

## 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			
a. Head/Dean (50%)	40%	5.00 x 40%	2.0
b. Students (50%)	40%	4.68 x 40%	1.92 <i>f</i>
Total for Instruction	80%	<i>fr</i>	
2. Research			
a. Client/Dir. for Research (50%)	7.5%	5.00	0.375
b. Dept. Head/Center Director (50%)	7.5%	5.00 <i>gr</i>	0.375
Total for Research	15%		
3. Extension			
a. Client/Dir. for Extension (50%)	2.5%		
b. Dept Head/Center Director (50%)	2.5%	5.00 <i>gr</i>	0.125 <i>gr</i>
Total for Extension	5%		
4. Administration			
5. Production			
TOTAL			4.67 <i>f</i>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.67  
0

Prepared by:

*[Signature]*  
**FELIX M. SALAS**

Name of Faculty

Reviewed by:

*[Signature]*  
**ELIZABETH S. QUEVEDO**  
Department Head

Recommending Approval:


*[Signature]*  
**MA. THERESA P. LORETO**  
Dean/Director


Approved:

*[Signature]*  
**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 committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY - DECEMBER 2021.

  
**FELIX M. SALAS**  
 Professor  
 Date: 12/31/2021

Approved:  
  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 1/18/2022

  
**MA THERESA P. LORETO**  
 College Dean  
 Date: Feb. 8, 2022

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	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	Handled subjects/courses assigned	1	2.44	5	5	5	5.00	Chem 212, Hort 311
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acted as academic adviser to graduate students	1	3	5	5	5	5.00	H. Matrido (Med-2), A. Pepito (Med-1), M. Ycong (Med-1)
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advised and corrected research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advised and corrected research outline and thesis/SP/dissertation manuscript	3	10	5	5	5	5.00	PhD: M. Guysayko, C. Jamilo, G. Sarmiento, M. Vigo; MS: R. Bautista, M. Diocampo, M. GibanJ. Sarmiento, I. Verdadero, G. Villamor
		<u>A4</u> . Number of students entertained for consultation purposes	Entertained students seeking consultation with faculty	40	45	5	5	5	5.00	Graduate students of MEd, MS Hort, MS FT, & PhD Hort.
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . 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	1						
		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	16	32	5	5	5	5.00	Chem 212 & Hort 311
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	16	32	5	5	5	5.00	Chem 212 & Hort 311
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submitted the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Hort 311
	<u>PI 10</u> . Additional outputs:	<u>A 8</u> . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							



			Virtual Comprehensive Exam		2					C. Jamilo J. Vigo (PhD Hort)
			Virtual ThesisOutline Defense		1					M. Diocampo (MS Hort)
			Virtual Dissertation Outline Defense		2					C. Jamilo J. Vigo (PhD Hort)
			Virtual Thesis Defense		2					M. Giban & I. Verdadero (MS Hort)
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handled and taught courses assigned</i>	6	19.5	5	5	5	5.00	Chem 115 (2) Chem 140 (3) Chem 124 (2)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	4	7	5	5	5	5.00	Chem 115 (2) Chem 140 (3) Chem 124 (2)
		<b>A11.</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							
		<b>A12.</b> Number of trainings attended related to instruction	Attended mandated trainings	1	1	5	5	5	5.00	Food Value Chain Training Workshop in the New Normal
		<b>A13.</b> Number of long examinations administered and checked	Administered and checked long examination for subjects taught							
		<b>A14.</b> Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	16	28	5	5	5	5.00	Chem 115 (8) Chem 140 (12) Chem 124 (8)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	16	20	5	5	5	5.00	Chem 115 (4) Chem 140 (12) Chem 124 (4)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acted as academic adviser to students</i>	2	5	5	5	5	5.00	BS Chem: F. Lao, R. Magallanes, R. Ocares, G. Timkang, F. Ventula

		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>		4	5	5	5	5	5.00	BS Chem: F. Lao, R. Magallanes, R. Ocares, G. Timkang, F. Ventula
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript	4	5	5	5	5	5.00	BS Chem: J. Castil, R. Corpuz, S. Encabo, K. Ignacio, R. Tapang
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript	10	12	5	5	5	5.00	BS Chem: J. Alegre, G. Bengalan, J. Caintic, S. Canizares, I. Laude, J. Pobadora, S. Salabao, J. Tajos; BSA (Hort): R. Ygot, M. Sabijon, M. Ramos, K. Mingao.
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertained students consulting on subject taught, thesis and grades	50	250	5	5	5	5.00	Chem 115, Chem 124, Chem 140, Chem157, Chem 200.1, Chem 200.2, and Hort 200
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	<i>Advises student organizations recognized by USOO</i>							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	<i>Assists student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 : Number of on-line course ware developed and submitted :</b>	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							



		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	8	24	5	5	5	5.00	Chem 115 (8) Chem 140 (8) Chem 124 (8)
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	16	36	5	5	5	5.00	Chem 115 (12) Chem 140 (12) Chem 124 (12)
		<b>A 23 :</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							
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		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							
			Number of Student organizations advised		1					VSUChemSoc
			Number of Student organizations assisted on student related activities		1					VSUChemSoc
			Number of INC forms with grade submitted within prescribed period		3					Chem 115: M. Francisco; Chem 140: D. Garciano, A. Tiquelo
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
		<b>A.27.</b> Awards received	International/National/Regional awards received							
<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>A27.</b> 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	2	5	5	5	5.00	(1) Soil and Nutrient Management Strategies for Improving Tropical Vegetable Production in Southern Philippines and Australia; (2) Liquid Nutrient Formulations for High Value Vegetables
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducted and completes research project within the year	1	1	5	5	5	5.00	Liquid Nutrient Formulations for High Value Horticultural Crops
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Wrote publishable materials out of research outputs and submitted for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepared, submitted and presented research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acted as peer reviewer of journal articles/scientific papers, reviewed the paper received and returns duly		1					Annals of Tropical Research (ATR 2021)



		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
			Published research article in an international Proceeding.		1					Acta Horticulturae:
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</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							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</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>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects							
	<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 relevance	<b>A 39.</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>A 40.</b> 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		1	1	5	5	5	5.00	YRRP Extension Project and DOH-HELP
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> 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					

		<b>A 45.</b> 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								
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> 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							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>								5.00	
	<b>Adjectival Rating</b>								O	

Evaluated & Rated by:

ELIZABETH S. QUEVEDO

Department Head

Date: 1/18/2022

Recommending Approval

MA THERESA P. LORETO

Dean, CAS

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

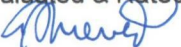
Date:



Average Rating (Total Over-all rating divided by		5
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		5
FINAL RATING		
ADJECTIVAL RATING		0

Comments and Recommendation for Development Purpose:
Conduct more research, trainings and seminar

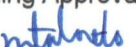
Evaluated & Rated by:

  
**ELIZABETH S. QUEVEDO**

Head, DoPAC

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

Recommending Approval:

  
**MA. THERESA P. LORETO**

Dean, CAS

Date: Feb - 8, 2022

Approved by:

  
**BEATRIZ S. BELONIAS**

VP for Academic Affairs

Date: 2/17/22

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

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	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				August 24, 2021
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  
 Immediate Supervisor

Noted:

  
MA. THERESA P. LORETO  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX M. SALAS  
Performance Rating: \_\_\_\_\_

Aim: Maintain an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2022

Target Date: June 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2<sup>nd</sup> Semester AY 2021-2022, 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  
Head, DoPAC

Conforme:



FELIX M. SALAS  
Name of Ratee Faculty/Staff