

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: SUZETTE B. LINA (Professor III)

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Dean	15	4.940	0.74
b. Students	15	4.750	0.71
Total for Instruction	30		<b>1.45</b>
2. Research			
a. Client/Dir. for Research			
b. Dept. Head/Center Director	30	5.00	1.50
Total for Research	30		<b>1.50</b>
3. Extension			
a. Client/Dir. for Extension			
b. Dept. Head/Center Director	10	5.00	0.50
Total for Extension	10		<b>0.50</b>
4. Administration	30	5.00	1.50
5. Production			
TOTAL	<b>100</b>		<b>4.9535</b>

EQUIVALENT NUMERICAL RATING:

**4.954**

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

**4.954**

ADJECTIVAL RATING:

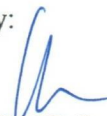
**OUTSTANDING**

Prepared by:

SUZETTE B. LINA

Name of Faculty

Reviewed by:

VICTOR B. ASIO

Dean

Approved:


BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Visayas State University  
College of Agriculture and Food Science  
**DEPARTEMENT OF SOIL SCIENCE**  
Visca, Baybay City, Leyte  
**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, SUZETTE B. LINA, Professor III of the Department of Soil Science, 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 to June 30, 2023 (Accomplishments).

  
SUZETTE B. LINA, Ph.D.  
Ratee (Dept Head)  
Date: 2.8.23

Approved:   
VICTOR B. ASIO, Ph.D.  
Dean, CAFS  
Date: 8.10.23

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Task Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported)
						Quality	Efficiency	Timeline	Average	
UMFO 1: Advanced Education Services										
Graduate Degree Program Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	SS219 Lec & Lab	2.75	2.917	5	5	5	5.00	
		A2. Number of graduate degree specializations monitored	Monitors MS Soil Science degree program and evaluates and recommends graduate students	1	1	5.0	5.0	5.0	5.00	
		A3. Number of graduate students enrolled	Monitors graduate students enrolled in the department	15	11	5.0	5.0	5.0	5.00	

		A4. Percentage increase in number of graduate students who graduated within prescribed period	Recommends graduate students for graduation (as adviser, Department Head and GAC)	60%	40%	4.5	4.5	4.5	4.50	Risos, Garrido, Dogello, Manguilimotan
Graduate Student Management Services										
	PI 8: Number of graduate students advised *	A5. Number of students advised	Reads and approves thesis outline (as Dept Head and GAC Member)	2	4	5	5	5	5	
		A6. Number of students advised on thesis/sp	Reads, provides suggestions for improvement and approve graduate manuscript (as adviser, GAC member & Dept head)							
		As GAC Chairman	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	4	4	5	5	5	5.00	
		AS GAC Member	Provides suggestions, guides and read and approved research outline and thesis/SP/dissertation manuscript	4	4	5	4.5	4.5	4.5	
		As Department Head	Advised and read and approved research outline and thesis/SP/dissertation manuscript	3	4	5	5	5	5	2nd sem graduates not included yet / July
		A7. Number of students entertained for consultation	Entertains students seeking consultation with faculty	2	30	5	5	5	5.00	
		A8: Number of graduate students awarded with scholarship/ assistantship	Monitors graduate students in the department awarded with scholarship under my advisorship	1	4	5	5	5	5	
		A9: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Monitors and recommended graduate students awarded with scholarship for graduation (GAC Member)	1	2	5	5	5	5.0	



		A10. Number of graduate students gainfully employed in jobs related to their graduate program	Recommends graduate students as Instructor of SUC	1	2					
	PI 9: Number of instructional materials developed *	A11. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	2	3	4.5	4.5	4.5	4.50	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	3	6	5	5	5	5.00	
		A12 : 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	1	0					
		A13 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	
	PI 10. Additional outputs:	A14. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	
UMFO 2 Higher Education Services										
Under Graduate Degree Program Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A15. Number of FTE	Teach: SS 22 lec (31 students) SS 24 (104 students)      SS 22 ( 46 students)	5.00	18.2	5	5	4.5	4.8	
		A16. Number of degree of specialization compliant to CMO supervised and monitored	Supervised and monitored BSA-Soil Science program compliant to CMO	1	1	5	5	5	5.0	
		A17. Percentage increase in number of students who graduated within prescribed period	Recommended undergraduate students for graduation (as Dept. Head)							will be reflected in IPCR (July to Dec)

