Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: <u>CATHERINE C. ARRADAZA</u>

	Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1.	Instruction	(2)	(3)	(2A3)
	a. Head/Dean (50%)		2.46	
	b. Students (50%)		2	
	Total for Instruction	40%	4.46	1.78
2.	Research			
	a. Client/Dir. for Research (50%)			
	b. Dept. Head/Center Director (50%)		-	
	Total for Research	30%	5	1.5
3.	Extension			
	a. Client/Dir. for Extension (50%)		-	
	b. Dept Head/Center Director (50%)		-	
	Total for Extension	10%	5	0.5
4.	Administration	20%	5	1
5.	Production	n/a		
	TOTAL			4.78

EQUIVALENT NUMERICAL RATING:

4.78

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.78

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

CATHERINE C. ARRADAZA

Name of Faculty

ALJAY D. VALIDA

Department Head

Recommending Approval:

SUZETTE B. LINA

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>CATHERINE C. ARRADAZA</u>, a faculty member of the <u>DEPARTMENT OF HORTICULTURE agree to</u> deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE 2024.

CATHERINE C. ARRADAZA

Assoc. Professor Date: 7-18-24 Approved:

ALJAY D. VALIDA
Department Head

Date: 7-22-24

SUZETTE B. LINA

College Dean

Date: 9-8-20

MFO No.	Description of MFO's/PAP	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment			Rating	g	REMARKS (Indicators in percentage
						Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
UMF	O 1. ADVANCED E	DUCATION SERVICES								
OVPI N	IFO 2. Graduate Student	Management Services								
	PI: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.5	7.22	5	5	5	5	
	PI 10: Additional outputs	A2. Number of students advised	Acts as academic adviser to graduate students	2	7	5	5	5	5	
		A3 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	20	5	5	5	5	
		<u>A4</u> . Number of Graduate reports checked	Checks reports required for graduate subject	1	49	5	5	5	5	

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	<u>A5</u> . Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled	1	36	5	5	5	5	
	<u>A6</u> . Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects	1	7	5	5	5	5	
	A7 . Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students	. 1	4	5	5	5	5	
	A8 . Supplemental learning resources	Prepares Instructional learning resources for graduate subjects		2	5	5	5	5	
UMFO 2. HIGHER EDUC	ATION SERVICES								
OVPI UMFO 3. Higher Education	Management Services								
PI 10: Total FTE, coordinated, implemented and monitored *	A1. Actual Faculty's FTE	Handles and teaches courses assigned	0.5	3.8	5	5	5	5	
PI 15. Number of instructional materials/syllabi approved	A2. Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval							
PI 16: Percentage of courses offered with final grades submitted within the allowable period	A 3. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	1	4	5	5	5	5	
PI 18: Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students	A 4. Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)	1	2	5	5	5	5	
PI 19: Additional Outputs	A 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	76	5	5	5	5	
	A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	2	228	5	5	5	5	
	A 12 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	38	5	5	5	5	

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1	<u>A 13</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2	5	5	5	5	
	A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	4	4	4	4	
	A.19 . Awards received	Receives International/ National/Regional award							
IFO 3 . RESEARCH SE	RVICES								
outputs in the last three (3)	A20. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	0.5	1	5	5	5	5	
PI 2. Number of research	A 21 . Number of research outputs completed within the year *	Conducts and completes research project within the year		1	5	5	5	5	
outputs presented in	presented in regional/national/ int'l	Prepares, submits and presents research paper in scientic fora/conferences		1 271 3 2000					
	a. International								
	b. National								
	c. Regional or Institutional Conferences	Prepares, submits and presents research paper in scienfic for a/conferences	0.5	1	5	5	5	5	
	A 23. Amount of research money obtained from external sources	Requests for research money from external sources		1.7M	5	5	5	5	

