

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% | 5.0 x 40% | 2.0 |
| b. Students (50%) | 40% | 4.62 x 40% | 1.848 |
| Total for Instruction | 80% | | 3.848 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | 7.5% | ✓ 5.0 <i>MS</i> | 0.375 |
| b. Dept. Head/Center Director (50%) | 7.5% | ✓ 5.0 <i>MS</i> | 0.375 |
| Total for Research | 15% | | 0.75 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | 2.5% | ✓ 5.0 <i>MS</i> | 0.125 |
| b. Dept Head/Center Director (50%) | 2.5% | ✓ 5.0 <i>MS</i> | 0.125 |
| Total for Extension | 5% | | 0.25 |
| 4. Administration | | | |
| 5. Production | | | |
| TOTAL | | | 4.848 |

EQUIVALENT NUMERICAL RATING:

4.85

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.85

ADJECTIVAL RATING:

Outstanding

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 agreed to deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE 2023.


FELIX M. SALAS
 Professor
 Date: 6/30/2023

Approved: 
ELIZABETH S. QUEVEDO
 Department Head
 Date: 7/3/23


MA THERESA P. LORETO
 College Dean
 Date: JUL 07 2023

| 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. <i>Actual Faculty's FTE</i> | Handled subjects/courses assigned | 0.3 | 3.66 | 5 | 5 | 5 | 5.00 | Chem 208; Hort 252 |
| | PI 8: Number of graduate students advised * | A2. <i>Number of students advised</i> | Acted as academic adviser to graduate students | 1 | 5 | 5 | 5 | 5 | 5.00 | Mhe Jun P. de Leon, Hubert Jason T. Matrido; Cheska Larissa B. Dogillo; Aimee D. Abordo, Benjie Mae Gomez |
| | | A3. <i>Number of students advised on thesis/special problem/dissertation</i> | | | | | | | | |
| | | <i>As GAC Chairman</i> | Advised and corrected research outline and thesis/SP/dissertation manuscript | | 2 | 5 | 5 | 5 | 5.00 | MEd:Mhe Jun P. de Leon and Hubert Jason T. Matrido |

| | | | | | | | | | | |
|--|--|---|---|----|----|---|---|---|------|--|
| | | AS GAC Member | Advised and corrected research outline and thesis/SP/dissertation manuscript | 2 | 7 | 5 | 5 | 5 | 5.00 | MS Hort: A. Capulot, M. Custodio, A. Montes, J. Placido, A. Tajor; PhD Hort: Mark G. Guysayko, W. Tuyan, I. Valida |
| | | A4. Number of students entertained for consultation purposes | Entertained students seeking consultation with faculty | 10 | 27 | 5 | 5 | 5 | 5.00 | MEd (6); MS Hort (15); PhD Hort (6) |
| | PI 9: Number of instructional materials developed * | A5. Number of on-line ready coursewares developed and submitted for review | Converted the existing instructional materials into flexible learning systems | | | | | | | |
| | | On-line ready courseware | Prepared 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 | | | | | | Chem 208; Hort 252 |
| | | Assessment tools | Prepared assessment tools such as long exam, quizzes, problems sets, etc. | 8 | 32 | 5 | 5 | 5 | 5.00 | Chem 208; Hort 252 |
| | | 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 | | | | | | | |
| | PI 10. Additional outputs: | A 8. Other outputs implementing the new normal due to covid 19 | Designed experiential learning activities and other outputs to implement new normal | | | | | | | |