	<b>A18.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	4	5	5	4.5	4.8	
	<b>A19.</b> 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							NA
	<b>A20.</b> Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.0	
	<b>A21.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	12	5	5	5	5.0	
	<b>A22.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	30	5	5	5	5.0	
	<b>A23.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							NA
<b>Undergraduate Student Management Services</b>									
	<b>PI 8:</b> Number of students advised: *	<b>A24.</b> Number of students advised: <i>Guided the students during enrolment on what courses to take and approved COR</i>	10	8	5	5	5	5	
		<b>A25.</b> Number of students advised on thesis/ field practice/special problem:							
	<i>As Department Head</i>	Read, reviewed and approved thesis outline as dept. head							will be reflected in July to Dec
	<i>As SRC Chairman</i>	Read, reviewed and approved thesis outline as Chairman							will be reflected in July to Dec
	<i>As SRC Member</i>	Read, reviewed and approved thesis outline as SRC member							will be reflected in July to Dec
		<b>A26.</b> Number of students entertained for consultation purposes	10	17	5	5	5	5	
	<b>PI 9:</b> Number of student organizations assisted *	<b>A27.</b> Number of student-related activities assisted	0	1	5	5	5	5.0	OSSM



	<b>PI 10:</b> Number of instructional materials developed *	<b>A28 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	5	5	5	5	
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	0	0					NA
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	2	5	5	5	5.0	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	15	5	5	5	5.0	
		<b>A29 :</b> 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	0	0					
		<b>A30 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	5	5	5	5.0	
		<b>A31.</b> Number of undergraduate students gainfully employed in jobs related to their undergraduate program	Recommended either for scholarship/work	1	1	5	5	5	5	Will be reflected in July to Dec
	<b>PI 11.</b> Additional outputs	<b>A32.</b> Number of Additional outputs accomplished								
		<b>A33.</b> Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	5	5	5.0	BSA-Soil Science COPC
		<b>A34.</b> Other outputs implementing the new normal due to covid 19	Designated as SUC-ACAP Secretary and organized virtual meeting and prepared minutes of the virtual meetings and other assignments	0	1	5	5	5	5.0	
<b>Sub-Total for Instruction</b>									<b>163.2</b>	
<b>Average</b>									<b>4.94</b>	
<b>TPES</b>									<b>4.75</b>	
<b>UMFO 3 Research Services</b>										
	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A35.</b> 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	0	0					

[illegible]



	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of	<b>A43.</b> 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	1	5	5	5	5.0	
	<b>PI 2.</b> Number of trainees weighted by the length of	<b>A44.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A45.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.0	
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and	<b>A46.</b> 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							
	<b>PI 5.</b> Number of technical/expert services	<b>A47.</b> Number of technical/expert services as/in:								
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists		1	1	5	5	5	5.0	In-House VSU
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A48.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	50	100%	5	5	5	5.0	DSOHeSEP2023
	<b>PI 11.</b> Additional outputs *	<b>A49.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								



A50. Other outputs implementing the new normal due to covid 19		Designs extension related activities and other outputs to implement new normal								
Sub-total Extension										20.0
Average										5.0
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*	A51. 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	zero non-conformity	zero	5	5	5	5.0	
		A52. 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			1	5	5	5	5.0	COPC for BSA-
		On institutional accreditations								
	Faculty Development Services									
UMFO 6 General Admin and Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint	zero complaint	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other	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							