PI 1: Number of active A 32. Number of active partnerships Identifies and links with partnerships with LGUs, with LGUs, industries, NGOs, NGAs, probable partners for extension industries, NGOs, NGAs, SMEs, and other stakeholders activities and maintains this 0.5 5 5 5 5 SMEs, and other facilitated and maintained active partnership stakeholders as a result of extension activities (MOUs/MOAs) Conducts trainings among A 33. Number of trainees weighted PI 2. Number of trainees beneficiaries of technologies by the length of training weighted by the length of for transfer training PI 3: Number of extension A 34. Number of extension programs Implements extension 5 5 5 5 1 programs and projects programs and projects and projects A 35. Percentage of beneficiaries who Provides quality and relevant PI 4: Percentage of rated the training course/s as training courses beneficiaries who rated the satisfactory or higher in terms of quality training course/s as 5 50% 5 5 5 satisfactory or higher in and relevance terms of quality and relevance A 36. Number of technical/expert Provides the technical and PI 5. Number of expert services requested by technical/expert services services as/in: beneficiaries a. Peer reviewer of journal/book 5 5 5 5 1 b. Review of research and extension 5 5 10 5 5 proposal c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in informace convener facilitator d. accreditor e. consultancy Prepares extension project PI 6: Number of extension A 37. Number of extension proposals proposals and submits for proposals submitted submitted review Follow ups submitted and PI 7: Number of extension A 38. Number of extension proposals proposals approved reviewed extension proposals approved

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	PI 8: Number of extension	A 39. Number of extension proposals	Implements duly approved			T		
	proposals implemented	implemented	extension projects	457				
	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences					
		a. International		 	_	+		
		b. National						
		c. Regional or Institutional Conferences						
	PI 10: Number of extension actvities conducted	A 41. Number of extension activities conducted	Conducts extension program activities					
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Receives an award related to extension activities					
UMF	O 5. SUPPORT TO C	PERATIONS						
	OVPI MFO 1. Faculty Devel	opment Services						
	PI 7: Number of trainings, seminars, and conferences attended	conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)					

1/	International			_					
	National			1	5	5	5	5	
	Regional/Institutional			2	5	5	5	5	
OVPI MFO 3. Registration Se	ervices								
enrolled and validated within	A 51. Percentage of students enrolled and validated within the registration period	Validates students within the registration period	5	38	5	5	5	5	
	A 52. Number of students advised during the registration period	Acts as academic adviser	3	25	5	5	5	5	
OVPI MFO 4. Curricular Prog	gram Management Services								
	A 53. Number of IMs reviewed by the DIMRC	Submits IMs for review							
	A 54. Number of course syllabi and TOS reviewed and approved	Submits course syllabi and TOS for approval							
-	A 57. Number of students advised on thesis/field practice/special problem:	Advises and corrects research outline and thesis/SP manuscript							
	As SRC Chairman		2	18	5	5	5	5	
	As SRC Member		2	12	5	5	5	5	
from other schools having	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU		1					
institutions/agencies	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities		1	5	5	5	5	

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		A 61. Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities		2	5	5	5	5	
	PI 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	32	5	5	5	5	
UMF	O 6. General Admin	& Support Services								
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	0.5	1	5	5	5	5	
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	3	80	5	5	5	5	

PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	2	5	5	5	5	5	
PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issues memoranda	2	2	4	4	4	4	
	A 73. Submits DTR within 20 days after the last day of the month	Submits DTR within 20 days after the last day of the month	3	5	5	5	5	5	
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)							
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	5	16	5	5	5	5	
	A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
Total Over-all Rating								198.00	
Average Rating								4.95	

Evaluated & Rated by:

ALJAY D. VALIDA
Department Head

Date: 7 - 22 - 24

Recommending Approval:

SUZETTE B' LINA

Date:

Dean, CAS

ROTACIO S. GRAVOSO

Vice President for Instruction

Date: 3-13-24

Comments & Recommendations for Development Purpose:

keep up the great work!!!

