

# 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 30, 2019**

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%	4.50	1.125
Total for Instruction	<b>50%</b>		<b>2.375</b>
2. Research			
a. Client/Dir. for Research (50%)	10%	4.95	0.495
b. Dept. Head/Dean (50%)	10%	4.98	0.498
Total for Research	<b>20%</b>		<b>0.993</b>
3. Extension			
a. Client/Dir. for Extension (50%)	<b>10%</b>	5.00	<b>0.50</b>
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	<b>20%</b>	4.95	<b>0.99</b>
5. Production			
TOTAL	<b>100 %</b>		<b>4.858</b>

EQUIVALENT NUMERICAL RATING: \_\_\_\_\_

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

**4.858**

ADJECTIVAL RATING:

**Outstanding**

Prepared by:

Reviewed by:



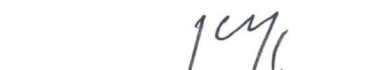
**SUZETTE B. LINA**

Name of Faculty/Dept. Head



**VICTOR B. ASIO**  
Dean, CAFS


Approved:




**BEATRIZ S. BELONIAS**  
VP for Instruction

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 I 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, 2019. (Accomplishments)

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Details of Accomplishment	Quality	Efficiency	Timeliness	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	17	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	Barbadillo, Villacorta, Entuna, Siarot
Graduate Student Management Services										
		PI1. Number of Graduate thesis outline approved	Read and approved thesis outline	1	5	5	5	4.5	4.833	Barbadillo, Villacorta, Entuna, Siarot



		PI2. Number of Graduate manuscripts approved	Read, provided suggestions for improvement and approve graduate manuscript (as adviser,GAC member & Dept head)	4	5	5	5	4.5	4.833	Barbadillo, Villacorta, Entuna, Siarot
		PI3: Number of graduate students awarded with scholarship/ assistantship	Monitored graduate students in the department awarded with scholarship under my advisorship	0	1	5	5	5	5	Paculaba
		PI4: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Monitored and recommended graduate students awarded with scholarship for graduation (GAC Member)	3	5	5	5	5	5.0	Barbadillo, Villacorta, Entuna, Siarot, Latras
		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	Barbadillo
<b>MFO 2 Higher Education Services</b>										
<b>Under Graduate Degree Program Management Services</b>										
		PI 1. Number of FTE	Teach: SS 22 lec (105 students) SS 199C (12 student) SS 219 (Lec & Lab)	7.50	13	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	11	5	5	5	5.0	
<b>Undergraduate Student Management Services</b>										
		PI 1. Number of undergraduate thesis outline approved	Read, reviewed and approved thesis outline as adviser, SRC member and dept. head	6	11	5	5	5	5	

		PI 2. Number of undergraduate student's manuscripts approved	Read, reviewed and approved undergraduate student's manuscript as adviser and dept. head	6	11	5	5	5	5	
		PI 3: Number of undergraduate students awarded with scholarship/ assistantship	Recommended and monitored undergraduate students awarded with scholarship/assistant	1	5	5	5	5	5	
		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	
		<b>Student advising and consultation services</b>								
		PI 5. Number of academic advisees	Advised students on what subjects to take and approved 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	
		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	
<b>MFO3. Faculty Evaluation Services</b>		PI 1. Teaching Performance	All subjects handles	VS	Outstanding	5	5	5	5.0	
<b>MFO 4 Research Services</b>										
		PI 1. Number of article prepared for publication								
		In refereed int'l journals	Research output from ACIAR project & Sago Project	0	1	5	5	4.5	4.8	





		PI 1. Number of faculty pursuing advanced research degree programs (PhD.) facilitated, monitored & assisted	Ms. CMO Quinones	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	
<b>MFO 7 General Admin and Support Services</b>										
		PI 1. Number of faculty and staff monitored and supervised	DSS faculty, staff and students	1	14.00	5	5	4.5	4.83	6 faculty, 3 admin staff, 1 RA, 2 laborers
		PI 2. Number of documents attended and served	DTR,vouchers, PRs, Job requests, letter requests, IPCR,OPCR,PPMP, Faculty workload,others	28	65	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	8	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	analytical balance, fumehood, glasswares	2	3	5	5	5	5.0	Mostly from SRA
		PI 10. Zero percent complaint from clients served	None	0% complain	no complaint	5	5	5	5.0	
		Additional Outputs								
		PI 11.Field services coordination and monitoring	Coordinated DSS field farm workers/coordinator	1	2	5	5	4.5	4.8	
Total Over-all Rating						227.74				
Average Rating						4.991				
Adjectival Rating						Outstanding				

Comments & Recommendations for Development Purpose: She is encouraged to publish more articles in ISI journals.

Evaluated & Rated by:

  
VICTOR B. ASIO

Dean, CAFS

Date: \_\_\_\_\_

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

Date



## 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, 2019 Target Date: June 2019

First Step:

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Revise instructional materials to OBE Format

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Attend and participate in local, national/international scientific forum

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Submission of instruction, research and extension proposals for funding

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Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department

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Result:

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Has revised the instructional materials based on OBE format

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Has attended and participated in scientific forum

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Made extension proposal funded by Visayas State University

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Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department

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Recruited highly qualified Instructors in Soil Science together with the APC members

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Date: January 2019

Target Date: June 2019

Next Step:

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Research manuscript writing for publication in international refereed journals

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Outcome: Submission of research paper to an international refereed journal


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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

Confirme:   
SUZETTE B. LINA

Prepared by:

  
VICTOR B. ASIO  
Dean, CAFS 