

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: **ELSIE E. SALAMAT**


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.929 \times .50 = 2.46$	
b. Students (50%)		$4.4 \times .50 = 2.2$	
Total for Instruction	70%	4.66	3.26
2. Research			
a. Client/Dir. for Research (50%)			
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 (ACRO)	30%	$4.85 \times .30$	1.455
5. Production			
TOTAL			<b>4.715</b>

EQUIVALENT NUMERICAL RATING: 4.715

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.715ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
**ELSIE E. SALAMAT**  
Name of Faculty

Reviewed by:

  
**ELVIRA L. OCLARIT**  
Department Head

Recommending Approval:

  
**VICTOR B. ASIO**  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELSIE E. SALAMAT, a faculty member of the DEPARTMENT OF PEST MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE, 2021.

*Elsie E. Salamat*  
**ELSIE E. SALAMAT**  
 Assoc. Prof. II  
 Date: July 26, 2021

Approved: *Elvira L. Oclarit*  
**ELVIRA L. OCLARIT**  
 Department Head  
 Date: JULY 26, 2021

*Victor B. Asio*  
**VICTOR B. ASIO**  
 College Dean  
 Date: 03 Aug 2021

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	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		Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised		Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation									
		As GAC Chairman		Advises and corrects research outline and thesis/SF/dissertation manuscript							
		AS GAC Member		Advises and corrects research outline and thesis/SF/dissertation manuscript							
		A4. Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty							

	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> 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		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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 Moodle or Google Classroom							
	<b>PI 10.</b> 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							
<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		Handles and teaches courses assigned	10*	9.3	5	5	5	5.0	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1	3	5	5	5	5.0	
		<b>A 11.</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	Trainings attended	Attend mandated trainings							
		<b>A13.</b> Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	4*	3	5	4	5	4.67	
		<b>A14.</b> Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	12*	10	5	5	5	5.0	
		<b>A15.</b> Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	1000*	1000	5	5	5	5.0	
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:		Acts as academic advisor to students	21*	21	5	5	5	5.0	
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1	1	5	4	5	4.67	
		As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1	1	5	4	5	4.67	
		<b>A18.</b> Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	2*	2	5	5	5	5.0	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised		Advises student organizations recognized by USSO							
		<b>A20.</b> Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :		Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof							

		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1	10	5	5	5	5.0	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	13	5	5	5	5.0	
		<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>A 24 :</b> Number of virtual classroom created and operational		Creates virtual classroom using either Moodle or Google Classroom	2	13	5	5	5	5.0	
	<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							
		<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>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 *		Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *		Conducts and completes research project within the year							





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		Identifies and links with probable partners for extension activities and maintains this active partnership						
PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer	3*					
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		Implements 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		Provides quality and relevant training courses and advisory services	70%*					
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						
Research Mentoring	Research Mentor								
Peer reviewers/Panelists	Peer reviewers/Panelists								
Resource Persons	Resource Persons								
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 (extrn. 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	5	5	5	5.0	No NC	
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation	Prepares required documents and complies all requirements as prescribed in the accreditation tools		100% compliant	5	5	5	5.0		
		On program accreditations	Pilot Plant Manager									
		On institutional accreditations	SSF Footcrop facility incharge									
<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								



[illegible]

\* the rest of the target will be accomplished in the next rating period (July - December, 2021)

Recommending Approval

Date: 03 Aug 2021

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Date: 18/5/21

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELSIE E. SALAMAT, Head of the Alumni and Community Relations Office commit to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period January to June, 2021.

