

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **JEROME O. ARRIBADO**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.74 x 50% = 2.37	
b. Students (50%)		4.50 x 50% = 2.25	
Total for Instruction	25%	4.62	1.15
2. Research			
a. Dept. Head/Center Director		4.67 x 100 % = 0	
Total for Research	15 %	4.67	0.70
3. Extension			
a. Dept Head/Center Director (100%)		4.89 x 100% = 4.89	
Total for Extension	35%	4.89	1.71
4. Administration	25%	4.67	1.17
5. Production			
TOTAL			4.73

EQUIVALENT NUMERICAL RATING: 4.73

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.73


ADJECTIVAL RATING:

Outstanding

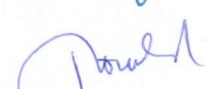
Prepared by:

Reviewed by:

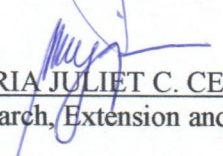

VANESSA MAY B. MILAN
Admin Aide


DHENBER C. LUSANTA
Department Head

Recommending Approval:


ROSA OPHELIA D. VELARDE
Director for Research

Approved:


MARIA JULIET C. CENIZA
VP for Research, Extension and Innovation

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JEROME O. ARRIBADO**, a faculty member of the **Ecological Farm and Resource Management Institute (Eco-FARMI)** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2022**.



JEROME O. ARRIBADO

Instructor I

Date: *July 5, 2022*

Approved:



DHENBER C. LUSANTA

OIC Director, Eco-FARMI

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							
	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							

		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	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							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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							
	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							
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	10	2	5	5	4	4.67	
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	5	5.00	Based on 2 subjects taught

		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	3	2	5	5	4	4.67	Number of students complied the INC requirements
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	1	5	5	4	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	15	8	4	5	5	4.67	Total number of quizzes for the laboratory class (1 subject)
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	15	8	5	5	4	4.67	Total number laboratory exercise
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>							
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		5	5	5	4	4.67	Total number of student advisees in Villaba campus
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3						
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	50	22	4	5	5	4.67	Total number of students who were entertained for
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USSO		1	5	4	5	4.67	Fraternity Organization
		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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	5	8	5	5	4	4.67	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	1	5	5	4	4.67	
		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 Moodle or Google Classroom	2	1	5	5	5	5.00	Number of subject created/operated with classroom
	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							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
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	1						
	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							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	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							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	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							
		A 36. Number of On-going research	Acts as study leader		1	5	4	5	4.67	Performance of Organically Grown Rabbits Supplemented with Different Forages and Pelletized Concentrate Mixture
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	3	6	5	5	5	5.00	Number of signed MOU, including FAs, LGU, & Collaborator
	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	50	45	5	4	5	4.67	Total number of individual/farmers participated the training
	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	1	1	5	5	5	5.00	
	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							
	Research Mentoring	Research Mentor								

	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons			1	5	5	5	5.00	
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<u>PI 8.</u> Percent of extension proposals approved *	<u>A 41.</u> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<u>PI 11.</u> Additional outputs *	<u>A 42.</u> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		<u>A 43.</u> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
		No. of beneficiaries/ communities served			2	5	5	5	5.00	LP Farm, Merida, Leyte and CASA Cornelio Farm, Baybay City, Leyte
		No. of IEC materials/ technoguides used			5	5	5	4	4.67	IEC materials - Fish Amino Acid (FAA), Fermented Fruit Juice (FFJ), Fermented Plant Juice (FPJ), Indigenous Microorganism (IMO2), Natural Insect Repellant (NIR)
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 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							
		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							
		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 performing 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							
		No. of IGP/STF projects supervised		1	1	5	4	5	4.67	

		No. of reports reviewed and submitted (e.g. IGP and Annual)		12	6	5	5	4	4.67	Number of financial report reviewed, signed, and submitted
	Total Over-all Rating								105.00	
	Average Rating								4.77	
	Adjectival Rating								O	

Evaluated & Rated by:

DHENBER C. LUSANTA

OIC Director, FARMi

Date:

Recommending Approval:

ROSA OPHELIA D. VELARDE

Director, Research

Date:

Approved by:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

Date:

Comments and recommendations for Development purpose:

Attend training / workshops on proposal and technical writing.

PERFORMANCE MONITORING & COACHING JOURNAL

Rating Period: January - June 2022

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

Name of Officer : **JEROME O. ARRIBADO**Head of Office : **DHENBER C. LUSANTA**

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. Specify)	
	One-on-One	Group			
Monitoring Farm visit and update (crops and animals) Farm Animal Inventory Extension program Research program	once or twice a week Last week of the month 2-3 times a week	bi-weekly or if needed			
Coaching Procurement of materials and conduct of research activity	May 23, 2022				

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

Conducted by:

DHENBER C. LUSANTA

Immediate Supervisor

Noted by:

MARIA JULIET C. CENIZA

Next Higher Supervisor

cc: OVPI

ODAHRD

PRPEO

EMPLOYEE DEVELOPMENT PLAN

Rating Period: January - June 2022

Name of Employee: JEROME O. ARRIBADO

Performance Rating: _____

Aim: knowledge enhancement on research and extension development on crop-livestock natural farming

Date: March

Target Date: 1st quarter

First Step:

1. Thinking of possible research utilizing farm/agricultural by-products for animals
2. Attend face to face/webinar training or discussion related to animal, crop, or crop-livestock farming

Result:

1. Started conceptualizing possible research for the utilization of farm by-products as animal feed and animal waste as crop fertilizer
2. Attended webinars on animal farming

Date: June

Target Date: 2nd Quarter

First step

1. Conduct face to face training related to natural farming system

Outcome:

1. Conducted face to face training on natural farming system to farmers associations

Final Step/Recommendation:

1. Continue participating/conducting webinars and face to face trainings to improve the research and extension development skills on natural farming for crops and livestock animals.
2. Finalize the conceptualization of research proposal on farm by-product utilization.

Prepared by:

DHENBER C. LUSANTA

OIC, Unit Head

Conforme:

JEROME O. ARRIBADO

Name of Ratee