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|--|--|---|--|---|-------|---|---|---|------|---|
| | | | Conducted comprehensive examination as GAC Chair for two (2) graduating MEd students | | 2 | 5 | 5 | 5 | 5.00 | Mhe Jun P. de Leon; Hubert Jason T. Matrido |
| | | | Conducted thesis defense as GAC Member for two (2) graduating MS Hort students | | 3 | 5 | 5 | 5 | 5.00 | Marites Custodio, Jonna Mae Placido an Ivy Valida |
| 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 | 4 | 13.25 | 5 | 5 | 5 | 5.00 | Chem 141 (75), Chem 157(19), Envi 120n (25) |
| | | A10. Number of grade sheets submitted within prescribed period | Prepared gradesheet and submitted on or before deadline | 4 | 6 | 5 | 5 | 5 | 5.00 | Chem 200a1, Chem 200a3, Chem 157, Chem 141 (2), Envi 120n |
| | | A11. 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 | | 4 | 5 | 5 | 5 | 5.00 | Alute, Getes, Paguia, Pano |
| | | A12. Number of trainings attended related to instruction | Attended mandated trainings | | | | | | | |
| | | A13. Number of long examinations administered and checked | Administered and checked long examination for subjects taught | 4 | 6 | 5 | 5 | 5 | 5.00 | Chem 141, Chem 157, Envi 120n |
| | | A14. Number of quizzes administered and checked | Prepared and checked quizzes for lec and lab | 8 | 32 | 5 | 5 | 5 | 5.00 | Chem 141 (2), Chem 157(1), Envi 120n (1) |
| | | A15. Number of lab reports and term papers checked and graded | Checked lab reports and term papers submitted as required | 2 | 16 | 5 | 5 | 5 | 5.00 | Chem 141 (75), Chem 157(19), Envi 120n (25) |

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|--|--|--|---|----|-----|---|---|---|------|---|
| | PI 8: Number of students advised: * | A16. Number of students advised: | Acted as academic adviser to students | 2 | 10 | 5 | 5 | 5 | 5.00 | BS Chem: Marc Bugtas, Hannah Cuesta, Kristine Joy Cutanda, Tricia Diango, Kylie Ferrer, Jhonel Galvez, AM |
| | | A17. Number of students advised on thesis/ field practice/special problem: | | | | | | | | |
| | | As SRC Chairman | Advised, and corrected research outline and thesis/SP manuscript | 2 | 10 | 5 | 5 | 5 | 5.00 | BSA (Hort): M. Ramos; Mary Jane A. Alvarez, J. Misperos, N.M. Codog, J.A. Cosido, M. Bigcal, Franco T. Masendo Jr., and J. Sanico, R.L. Clave; BS Chem: M. Sagliba, |
| | | As SRC Member | Advised and corrected research outline and thesis/SP manuscript | 2 | 4 | 5 | 5 | 5 | 5.00 | BS Chem: RJ Chris Jaguines, Marydel Mondragon, Myla F. Tanaid, Laurette Getes |
| | | A18. Number of students entertained for consultation purposes | Entertained students consulting on subject taught, thesis and grades | 10 | 172 | 5 | 5 | 5 | 5.00 | Chem 141 (75), Chem 157(19), Chem 200 (28), Envi 120n (25) |
| | PI 9: Number of student organizations advised/ assisted * | A19. Number of Student organizations advised | Advised student organizations recognized by USOO | | | | | | | |
| | | A20. Number of Student organizations assisted on student related activities | Assisted student organizations in implementing student related activities | | 2 | 5 | 5 | 5 | 5.00 | ViChemSoc; ViHoS |

| | | | | | | | | | | |
|--|---|---|--|---|----|---|---|---|------|---|
| | PI 10: Number of instructional materials developed * | A 21 : Number of on-line course ware developed and submitted : | Prepared and submitted for review by the Technical Review Panel | | | | | | | |
| | | On-line ready courseware | Prepared 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 | 4 | 24 | 5 | 5 | 5 | 5.00 | Chem 141 (75), Chem 157(19), Envi 120n (25) |
| | | Assessment tools | Prepared assessment tools such as long exam, quizzes, problems sets, etc. | 8 | 40 | 5 | 5 | 5 | 5.00 | Chem 141 (75), Chem 157(19), Envi 120n (25) |
| | | A 23 : 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 24 : Number of virtual classroom created and operational | Created virtual classroom using either Moddle or Google Classroom | | | | | | | |
| | PI 11. Additional outputs | A 25 . Number of Additional outputs accomplished: | | | | | | | | |
| | | Program accreditation/evaluation | Prepared documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | | | | | | | |
| | | Agency/firm/Industry linkages | Coordinated 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 | Designed experiential learning activities and other outputs to implement new normal | | | | | | | |

