

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **FELIX M. SALAS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction	80%		
a. Head/Dean (50%)	40%	5.00 x 40%	2.00
b. Students (50%)	40%	4.80 x 40%	1.92
Total for Instruction	80%	4.71	3.92
2. Research			
a. Client/Dir. for Research (50%)	20%	5.00 x 20%	1.00
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.88

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

Prepared by:

FELIX M. SALAS

Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director

Approved:


BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX M. SALAS, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY delivered and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2022.

Approved:


FELIX M. SALAS
Professor
Date:


ELIZABETH S. QUEVEDO
Department Head
Date: July 5, 2022


MA THERESA P. LORETO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timelines	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	Handled subjects/courses assigned	0.3	2.75	5	5	5	5.00	Chem 208 (1); Hort 252 (10)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acted as academic adviser to graduate students	1	4	5	5	5	5.00	MEd: H. Matrido, A. Pepito, E. Mirafior, M. Ycong
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advised and corrected research outline and thesis/SP/dissertation manuscript	2	8	5	5	5	5.00	MS Hort: Arcel M. Montes, M. Diocampo, G. Villamor, J. Sarmiento; PhD Hort: G. Sarmiento, G. Guysayko, C. Jamilo, J. Vigo
		A4 . Number of students entertained for consultation purposes	Entertained students seeking consultation with faculty	10	22	5	5	5	5.00	MS Hort, PhD Hort, MEd, Chem 208, Hort 252 students

	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	32	5	5	5	5.00	Chem 208 (16); Hort 252 (16)
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	8	50	5	5	5	5.00	Chem 208 (16); Hort 252 (16)
		A 6 : 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							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
			Participated in the Graduate School On-Boarding	1	1	5	5	5	5.00	Graduate School On-Boarding
			Participated in the Graduate School Consultation for COPC-Compliant Syllabi (CMO s.	1	2	5	5	5	5.00	Consultation of Graduate Faculty with OGS
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handled and taught courses assigned	8	12.8	5	5	5	5.00	Chem 141 (59), Chem 157(46),
		A10 . Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	3	7	5	5	5	5.00	Chem 200a1, Chem 200a3, Chem 157 (2), Chem 141 (3)

		A 11. Number of INC forms with grade submitted within prescribed period	Facilitated students in their completion of the subject and submitted completion forms with grade within prescribed period							
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	16	32	5	5	5	5.00	Chem 141 (59), Chem 157(46),
		A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	4	105	5	5	5	5.00	Chem 141 (59), Chem 157(46),
	PI 8: Number of students advised: *	A16. Number of students advised:	Acted as academic and thesis adviser to students	5	8	5	5	5	5.00	BSChem:Bugtas, Cutanda, Galvez, Lao, Magallanes, Ocares, Timkang, Ventula
		A17. Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advised and corrected research outline and thesis/SP manuscript	5	11	5	5	5	5.00	BSA (Hort): K. Mingao, L. Vilbar, M. Ramos; BSChem: Castil, Corpuz, Encabo, Ignacio, Sagliba, Tapang, Labrador
		As SRC Member	Advised and corrected research outline and thesis/SP manuscript	5	8	5	5	5	5.00	BSChem: Alegre, Bengalan, Canizares, Getes, Salabao, Tajos, Getes
		A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	30	105	5	5	5	5.00	Chem 141 (59), Chem 157(46), Chem 200 (28)
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advised student organizations recognized by USOO	1	1	5	5	5	5.00	VSU ChemSoc
		A20. Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU ChemSoc
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							

		On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	Chem 141
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	32	5	5	5	5.00	Chem 141 (59), Chem 157(46),
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	16	32	5	5	5	5.00	Chem 141 (59), Chem 157(46),
		A 23 : Number of on-line course ware reviewed by TRP & edited by	Submits the course ware duly reviewed by TRP for editing by							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		Trainings attended related to instruction	Attended trainings related to instruction	1	1	5	5	5	5.00	Training on Food Value Chain
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		A.27. Awards received	International/National/Regional awards received							
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 *	Conducted research for possible utilization by industry or other beneficiaries	1	1	5	5	5	5.00	Liquid Nutrient Formulations (LNF) for High Value Horticultural Crops
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducted and completed research project 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	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								