Adviser : PhD

- 1. Ramonita C. Verano
- 2. Jina May Morales
- 3. Gines, Jessa Rio

Undergrad Advisees

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- 1. Aesa Myka Lumapas -BSA Hort
- 2. Karl Eduard S. Sanano -BSA Hort
- 3. Floramae C. Lamadora BSA Hort
- 4.Merry Rose C. Oria BSA Hort
- 5. Jeneva C. Pastera -BSA Hort
- 6. Bea Nicole Dapiton -BS Biotech
- 7. Shiena Mae Bandalan BS Biotech
- 8. Christine Mae Restificar
- 9. Lormelyn Tribunalo
- 10. Mae Ann Boyboy
- 11. Ronal Paz

As SRC Member

- 1. Erlycris Tequillo -BSA Hort
- 2, Sheila mae D. Sudaria -BSA Hort



4. Aron Louie Plaer

Graduate Students

Adviser: MS

- 1. Roque Merrcik Dacullo
- 2. Benjie Magallano
- 3. John Torrena
- 4. Mirasol Jaranilla

GAC Member

- 1. Aileen Tomon
- 2. Rigil Catherine Rodriguez
- 3. Anna Grace C. Bretania
- 4. Nelvi D. Sican
- 5. Karen Gundemaro

GAC member: PhD

- 1. Jasper Abasalo
- 2. James Rosit
- 3. John Ponteras
- 4. Jennifer Celades
- 5. Eddie Gacasan

PERFORMANCE MONITORING & COACHING JOURNAL

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	3 rd	T
	4th	R

Name of Office: Department of Horticulture

Head of Office: Aljay D. Valida

Number of Personnel: 16

Activity		MECHAN	IISM		
Monitoring		eting	Memo	Others (Pls.	Remarks
	One-on-One	Group	Memo	specify)	
Monitoring					
Assignment of teaching load		Department meeting			Distribution of teaching load; tap affiliate faculty and GTAs to lessen IFW.
Submission of DTR on time		Department meeting			Improve reporting time and submission of DTR.
Coaching					0.5
Faculty having less than very satisfactory rating in TPES	On one mentoring and root cause analysis of low TPES rating with the concerned faculty.				Monitoring of the next TPES result if there is an improvement.

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

Conducted by:

ALJAY D VALIDA Immediate Supervisor Noted by:

SUZETTE B. LINA Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/		ASSIGNED						
Performance Indicator	TASK	TO	DURATION	1 st Week	2 nd Week	3 rd Week	4 th Week	REMARKS
MFO 1 ADVANCED EDUCATION SERVICES (20%)								
Increase enrolment in graduate programs	Monitor the enrolment trend for graduate Programs	Departmen t Head	Within 6 months of rating period	√	√	√	√	Increasing trend of enrolment
Teach Graduate Courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	1	1	1	√	FTE actua performand e exceeds target
Offer new programs and/or revise existing one	Revised and Submit Curricular Programs	Dept. Head and Faculty	Depending on the process	√	√	√	√	Ms and Phd Horticultur e Proposa for revised curriculum has been submitted
MFO 2 HIGHER EDUCATION SERVICES								
Increase employability of graduates 2 years prior	Monitor the employability if graduates	Dept. head and DdrC	1 year	1	1	√	1	60% completed
Increase enrolment of undergraduate students in CHED and RDC-identified programs	Monitor the enrolment trend for BSA- Horticulture	Departmen t Head	Within 6 months of rating period	✓	✓	√	✓	Increasing trend of enrolmen
Teach Undergraduate courses	Monitor and Compute FTE	Mikko Zilah Rosello	2-3hours	1	1	√	1	FTE actua performan e exceeds target
Monitor undergraduate degree programs implementation	Monitor BSA- Horticulture	Dept Head. DDrC	Within 6 months of rating period	1	✓	√	✓	BSA- Horticultu e program monitored
Produce teaching- learning materials for efficient delivery of instruction	Production of Instructional Materials	Dept. Head Faculty	Within 6 months of rating period	1	✓	√	√	Revisions of Instruction al material necessary
Improve the graduation rate of undergraduate students	Monitor the number of graduates	Dept. Head DDrC	2 weeks	√	V	✓	√	More than 50% undergrad

