Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUZETTE B. LINA (Assoc. Prof. III)
Period: **January to June 2018**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Dean (50%)	25%	5.00	1.250
b. Students (50%)	25%	5.00	1.250
Total for Instruction	**50%**		**2.500**
2. Research			
a. Client/Dir. for Research (50%)	12.5%	4.97	0.621
b. Dept. Head/Dean (50%)	12.5%	4.97	0.621
Total for Research	**25%**		**1.242**
3. Extension			
a. Client/Dir. for Extension (50%)	**5%**	4.98	**0.249**
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	**20%**	4.94	**0.988**
5. Production			
TOTAL			4.979

EQUIVALENT NUMERICAL RATING: **4.979**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

SUZETTE B. LINA
Name of Faculty/Dept. Head

Reviewed by:

VICTOR B. ASIO
Dean, CAFS

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

BEATRIZ S. BELONIAS
Vice President for Instruction

ASIO + BEGONIAS

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, Associate Professor II 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 1 to June 30, 2018. (Accomplishments)

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

Date: _____

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

Date: _____

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Details of Accomplishment	Quality	Efficienc	Timeline	Average	
MFO 1: Advanced Education Services										
Graduate Degree Program Management Services										
		PI 1. Number of FTE	(SS 219 Lec & Lab)	1.55	5	5	5	5	5.00	
		PI 2. Number of graduate degree specializations monitored	Monitored MS Soil Science degree program and screened, evaluated and recommended graduate students	1	1	5.0	5.0	5.0	5.00	MS Soil Science
		PI 3. Number of graduate students enrolled	Monitored graduate students enrolled in the department	8	19	5.0	5.0	5.0	5.00	Total No of MS (Soil Science) students enrolled
		PI.4 Percentage increase in number of graduate students who graduated within prescribed period	Recommended graduate students for graduation (as adviser,Department Head and GAC)	83%	100%	5.0	5.0	5.0	5.00	Oraiz,Anonuevo,Pedrosa, Aribado, Atup,Cascante, Binongo, Magdadaro
Graduate Student Management Services										
		PI1. Number of Graduate thesis outline approved	Read and approved thesis outline	**1**	**3**	**5**	**5**	**4.5**	**4.833**	Binongo, Bravo, Serenina

		PI2. Number of Graduate manuscripts approved	Read, provided suggestions for improvement and approve graduate manuscript (as adviser,GAC member & Dept head)	4	8	5	5	4.5	4.833	Oraiz,Anonuevo,Pedrosa, Aribado, Atup,Cascante, Binongo, Magdadaro
		PI3: Number of graduate students awarded with scholarship/ assistantship	Monitored graduate students in the department awarded with scholarship under my advisorship	2	5	5	5	5	5	Alesna, Sereñina, Binongo, Managbanag, Bravo
		PI4: Percentage of graduate students awarded with scholarship/assistanship who graduated within prescribed period	Monitored and recommended graduate students awarded with scholarship for graduation (GAC Member)	1	2	5	5	5	5.0	Oraiz,Anonuevo,Pedrosa, Aribado, Atup,Cascante, Binongo.
		PI 4. Number of graduate students gainfully employed in jobs related to their graduate program	Recommended graduate students as Instructor of SUC	1	2	5	5	5	5	Binongo and Alesna
MFO 2 Higher Education Services										
Under Graduate Degree Program Management Services										
		PI 1. Number of FTE	Teach: SS 22 lec (69 students) SS 22 lab (37 students) SS 199C (16 student) SS115 Lec (5 student)	7.50	12.7	5	5	4.75	4.9	
		PI 2. 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	
		PI.3 Percentage increase in number of students who graduated within prescribed period	Recommended undergraduate students for graduation (as Dept. Head)	9	14	5	5	5	5.0	Pizon,Bedico,Toledo,Rife, Belmores, Abrematea,Mahipos,Bulawan, Eneres,Marite,Batuto,Escultor,Lambo, Baranda
Undergraduate Student Management Services										
		PI 1. Number of undergraduate thesis outline approved	Read, reviewed and approved thesis outline as adviser, SRC member and dept. head	**6**	14	**5**	**5**	**5**	**5**	Pizon,Bedico,Toledo,Rife, Belmores, Abrematea,Mahipos,Bulawan, Eneres,Marite,Batuto,Escultor,Lambo, Baranda

		PI 2. Number of undergraduate student's manuscripts approved	Read, reviewed and approved undergraduate student's manuscript as adviser and dept. head	**6**	14	**5**	**5**	**5**	**5**	Pizon,Bedico,Toledo,Rife, Belmores, Abrematea,Mahipos,Bulawan, Eneres,Marite,Batuto,Escultor,Lambo, Baranda
		PI 3: Number of undergraduate students awarded with scholarship/ assistantship	Recommended and monitored undergraduate students awarded with scholarship/assistant	1	3	5	5	5	5	Belmores, Marite, Mahipos
		PI 4: Percentage of undergraduate students awarded with scholarship/assistanship who graduated within prescribed period	Monitored and recommended undergraduate students awarded with scholarship for graduation	50%	100%	5	5	5	5	Belmores, Marite, Mahipos
		Student advising and consultation services								
		PI 5. Number of academic advisees	Advised students on what subjects to take and approve COR	12	20	5	5	5	5.0	1st yr to 4th yr
		PI 6. Number of student-related activities assisted	Approved and monitored student activities as dept. head	5	12	5	5	5	5.0	tree planting & overtime work during the conduct of thesis
		Number of instructional materials developed/revised								
		PI 7. Revised Lab. Manual	Reviewed the revised lab Summer practicum, SS 219 lecture powerpoint as dept. head and contributor	1	2	5	5	5	5.0	
		PI 8.Number of student awards/honors received	Monitored/guide academic/thesis advisees	0	1	5	5	5	5.0	Bedico
		PI 9. Number of undergraduate students gainfully employed in jobs related to their undergraduate program	Recommended either for scholarship/work	2	4	5	5	5	5	
MFO3. Faculty Evaluation Services		PI 1. Teaching Performance	All subjects handles	VS	Outstanding	5	5	5	5.0	
MFO 4 Research Services										
		PI 1. Number of article prepared for publication								
		In refereed int'l journals	Research output from ACIAR project	0	1	5	5	4.5	4.8	