		<i>In refereed nat'l/regional journals</i>								
	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 fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</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							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly	1	1	5	5	5	5.00	Annals of Tropical Research (ATR)
		A 34. Number of UMs submitted to ITSO, VSU	Prepared and submitted application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designed research related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Constructed a research proposal titled "Biochemical Profiling of Pyrolytic Condensates from Indigenous Plant Resources in Eastern Visayas" for submission to funding agencies.
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	Identified and linked with probable partners for extension activities and maintains this active partnership	1	1	5	5	5	5.00	Department of Science and Technology - VIII and Thaddeus Integrated Farm in Oras, Eastern Samar

	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducted trainings among beneficiaries of technologies for transfer	82	40	5	5	5	5.00	"Training on Lettuce Hydroponics" at Thaddeus Integrated Farm, Oras, Eastern Samar; Training on Vegetable Production for "Bangon Sogod" at Sogod, Southern, Leyte
	PI 3. Number of extension programs organized and supported consistent with the	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							
	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	Provided quality and relevant training courses and advisory services	50	75	5	5	5	5.00	"Training on Lettuce Hydroponics" at Thaddeus Integrated Farm, Oras, Eastern Samar; Training on Vegetable Production for "Bangon Sogod" at Sogod, Southern, Leyte
	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							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>	Acted as Resource Person in the Training on Lettuce Hydroponics	2	3	5	5	5	5.00	"Training on Lettuce Hydroponics" at Thaddeus Integrated Farm, Oras, Eastern Samar; Training on
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>	Acted as evaluator of one of the articles for publication in the Annals of Tropical Research	1	2	5	5	5	5.00	Annals of Tropical Research (ATR)
	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							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. 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							

			Identified and linked with probable partners for extension activities.	1	1	5	5	5	5.00	Department of Science and Technology - VIII
UMFO 5. SUPPORT TO OPERATIONS										
	OVPI MFO 4. Program and Institutional Accreditation Services									
	PI 8. Compliance to all requirements thru the established/adequate	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		zero non-conformity					
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant					
		On program accreditations								
		On institutional accreditations								
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice	Initiates/introduces improvements in performing							
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other							
	Total Over-all Rating									
	Average Rating								5.00	
	Adjectival Rating								5.00	

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Department Head

Date: July 5, 2022

Recommending Approval



MA THERESA P. LORETO

Dean, CAS

Date:

Approved by:



BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

Average Rating (Total Over-all rating divided by		5.00
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		0

Comments and Recommendations for Development Purpose:

Conduct more research, trainings and seminar

Evaluated & Rated by:



ELIZABETH S. QUEVEDO

Head, DoPAC

Date:

2/5/22

Recommending Approval:



MA. THERESA P. LORETO

Dean, CAS

Date:

Approved by:



BEATRIZ S. BELONIAS

VP for Academic Affairs

Date:

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

/	1st	Q U A R T E R
/	2 nd	
	3 rd	
	4th	

Name of Employee: FELIX M. SALAS

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that commitments on research, extension, and publications are attained				March, 2022
Coaching	Continuously update and upload teaching & learning materials in the Moodle Classrooms				

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

Conducted by:



ELIZABETH S. QUEVEDO
Head, DoPAC

Noted:



MA. THERESA P. LORETO
Dean, CAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX M. SALAS

Performance Rating: _____

Aim: Aspire to maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: July, 2022

Target Date: December, 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 1st Semester AY 2022-2023, submit research and extension proposals for funding and publish more research papers

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



FELIX M. SALAS

Name of Ratee Faculty/Staff