								ate students graduated in the prescribed period
Improve delivery of instruction services	Update TOS and Syllabus	Departmen t Head Faculty	Within 6 months of rating period	✓	√	√	✓	TOS and Syllabus updated in line with ISO Standards
MFO 5 SUPPORT TO OPERATIONS								Otandards
Increase the percentage of graduate faculty pursuing PhD	Monitor the percentage of faculty pursuing Phd	Departmen t Head	Within 6 months of rating period	√	√	√	1	90% of members of Faculty are Phd Holder
Obtain COPC of graduate program	Ensure COPC for graduate programs	Departmen t Head	Within 6 months of rating period	✓	✓	✓	√	Both MS and PHD have COPC
Increase the percentage of graduate students enrolled on schedule	Monitor number of graduate students status	Departmen t Head DdRC	Within 6 months of rating period	√	√	√	✓	Increase number of graduates given the prescribed period
Obtain COPC of undergraduate programs	Ensure COPC for BSA-Hort	Departmen t Head	3 years	✓	✓	1	√	COPC for BSA Hort is in good standing
Obtain accreditations for all undergraduate programs	Ensure good accreditation standing for BSA- Horticulture	Departmen t Head	3 years	√	√	1	✓	BSA- Horticultur e is level 4 accredited in AACCUP
Increase percentage of undergraduate students enrolled on schedule	Monitor the enrollment trend for BSA Horticulture	Departmen t Head	Within 6 months of rating period	√	✓	✓	✓	Increasing trend of Enrollment for BSA Horticultur e
Improve teaching performance of faculty members	Monitor teaching performance	Departmen t Head	1 week	√				100% of the faculty attain very satisfactor y rating
Smooth enrolment of students in the subsequent semester	Monitor the enrollment process	Departmen t Head DdRC	2 weeks	✓	✓			95% students enrolled are

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								validated
Comply with CSC, CHED and PRC qualification requirements	Monitor the hiring of Teaching and non teaching staff	Departmen t Head DdRC	1 week	✓	√	√	√	Application and hiring process of Part-time is in line with ISO standard
Enable all students to enroll within the scheduled registration period	Monitor the enrollment process	Departmen t Head DdRC	2 weeks	1	√			95% students enrolled are validated
Provide support to students from partner schools	Accepts and Monitors students from partner schools	Departmen t Head DdRC	4 weeks	✓	√	✓	✓	Phil.Sci high schoo as partner school
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Departmen t Head	4 weeks	1	1	1	✓	Faculty members having low satisfactor y rating currently monitored
Promptly release the TPES summary result as input for coaching and mentoring activities	Coaching and mentoring for Faculty having below Very Satisfactory rating	Departmen t Head	4 weeks	✓	√	√	✓	Faculty members having low satisfactor y rating currently monitored
MFO 6 GENERAL ADMISTRATION AND SERVICES								monitored
Efficiently deliver needed services	Monitor submission of IFW and Actual Teaching load	Departmen t Head	4 weeks	✓	✓	√	✓	100% submission of IFW and Actual teaching load submitted 2 weeks after
MFO 3 RESEARCH SERVICES								enrollment
Enhance the research competence of faculty	Submit Research Proposal	Members of Faculty	Within 6 months of rating period	√	✓	✓	√	2 Research proposal Submitted
MF04 EXTENSION SERVICES				/	√	✓	√	

Increase the research outputs utilized by the industry or by other beneficiaries	Submission of Publications/ Research outputs	Members of Faculty	Within 6 months of rating	√	1	1	1	2 publication s submitted
Engage in active partnership with LGUs, industries, NGOs, NGAs, SMEs and other stakeholders because of extension activities	Crafting of MOUs/MOAs with LGUs or HEIs	Members of Faculty	Within 6 months of rating period	✓	✓	√	✓	Crafted and MOAs approved in collaborati on with LGUs
Increase the number of trainees weighted by the length of training	Conducts Training	Members of Faculty	Within 6 months of rating period	√	√	√	✓	Members of the faculty actively conducts training/res ource person for trainings
Undertake extension programs and projects consistent with VSUs mandated and priority programs	Conducts Training	Members of Faculty	Within 6 months of rating period	√	✓	✓	√	Members of the faculty actively conducts training/res ource person for trainings
Increase the percentage of beneficiaries who rated the training course as satisfactory or higher in terms of quality and relevance	Conducts Training	Members of Faculty	Within 6 months of rating period	√	1	1	√	96% rated very satisfactor y for the members of Faculty being resource person
Enhance extension competence of the faculty	Conducts Training	Members of Faculty	Within 6 months of rating period	✓	✓	✓	✓	Members of the faculty actively conducts training/res ource person for trainings

