of Personnel		MECHANISM			Remarks
Activity Monitoring	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring January 2024		First Quarter meeting. Direction setting for 2024 targets	Issuance of Internal memoranda and notice of meeting		Attendance to meetings inside and outside the University
		Planning for the In-house reviews, level reviews and symposium			
February 2024		Review of process manuals for OVPREI			
		Quarterly Meeting			
March 2024		Presentation of 1 <sup>st</sup> quarter report			
April-May 2024		OTP assessment and harmonizing REI agenda			
June 2024		Quarterly Management Meeting			


		Presentation of 2nd quarter report			
<b>Coaching</b>	Coaching on good governance/good leadership directors of the centers	<p>Group coaching among faculty and staff for research proposal development, packaging and implementation</p> <p>Group coaching on publication incentive and intellectual property application</p> <p>Patent application</p> <p>IECs and Knowledge Products production</p>			

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

Conducted by:

  
**SANTIAGO T. PEÑA, JR.**  
 Vice President for REI

Noted by:

  
**PROSE IVY G. YEPES**  
 President, VSU