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|-----------------------------------|---|--|---|---|----|---|---|---|------|--|
| | | | Checked thesis outlines and manuscripts on-line to implement new normal | | 25 | 5 | 5 | 5 | 5.00 | PhD Hort; MS Hort, BSA (Hort) and BS Chem students |
| | | <i>A.27. Awards received</i> | Received an Institutional Award: Outstanding Teaching Performance Award | | 1 | 5 | 5 | 5 | 5.00 | Given by VSU |
| | | | 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 | 2 | 5 | 5 | 5 | 5.00 | LNF |
| | 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 | 1 | 1 | 5 | 5 | 5 | 5.00 | Pigmental Composition and Physicochemical Parameters of Marabong-Daguitan River in Leyte |
| | 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 | Wrote publishable materials out of research outputs and submits for publication | | | | | | | |
| | | <i>In refereed int'l journals</i> | | | | | | | | |
| | | <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 * | 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> | | | | | | | | |
| | PI 5. Percent of research proposals approved * | A 31. <i>Percentage of of research proposals prepared, submitted and approved</i> | Prepared research proposals, submitted and followed-up its approval for immediate implementation | | 100% | 5 | 5 | 5 | 5.00 | 2 proposals approved by the VSU President for NEDA and CHED funding |
| | PI 6. Additional outputs* | A 32. <i>No. of research-related awards (research conducted by faculty or student w/ faculty)</i> | | | | | | | | |
| | | A 33. <i>Number of journal articles/scientific paper received and reviewed as peer-reviewer</i> | Acted as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper | | 2 | 5 | 5 | 5 | 5.00 | 1 article for ATR publication and 1 article for CMU Journal publication |
| | | A 34. <i>Number of UMs submitted to ITSO, VSU</i> | Prepared and submitted application for UM of technology generated out of research output | | | | | | | |
| | | A 35. <i>Other outputs implementing the new normal due to covid 19</i> | Designed research related activities and other outputs to implement new normal | | | | | | | |
| | | | Submitted a research proposal for the internationalization project | | 1 | 5 | 5 | 5 | 5.00 | Fiber Characterization of VSU Tissue Cultured-Bamboo Species for Community Resiliency and Environmental Conservation (CHED); |
| | | | Submitted a research proposal for NEDA. | | 1 | 5 | 5 | 5 | 5.00 | Establishment of Functional Exsiccation Space for Advanced and Expanded Research |

| | | | | | | | | | | |
|-----------------------------------|--|--|---|--|-----|---|---|---|------|--|
| | | | Submitted a research proposal for PCA & PCAARRD | | 1 | 5 | 5 | 5 | 5.00 | Biochemical and Functional Profiling of Coconut Varieties and Hybrids in Eastern Visayas for Pharmaceutical Applications |
| | | | Received Publication Awards | | 22 | 5 | 5 | 5 | 5.00 | 4 awards for Journal Publication; 18 awards for Registered UM in IPO |
| 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 | | 2 | 5 | 5 | 5 | 5.00 | Bureau of Correctionals in Leyte Province; DOST-VIII |
| | 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 | | | | | | | |
| | PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs | A 38. Number of extension programs/projects implemented | Implemented duly approved extension projects | | 1 | 5 | 5 | 5 | 5.00 | Horticulture, Environment - Livelihood Program (HELP) |
| | 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 | | 90% | 5 | 5 | 5 | 5.00 | Training on Urban Gardening and Aquaponics at BUCOR-Abuyog; Training of Urban Agriculture at Rizal, Maasin City |