  
ELSIE E. SALAMAT

Assoc. Prof. II  
July 26, 2021

Approved:

  
DILBERTO O. FERRAREN

Vice-President for Planning,  
Resource Generation and Auxiliary Services

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
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A. 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	Zero complaint	No complaint	<u>5</u>	<u>5</u>	<u>5</u>	<u>5.00</u>	
		A. 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies*								
		A 48. Other outputs implementing the new normal due to covid 19								

A 48. Other outputs implementing the new normal due to covid 19										
PI 3. Additional Outputs										
<b>Effectively acted Administrative/Financial Documents.</b>										
		Number of official documents timely and effectively acted upon	review and sign documents	20	23	5	5	5	5.00	
COCS		Number of quality procedure revised	revise quality procedure	1	1	5	4	5	4.70	
<b>Planning Management and Monitoring Services</b>			<b>Programs, activities and project (PAPs) planned</b>							
		Plannerd meetings	Planned schedule and invitation	17	22	5	5	5	5.00	
		Number of conducted meetings	Preside plan meetings	15	22	5	5	5	5.00	
		Number of PAPs monitored	Scholarship program and Alumni Communicator's output	2	35	5	5	5	5.00	
		Number of Alumni monitored via google survey docs	Google survey responses	100	150	5	5	5	5.00	
<b>Additional Assignment (ACRO Head)</b>										
<b>ACRO Alumni Services</b>		Alumni inquiries responded (%)	Respond to inquiries by alumni via social Media platform	70%	100%	5	5	5	5.00	
		Number of alumni clearance acted upon	Signed alumni clearance of graduating students	400	338	5	4	5	4.70	
<b>Strong Alumni Engagement</b>		Number of social media maintained and regularly updated	Social media updated regularly	1	1	5	4	5	4.70	
		Percent campus alumni joining activity	Facilitation collaborated with Acs	20%	19.10%	5	4	5	4.70	
		Number of Alumni campus activity facilitated	Facilitation collaborated with ACs	1	1	5	4	5	4.70	
		Number of Chapter identified and facilitated for creation	Coordinated with alumni groups via social media	1	1	5	4	5	4.70	



	Number of Chapters submitting report to ACRO	Inform alumni chapters of their task to make regular reports of chapter activities and submit to ACRO for publicity as part of alumni updates	1	1	5	4	5	4.70	
	Number of Meetings with host batches members	facilitates meeting of members of host batches to plan preparation of annual alumni homecoming/reunion	2	5	5	5	5	5.00	
	Number of Emails Sent for Fund raising to support Alumni Scholarship Program upon approval of VSUAAI BOD	Emails sent to prospective donors	30	474	5	5	5	5.00	
	Number of alumni google survey Docs prepared	Google survey to get feedback from alumni	3	3	5	4	5	4.70	
	Number of virtual alumni reunion/homecoming of alumni all over the world facilitated	Facilitates coordinates plan and oversee alumni virtual homecoming/reunion	1	1	5	4	5	4.70	
	Number of responses from surveys monitored	Monitor and study the responses submitted by alumni from the google surveys	150	150	5	4	5	4.70	
<b>Other Outputs implementing new normal due to COVID_19</b>	Install foot bath at the office, wearing of mask and social distancing by no direct face to face contact in transaction, clients transact at the office window	oversee the implementation of office protocols for new normal	100% implem entation	100%	5	5	5	5.00	
	<b>Total Over-all Rating</b>							<b>97</b>	
	<b>Average Rating</b>							<b>4.85</b>	
	<b>Adjectival Rating</b>							<b>Outstanding</b>	

Evaluated and Rated by

  
**DILBERTO O. FERRAREN**  
 Vice President for Planning Resource  
 Generation and Auxiliary Services

Approved by:

  
**EDGARDO E. TULIN**  
 President

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Elsie E. Salamat

Performance Rating: Outstanding

Aim: To get more involved in mushroom cultivation training

Proposed Interventions to Improve Performance:

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

First Step: Encouraged to be more involved in mushroom cultivation training

\_\_\_\_\_

Result:

\_\_\_\_\_

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

Next Step:


\_\_\_\_\_

Outcome: \_\_\_\_\_

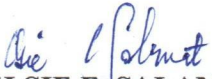
Final Step/Recommendation:

Continuous involvement in mushroom cultivation training.

Prepared by:

  
**ELVIRA L. OCLARIT**  
Unit Head

Conforme:

  
**ELSIE E. SALAMAT**  
Name of Ratee Faculty/Staff