

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(January-June)**

Name of the Faculty Member: DANIEL A. CATIBO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
21. Instruction			
i. Head/Dean (50%)		$5.0 \times 50\% = 2.50$	
j. Students (50%)		$3.25 \times 50\% = 1.625$	
Total for Instruction	70%	4.125	2.89
22. Research			
i. Client/Dir. for Research (50%)			
j. Dept. Head/Center Director (50%)			
Total for Research	10%	4	0.40
23. Extension			
i. Client/Dir. for Extension (50%)			
j. Dept. Head/Center Director (50%)			
Total for Extension	15%	4	0.60
24. Administration	5%	4	0.20
25. Production			
TOTAL			4.09

EQUIVALENT NUMERICAL RATING: 4.09
 Add: Additional Points, if any: 0.0
 TOTAL NUMERICAL RATING: 4.09

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

Reviewed by:

DANIEL A. CATIBO
Name of Faculty

LIJUERA J. CUADRA
Department Head

Recommending Approval:


SUZETTE B. LINA
Dean, CAFS

Approved:

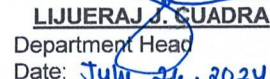
ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

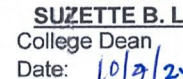
I, DANIEL ACEDILLA CATIBO, a faculty member of the DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION accomplished the following targets from January-June 2024.

Approved: 
DANIEL A. CATIBO
 Instructor I
 Date: July 25, 2024

Approved:

Approved: 
LIJUERAJ J. CUADRA
 Department Head
 Date: July 26, 2024

Approved:

Approved: 
SUZETTE B. LINA
 College Dean
 Date: 10/9/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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	3	11.66	5	4	5	4.67	2nd Semester SY 2023-2024 = 8.33 AgEd 232 = 10x3/9 = 3.33, AgEd 245 = 12x3/9 = 4, AgEd 145 = 3x3/9 = 1 Summer SY 2023-2024 = 3.33 AgEd 212 = 10x3/9 = 3.33 TOTAL = 11.66
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students	-	5	5	5	5	5.00	Moe, Pyit Zone Olo, Jomar Tampayan Pineda, Samuel Dequina Lawas, Judy Mae Mata Ordialez, Karen Grissel Maboloc
		A3 . Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SP/dissertation manuscript							

[illegible]

[illegible]

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	5	4	4	4	4.00	AGED212, AgEx153, AgEd145, AGED245, AGED232
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor	-	1	4	4	4	4.00	AgEx153
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	-	-	-	-	-	-	-
		A 25: Number of Additional outputs accomplished:	Program accreditation/evaluation	-	-	-	-	-	-	-
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU	1	6	4	4	4	4.00	LGU HILONGOS, LGU BAYBAY, ABUYOG, SIKUJOR, BOHOL, SOUTHERN LEYTE
		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 *							
		PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *							
		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-referred or CHED recognized journal within the year							
			In referred int'l journals							
			In referred 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 scientific for a/conferences							
		<i>In int'l fora/conferences</i>									
		<i>In nat'l/regional</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	95%	98%	4	4	4	4.00	
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by									
		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	1	5	4	4	4	4.00	
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	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	1	3	4	4	4	4.00	LGU HILONGOS, SILAGO, HINUNANGAN
	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	-	2	4	4	4	4.00	Organizational Capacity Building and Business Management & Entrepreneurship Seminar - Workshop at Silago and Hinunangan Southern Leyte
	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	4	4	4	4.00	Strengthening Vegetable Farmers Association in Silago, Southern Leyte

	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	95%	98%	4	4	4	4.00	
	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									
	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	95%	98%	4	4	4	4.00	
	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 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	85%	90%	5	5	5	5.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools							

		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility incharge								
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	0% complaint	0% complaint	4	4	4	4.00	
	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 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							
Total Over-all Rating					134.35		Comments & Recommendations for Development Purpose: <i>Good job!</i>				
Average Rating					4.07						
Adjectival Rating					VERY SATISFACTORY						

Evaluated & Rated by:

LIJUERA J. CUADRA

Head, DA&Ex

Date: *July 26, 2024*

Recommending Approval:

SUZETTE B. LINA

Dean, CAFS

Date: *October 7, 2024*

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: *10/07/24*

PERFORMANCE MONITORING & COACHING JOURNAL

/	1 ST	Q U A R T E R
/	2 ND	
	3 RD	
	4 TH	

Name of Office: Department of Agricultural Education and Extension (DAEEEx)