		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
		In national conferences	PSSST	0	1	5	5	5	5.0	May-18
		PI 3. Number of research projects conducted and/or completed on schedule	Soil ACIAR Project, Sago Palm Study	1	2	5	5	5	5.0	
		PI 4. Number of research proposals prepared and submitted	Proposal submitted to SRA and FH	1	2	5	5	4.9	4.97	
		PI . Amount of research money generated from external funding (Thousand PHP)	ACIAR Soil Project	100K	200K	5	5	5	5.0	Other amount was reflected in the project leader's IPCR
		PI 7. Number of trainings/workshops attended	YLP,PSSST & RQAT	2	3	5	5	5	5.0	YLP,PSSST & RQAT
MFO 5 Extension										
		PI 1. Number of beneficiaries served								
		Individual	Yamang Lupa Program with DA-RFO8	50	135	5	5	5	5.0	Generated Soil Health Card
		PI 2. Number of extension projects conducted and/or completed on schedule	CAFS Extension Project (Study Leader)-ATI Funded Project and YLP	0	1	5	5	5	5.0	
		PI 3. Amount of extension money generated from external funding (Thousand PHP)	YLP and Sugar Regulatory Admin	72K	300K	5	5	5	5.0	Salary for Lab Personnel
		PI 4. Number of walked-in private clients served	(Consultation on Soil Fertility related matters & Soil Test Results Interpretations)	2	5	5	5	5	5.0	Office,SRTPAL
		PI 5. Number of Scientific Papers reviewed	ATR	0	1	5	5	4.9	5.0	
MFO 6 Support to Operations										
	Faculty Development Services									

		PI 1. Number of faculty pursuing advanced research degree programs (PhD.) facilitated, monitored & assisted	Ms. CMO Qquinones	1	1	5	5	5	5.0	
		PI 2. Number of graduate teaching assistant recruited	Ms. Lilibeth Manla	0	1	5	5	5	5.0	
MFO 7 General Admin and Support Services										
		PI 1. Number of faculty and staff monitored and supervised	DSS faculty, staff and students	1	1.00	5	5	4.5	4.83	6 faculty, 3 admin staff, 1 RA, 4 laborers
		PI 2. Number of documents attended and served	DTR, CSR, PRs, Job requests, letter requests, IPCR,OPCR,PPMP, Faculty workload,others	28	140	5	5	4.5	4.83	
		PI 3. Number of academic lecture/laboratory rooms supervised for cleaning and maintenance	All DSS lab and lecture rooms	6	9	4.85	4.85	4.85	4.85	
		PI 4. Number of CR's supervised for cleaning and maintenance	Students' CR	1	2	4.85	4.85	4.85	4.9	
		PI 5. Number of department meetings conducted	Meeting with faculty, meeting with APC and Non-APC	4	8	5	5	5	5.0	
		PI 6. Number of EXECOM meetings attended	Regular and emergency meeting	2	3	5	5	5	5.0	
		PI 7. Number of College/University meetings attended	Accreditation, QAC, other VSU meeting	3	13	5	5	5	5.0	
		PI 8. Number of committee membership	AACCUP-University,Scholarship-College level, Department-based Comm.	4	8	5	5	5	5.0	
		PI 9. Number of office and laboratory equipment requested and purchased	ovens, glasswares	3	8	5	5	5	5.0	Mostly from SRA
		PI 10. Zero percent complaint from clients served	None	0 % complaint	no complaint	5	5	5	5.0	
		Additional Outputs								
		PI 11.Field services coordination and monitoring	Coordinated DSS field farm workers/coordinator	3	5	5	5	4.5	4.8	
Total Over-all Rating						228.54				
Average Rating						4.968				
Adjectival Rating						Outstanding				

Average Rating (Total Over-all rating divided by 4)	
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.991
ADJECTIVAL RATING	Oustanding

Comments & Recommendations for Development Purpose:

May attend more conference abroad

Received by:

DILBERTO O. FERRAREN
VP, RGEA
Date:

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction
Date: _____

Approved:

EDUARDO S. TALIM, Ph.D.
President
Date

1 – quality
2 – Efficiency
3 – Timeliness
4 - Average

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUZETTE B. LINA
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

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

Date: January, 2018 Target Date: January to December, 2018

First Step:

Revise instructional materials

Attend and participate in national and international scientific forum

Submission of instruction, research and extension proposals for funding

Result:

Has revised the instructional materials

Has attended and participated in scientific forum

Made research proposal funded by Sugar Regulatory Administration

Date: June, 2018 Target Date: June 2018

Next Step:

Research manuscript writing for publication in international refereed journals

Outcome: Submission of research paper to an international refereed journal

Final Step/Recommendation:

If research paper is accepted for publication and will be published, it will be used as reference for graduate and undergraduate students

Conforme:

SUZETTE B. LINA
Ratee

Prepared by:

VICTOR B. ASIO
Unit Head

UNA