| | | | | | | | | | | |
|--|--|--|---|---|---|---|---|---|------|--|
| | PI 5. Number of technical/expert services | A 40. Number of technical/expert services as/in: | Provided the technical and expert services requested by beneficiaries | 1 | 4 | 5 | 5 | 5 | 5.00 | Softea Garden in Biliran, Biliran; Poultry Farm in Tomas Oppus, Southern Leyte; Enchang Agrivet Trading in Hinunangan, Southern Leyte, NVHS Agri-IGP at Culaba, Biliran, Biliran |
| | Research Mentoring | Research Mentor | | | | | | | | |
| | Peer reviewers/Panelists | Peer reviewers/Panelists | | | | | | | | |
| | Resource Persons | Resource Persons | Acted as resource person | 1 | 5 | 5 | 5 | 5 | 5.00 | DOST-Softea Garden; BUCOR-Abuyog; DOST-NVHS-Culaba; DOST-Oultry Farm in Tomas Oppus; DOST-Enchang Agrivet Trading in Hinunangan; DA-Rizal, Maasin City |
| | Convenor/Organizer | Convenor/Organizer | | | | | | | | |
| | Consultancy | Consultant | Acted as consultant | | 1 | 5 | 5 | 5 | 5.00 | DOST-VIII |
| | Evaluator | Evaluator | | | | | | | | |
| | PI 8. Percent of extension proposals approved * | A 41. Percent of extension proposals approved * | Prepared extension project proposals, submits and followed-up its approval for immediate implementation | | | | | | | |
| | PI 11. Additional outputs * | A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) * | | | | | | | | |

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|---|---|--|---|--|---------------------|---|---|---|------|---|
| | | A 43. Other outputs implementing the new normal due to covid 19 | Designed extension related activities and other outputs to implement new normal | | | | | | | |
| 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* | A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015* | Ensured 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 | 5 | 5 | 5 | 5.00 | Documents for ISO and CHED Accreditation |
| | | A 45. Compliance to all requirements of the program and institutional accreditations: | Prepared required documents and complied all requirements as prescribed in the accreditation tools | | 100% compliant | 5 | 5 | 5 | 5.00 | Complied docs for accreditation |
| | | On program accreditations | | | 100% compliant | 5 | 5 | 5 | 5.00 | Complied docs for accreditation |
| | | On institutional accreditations | | | 100% compliant | 5 | 5 | 5 | 5.00 | Complied docs for accreditation |
| UMFO 6. General Admin. & Support Services | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | Provided customer friendly frontline services to clients | | Zero % complaint | 5 | 5 | 5 | 5.00 | Entairtained clients with utmost friendliness |
| | PI 3: Additional Outputs | A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * | Initiated/introduced improvements in performing functions resulting to best practice | | | | | | | |

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|--|------------------------------|---|---|--|--|--|--|--|--------|--|
| | | A 48. Other outputs implementing the new normal due to covid 19 | Designed administration/management related activities and other outputs to implement new normal | | | | | | | |
| | Total Over-all Rating | | | | | | | | 205.00 | |


| | | |
|--|--|-------------|
| Average Rating | | 5.00 |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | 5.00 |
| ADJECTIVAL RATING | | Outstanding |

| |
|--|
| Comments & Recommendations for Development Purposes |
| Conduct more research and publish research outputs |
| Submit research and extension proposals for local/national/international funding |

Evaluated & Rated by: 
ELIZABETH S. QUEVEDO
 Department Head
 Date: 7/3/23

Recommending Approval

MA THERESA P. LORETO
 Dean, CAS
 Date: JUL 07 2023

Approved by: 
BEATRIZ S. BELONIAS
 Vice President for Instruction
 Date: 7/10/23

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 27, 2023 |
| Coaching | encouraging the Faculty to submit research and extension proposal for possible funding (local/external/international) | | | | |

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

Proposed Interventions to Improve Performance:

Date: July, 2023

Target Date: December, 2023

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 1st Semester AY 2023-2024, 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