Head of Office: Lijueraj J. Cuadra

Number of Personnel: 8

Activity Monitoring	Mechanism			Remarks	
	Meeting		Memo		Others (Pls. specify)
	One-on-One	Group			
Monitoring	The undersigned asks for updates on the various assignments from each faculty and staff to ensure that targets are met and quality expected complied are complied.	-The faculty and staff have shown dedication in their respective responsibilities as observed by the undersigned. The undersigned encouraged them to continue doing their best. This is done during informal and formal meetings -.Regular sending of reminders thru chat group using messenger	NA	Notice of meeting (February 14, 2024, June 24, 2024)	Faculty and Staff continue to do their best
Coaching/ Mentoring	<ul style="list-style-type: none">Each one has adequate capabilities for their respective responsibilities. Each however is encouraged to upgrade their capabilities thru appropriate trainings and attendance to conferences/fora.Some faculty were also reminded of their obligations as government employee in terms of on time submission of needed documents to the administration/offices needing data/reports	Having done their best, each faculty and staff were encouraged to keep up the good work. They are also reminded to revise their syllabi ready for flexible or blended learning. Junior faculty are also involved in the research and extension projects lead by senior faculty. This is an opportunity where they can be mentored in preparing reports, presenting reports to an audience and on how to manage projects. New SRA was introduced and mentored to what she will be doing and what papers to prepare.	NA	NA	


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

Conducted by:


LIJUELAJ J. CUADRA
Immediate Supervisor

Cc: OVPAA
HRMO
RSPPRO

Noted by:


SUZETTE B. LINA
CAFS Dean

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Daniel A. Catibo

Performance Rating: Outstanding

Aim: To enhance research performance of Mr. Catibo.

Proposed Interventions to Improve Performance: Attend relevant local or international training.

Date: February 2024 Target Date: Within June 2024

First Step: Search the internet for announcements on scientific conferences.

Result: Apply to the scientific conferences.

Date: July 2024 Target Date: Within October-December 2024

Next Step: Mr. Catibo to apply for participation to a local or international training/conference

Outcome: Increased publication and research projects of the department.

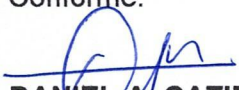
Final Step/Recommendation:

The department strongly recommends him to attend international training/conference.

Prepared by:


LIJUERAJ J. CUADRA
DAEEx Head

Conforme:


DANIEL A. CATIBO

Name of Ratee Faculty/Staff



TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: **CATIBO, DANIEL A.**

Department: **Dept. of Agricultural Education and Extension**

College: **College of Agriculture & Food Sciences**

Course No. & Descriptive Title		Lab/ Lec	RATING		% Evaluation Rating
			Num.	Adjec.	
AgEx 131	COMMUNITY NEEDS ASSESSMENT AND COMMUNITY ORGANIZING	LAB	3.00	Satisfactory	60.0%
AgEx 153	COMMUNITY RESOURCE MANAGEMENT	LEC	2.00	Fair	40.0%
AgEx 153	COMMUNITY RESOURCE MANAGEMENT	LAB	2.00	Fair	40.0%
AgEx 199-C	COLLOQUIUM	LEC	3.00	Satisfactory	60.0%
AgEx 131	COMMUNITY NEEDS ASSESSMENT AND COMMUNITY ORGANIZING	LEC	3.00	Satisfactory	60.0%
AGED241	NON-FORMAL EDUC. IN AGRICULTURE	LEC	5.00	Outstanding	100.0%
AGEX247	PLANN. & ADMINISTERING EXTN PROGRAMS	LEC	4.00	Very Satisfactory	80.0%
AGED245	CURRENT PROBLEMS AND ISSUES IN EDUCATIONAL ADMINISTRATION	LEC	4.00	Very Satisfactory	80.0%
Average Rating			3.25	Satisfactory	65.00%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend:

1.00 – 1.49 Poor (P)

1.50 – 2.49 Fair (F)

2.50 – 3.49 Satisfactory (S)

3.50 – 4.49 Very Satisfactory (VS)

4.50 – 5.00 Outstanding (O)

Prepared by:

VANESSA W. NAZAL

TPES in-Charge

Date: May 03, 2024

Attested by:

MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Date: May 03, 2024

Received by:

CATIBO, DANIEL A.

Name and Signature of Faculty

Date: May 21, 2024

Distribution of copies: ODIE, College, Department, Faculty

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.