Prepared by:

ALJAY D. VALIDA
Head, Department of Horticulture

EMPLOYEE DEVELOPMENT PLAN

Performance Rating: <u>OUTSTANDING</u>	DAZA
Aim: Maintain the outstanding rating Proposed Interventions to Improve Performa	nce:
Date: January 2024	Target Date: June 2024
First Step: To supervise and monitor members of ViHOS To actively participate in all department, colle To submit and publish scientific paper in refe To attend and participate in trainings/semina Manage the Plant Tissue Culture laboratory. Advise students (undergraduate, graduate).	ege and university activities. ereed journal. rs/scientific forums.
Result: Supervised and monitored members of ViHC Actively participated in all department, colleg Submitted and published scientific paper in re Managed the Plant Tissue Culture laboratory Advised students (undergraduate, graduate)	e and university activities. efereed journal.
Date: July 2024	Target Date: December 2024
Next Step: To supervise and monitor members of ViHOS To actively participate in all department, colle To submit and publish scientific paper in refe To attend and participate in trainings/seminal Manage the Plant Tissue Culture laboratory. Advise students (undergraduate, graduate).	ege and university activities. reed journal.
Outcome:FinalStep/Recommendation:	
Catherine C. Arradaza Name of Ratee Faculty/Staff	ed by: ALJAY D. VALIDA Unit Head



INSTRUCTION AND EVALUATION OFFICE VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte Phone/Fax: +63 053 565 0600 local 1104 Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

TEACHING PERFORMANCE EVALUATION **Summary by Department**

Department: Dept. of Horticulture

Semester and Academic Year: First Semester 2023-2024

College: College of Agriculture & Food Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
AIZA MAE T TAJOR	1	5.00	100.00 %	Outstanding
ALJAY DARIA VALIDA	4	5.00	100.00 %	Outstanding
ARCEL MARIÑO MONTES	2	4.50	90.00 %	Outstanding
ARSENIO DECOY RAMOS	5	4.80	96.00 %	Outstanding
BLANCHE FRANCHETTE DIVINAGRACIA LLERA	2	4.00	80.00 %	Very Satisfactory
CATHERINE CASTRO ARRADAZA	3	4.00	80.00 %	Very Satisfactory
DARIO PEREZ LINA	4	3.75	75.00 %	Very Satisfactory
DHENBER C. LUSANTA	3	4.00	80.00 %	Very Satisfactory
GLORIA ESTAURA BANCALE	5	3.40	68.00 %	Satisfactory
JOY CARETE CODOG	2	5.00	100.00 %	Outstanding
MALVIN BELMI DATAN	6	4.50	90.00 %	Outstanding
MARILOU MANTE BENITEZ	6	4.33	86.67 %	Very Satisfactory
MARILYN MARANGUIT BELARMINO	5	4.60	92.00 %	Outstanding
RODEN DY TROYO	2	5.00	100.00 %	Outstanding
ROSARIO ALGODON SALAS	2	4.50	90.00 %	Outstanding
SANTOS JR. BERDIN VILLOCINO	4	4.50	90.00 %	Outstanding
ZENAIDA CUEVAS GONZAGA	4	5.00	100.00 %	Outstanding
	Department Mean	4.46	89,27%	Very Satisfactory

Attested by:

MA. RACHELIMM L. AURE
Director, Instruction and Evaluation
Date: May 02, 2024

Prepared by:

VANESSA W. NAZAL TPES in-Charge Date: May 02, 2024

Received by:

ROSARIO ALGODON SALAS

Name and Signature of Department head

VICTOR BINGCO ASIO Name and Signature of College Dean Date: 6-21-24

Vision:

Distribution of copies: ODIE, College, Department

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Development of a highly competitive human resource, cutting-edge scientific knowledge Mission:

and innovative technologies for sustainable communities and environment.

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