

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: JOSE L. BACUSMO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	15%	5	.75
2. Research	40%	5	2
3. Extension	25%	5	1.25
4. Administration	20%	5	1
5. Production	5%	5	
TOTAL			5

EQUIVALENT NUMERICAL RATING: 5

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 5

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:


JOSE L. BACUSMO

Name of Faculty


OTHELLO B. CAPUNO

Department Head

Recommending Approval:


JOSE L. BACUSMO

Dean/Director

Approved:


OTHELLO B. CAPUNO

Vice President

“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JOSE L. BACUSMO, of OVPREI commits to deliver and agree to be rated on the attainment of the following target and accomplishment in accordance with the indicated measures for the period January to June 30, 2020

JOSE L. BACUSMO

Ratee

Approved:

OTHELLO B. CAPUNO

Head, Vice President Rand E

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced and Higher Education Services	FTE Number of student Research Advisee	To advise/guide undergrad students in their BS theses	3	3	5	5	5	5	
Research Services	Number of research projects implemented	To implement Research Projects	3	3	5	5	5	5	
	Number of proposals prepared and submitted	To prepare proposals for funding	2	2	5	5	5	5	
	Number of outputs presented in Regional/International Fora /Conferences	To present paper and posters	2	2	5	5	5	5	
Extension Services	Number of extension/tech transfer projects conducted	To implement extension projects	5	4	5	5	5	5	
	Number of project monitoring visit	To monitor/visit extension projects	25	50	5	5	5	5	
	Number of beneficiaries served	To forged linkage with clientele	105	200	5	5	5	5	
	Number of person-days trained		235	500	5	5	5	5	

Production Services (Resource Generation	Distribution of planting materials	To distribute planting materials to clienteles	1305	7000	5	5	5	5	
Administrative Services	Office headship Meetings attended	<ul style="list-style-type: none"> DTR signed 	100% documents processed and acted within two days with zero complaint	100%	5	5	5	5	
	Staff/personnel coached	<ul style="list-style-type: none"> Number of PRDC meetings attended 		2	5	5	5	5	
		<ul style="list-style-type: none"> No. of staff/personnel coached 		2	5	5	5	5	
			90% of scheduled meetings attended	90%	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.0
ADJECTIVAL RATING		OUTSTANDING

Rated and Evaluated:

Approved by:


OTHELLO B. CAPUNO
 Vice President R and E


OTHELLO B. CAPUNO
 Vice President Rand E

Date: _____

Date: _____

7- Quality
 8- Efficiency
 3 - Timeliness
 4 - Average

**Comments & Recommendations for
Development Purpose:**

*Outstanding Professor,
Researcher & Mentor!!!*



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: Jose L. Bacusmo

Position: Director

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
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score						

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	(5)	4	3	2	1	
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	(5)	4	3	2	1	
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	(5)	4	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	1	
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	(5)	4	3	2	1	
Total Score		85 ÷ 17 = 5				
Average Score		5				

Overall recommendation : _____


OTHELLO B. CAPUNO
 Printed Name and Signature
 Head of Office

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jose L. Bacusmo
Performance Rating: Outstanding

Aim: To have an efficient management of Research Programs/projects/studies implemented by VSU researchers.

Proposed Interventions to Improve Performance:

Date: January 1, 2020 Target Date: June 30, 2020

First Step:

1. Maintain efficiency, improve and modify management strategies in the implementation of VSU Research Programs/projects/studies.

Result:

1. Improved implementation management strategies.

Date: July 1, 2020 Target Date: December 31, 2020

Next Step:

1. Improved/adjust/modify management strategies to further increase efficiency.

Outcome: Efficient management strategies.

Final Step/Recommendation:

Recommended for promotion.

Prepared by:


OTHELLO B. CAPUNO
Unit Head

Conforme:


JOSE L. BACUSMO
Name of Ratee Faculty/Staff