		Number of faculty and staff supervised and monitored	Supervising and monitoring	12	19	5	5	5	5.0	
		No. of management meetings conducted	DSS Meetings	2	4	5	5	5	5.0	
		Number of documents attended and served	Review and Approve documents	10	100	5	5	5	5.0	
		Number of academic lecture/laboratory rooms supervised	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	5	8	5	5	5	5.0	
		Number of office and laboratory equipment purchased	Approved request to purchase laboratory/office equipment	0						
		Number of Committee Membership Meetings Attended	Attended College/University meetings	5	8	5	5	5	5.0	
		Associate Editor of Science and Humanities Journal	Screened, reviewed and approved articles assigned to me as Associate Editor	2	2	5	5	5	5.0	
		Number of coaching sessions among faculty & staff	Dept Head	2	5	5	5	5	5.0	
		Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/department	Dept Head	2	3	5	5	5	5.0	
						Sub-total Support Services			55.0	
						Average			5.00	
Total Over-all Rating						252.7				
Average Rating						4.916				
Adjectival Rating						Outstanding				

**Comments & Recommendations for Development Purpose:**

Continue rewriting publishable research results, and write research and extension proposals for possible funding.



		Number of faculty and staff supervised and monitored	Supervising and monitoring	12	19	5	5	5	5.0	
		No. of management meetings conducted	DSS Meetings	2	4	5	5	5	5.0	
		Number of documents attended and served	Review and Approve documents	10	100	5	5	5	5.0	
		Number of academic lecture/laboratory rooms supervised	Supervises the maintenance of lecture/ laboratory/ comfort rooms and facilities	5	8	5	5	5	5.0	
		Number of office and laboratory equipment purchased	Approved request to purchase laboratory/office equipment	0						
		Number of Committee Membership Meetings Attended	Attended College/University meetings	5	8	5	5	5	5.0	
		Associate Editor of Science and Humanities Journal	Screened, reviewed and approved articles assigned to me as Associate Editor	2	2	5	5	5	5.0	
		Number of coaching sessions among faculty & staff	Dept Head	2	5	5	5	5	5.0	
		Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of College/department targets ***	Dept Head	2	3	5	5	5	5.0	
						Sub-total Support Services			55.0	
						Average			5.00	
Total Over-all Rating						252.9				
Average Rating						4.954				
Adjectival Rating						Outstanding				

**Comments & Recommendations for Development Purpose:**

Continue rewriting publishable research results, and write research and extension proposals for possible funding.

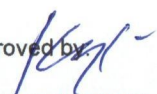
Evaluated & Reviewed by:

  
**VICTOR B. ASIO**

Dean CAFS

Date: 8.10.23

Approved by:

  
**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: 2.11.23



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUZETTE B. LINA

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve/Maintain Performance:

Full support from the University in terms of the continuous faculty development program, research/extension activities, and administrative support in the preparation of updated teaching materials.

Date: July 2023

Target Date: December 31, 2023

First Step:

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Attend and participate in the national and international scientific fora.

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Maintain research collaboration of VSU with other collaborating agencies (e.g. SRA, PCAARRD, DA, DA-BAR, ACIAR, etc.)

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Review manuscripts as Associate Editor of Science and Humanities Journal and other Scientific Journals

---

Spearhead in the proper implementation and maintain the quality of different curricular programs offered by the Department.

Results:

Has conducted research and extension projects

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Has reviewed Science and Humanities Journal and other Scientific Journals

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Has maintained the collaboration of VSU with other collaborating agencies (e.g. PCAARRD, ACIAR, etc.)

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Spearheaded in the proper implementation and maintained the excellent quality of the different curricular programs offered by the department

Date: January 2024 Target Date: June 30, 2024

Next Step:

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Invite and encourage more international collaborators to enhance tie-ups between potential and existing partner especially for the Internationalization program of the university.

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Prepare virtual classroom, update syllabi and learning guides (when applicable) for 1<sup>st</sup> semester classes

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Outcome:

Enhanced tie-ups between potential and existing partners for possible project implementation.


Final Step/Recommendation:

Sustain outstanding performance.

Prepared by:

  
VICTOR B. ASIO  
Dean, CAFS

Conforme:

  
SUZETTE B. LINA  
Head, DSS