SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: RODEN D. TROYO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.65	
b. Students (50%)		3.79	
Total for Instruction	40%	4.65 4.22	1.86 1.68
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	30%	5	1.5
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	5	0.75
4. Administration	15%	5	0.5
5. Production	n/a		
TOTAL			4.61 4.43

EQUIVALENT NUMERICAL RATING: 4.61 4.43
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: 4.61 4.43

ADJECTIVAL RATING: Outstanding

Prepared by: Reviewed by:

RODEN D. TROYO   **ROSARIO A. SALAS**
Name of Faculty   Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>RODEN D. TROYO</u>, a faculty member of the <u>DEPARTMENT OF HORTICULTURE</u> commit to the deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period <u>January to December 2021</u>.

Approved:

RODEN D. TROYO
Asistant Professor II
Date: 01/03/22

ROSARIO A. SALAS
Department Head
Date: 01/10/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
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	21	5	5	5	5.00	
	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	2	2	4	4	4	4.00	
		A4 . Number of students entertained for consultation purposes	*Entertains students seeking consultation with faculty*	5	15	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*	0	2	5	5	5	5.00	
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*	0	2	5	5	5	5.00	
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	0	2	5	5	5	5.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	0	4	5	5	5	5.00	
		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*	1	2	5	5	5	5.00	
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	*Designs experiential learning activities and other outputs to implement new normal*	0	2	5	5	5	5.00	
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*	7	3	3	3	3	3.00	
	A10. *Number of grade sheets submitted within prescribed period*	Prepares gradesheet and submits on or before deadline	2	2	4	4	4	4.00	
	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	0	8	5	5	5	5.00	
	A12. *Number of trainings attended related to instruction*	Attend mandated trainings	1	5	5	5	5	5.00	
	A13. *Number of long examinations administered and checked*	Administers and checks long examination for subjects taught	2	2	4	4	4	4.00	
	A14. *Number of quizzes administered and checked*	Prepares and checks quizzes for lec and lab	5	90	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	5	30	5	5	5	5.00	
PI 8: Number of students advised: *	**A16**. Number of students advised:	*Acts as academic adviser to students*	1	15	5	5	5	5.00	
	A17. *Number of students advised on thesis/ field practice/special problem:*								
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript	1	4	5	5	5	5.00	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript	1	3	5	5	5	5.00	
	A18. *Number of students entertained for consultation purposes*	Entertains students consulting on subject taught, thesis and grades	5	25	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 *	**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*	1	1	4	4	4	4.00	
		Supplemental learning re	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	1	1	4	4	4	4.00	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	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	1	1	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							

	Performance Indicator	Activity	Description							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	0	1	5	5	5	5.00	
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 oroject within the year	0	1	5	5	5	5.00	
	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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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 scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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							

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	0	2	5	5	5	5.00	
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	0	30	5	5	5	5.00	
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	0	1	5	5	5	5.00	
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons		0	1	5	5	5	5.00	
Convenor/Organizer	Convenor/Organizer								
Consultancy	Consultant								
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 (extn. 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 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	5	5	5	5.00	
	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	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	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 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							
Total Over-all Rating									
Average Rating									4.6
Adjectival Rating									Outstanding

Evaluated & Rated by:

ROSARIO A. SALAS
Department Head
Date: 01/10/22

Recommending Approval

VICTOR B. ASIO
Dean, _____
Date: 1/18/22

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date: 1/24/22

Comments & Recommendations for Development purposes
Keep up the good work

Graduate
Member
1. Jessa marie N. Anana
2. Grace jane Cacerez

Undergraduate
Adviser
1. Carmi P. Cabaluna
2. Ralph A. Ondras
3. Vince Joshua V. Jervoso
4. John Albert C. Kuizon
5. Jennifer Impoc
6. Ricky T. Laurente
7. May Ann E. Bentoy

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>RODEN D. TROYO</u>
Performance Rating: <u>OUTSTANDING</u>

Aim: <u>Maintain the outstanding rating</u>
Proposed Interventions to Improve Performance: _____

Date: <u>July, 2021</u>   Target Date: <u>December, 2021</u>

First Step:

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

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

Maintain and improve the Ornamental and Landscaping project

Advise students (undergraduate, graduate).

Result:

Participated in all department, college and university activities.
Attended and participated in trainings/seminars/scientific forums.

Prepared quarterly and annual reports for projects.

Maintained and improved the Ornamental and Landscaping project

Advised students (undergraduate, graduate).

Date: <u>July 2022</u>   Target Date: <u>December 2022</u>

Next Step:

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

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

To prepare reports for projects.

Manage the Ornamental Project.

Advise students (undergraduate, graduate).

Outcome:_____
Final
Step/Recommendation:_____

Prepared by:

ROSARIO A. SALAS
Unit Head

Conforme:

RODEN D. TROYO
Name of Ratee Faculty/Staff