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Exhibit K

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: Dr. EDGARDO E. TULIN

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction (25%)			
a. Head/Dean (50%)	12.5%	5.00	0.62
b. Students (50%)	12.5%	5.00	0.62
2. Research	15%	5.00	0.75
3. Extension	5%	5.00	0.25
4. Administration	50%	4.99	2.49
5. Production	5%	5.00	0.25
TOTAL			4.98


EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:


TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


EDGARDO E. TULIN
Name of Faculty

Approved:


PROSE IVY G. YEPES
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **EDGARDO E. TULIN**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January 1 - April 30, 2024**.


EDGARDO E. TULIN

OIC - Vice President for Administration & Finance

Date: July 19, 2024


PROSE IVY G. YEPES

President

Date: Sept. 06, 2024

MFO's/PAPs	Success Indicators	Task Assigned	Target (Jan -Dec 2024)	Actual Accomplishment (Jan - April 2024)	Rating				Remarks
					Q1	E2	T3	A4	
MFO1: Advanced & Higher Education Services									
	Number of FTE implemented	1	-						
Instruction Services:									
To act as Thesis/OJT adviser/ Committee member to HS/BSAE/ MSAE students	No. of Advisees:	1	-						
To teach BSABE Courses	No. Courses/ Students taught	1	-						
Sub-total (Points):									
Sub-Total (Average Score):									
MFO3: Research Innovation Services									
Research Services:									
To make research proposals; conduct/implement approved research projects; present results; write reports (quarterly, mid-year; year-end and terminal reports	Research workload units conducted	Conducted research workload units	15 units	15	4	5	5	4.67	
	Amount/value of research funds/resources externally generated	Externally generated Amount/value of research funds/resources	Php 1,000,000	Php 1,000,000	5	5	5	5.00	
	Technologies Generated		1 Technology	1	5	5	5	5.00	
	Proposal Submitted	Submitted Proposal	1 proposal	1	5	5	5	5.00	
	Submit articles to refereed journals	Submit articles to refereed journals	1 journal article	1	5	5	5	5.00	
Sub-total (Points):					24.00	25.00	25.00	24.67	
Sub-Total (Average Score):					4.80	5.00	5.00	4.93	
MFO4: Extension Services									
Extension Services									
To share technologies/information	Technical expert service conducted as resource person		Resource Person to at least 1 training/seminar	1	5	5	5	5.00	
Sub-total (Points):					5.00	5.00	5.00	5.00	
Sub-Total (Average Score):					5.00	5.00	5.00	5.00	

MFO 5: Support to Operations


Administrative Services and Management	Number of offices and units directly supervised and monitored	Supervise and Monitor OVPAF Offices/Units	19	25	5	5	5	5.00	
	Number of university-wide committees chaired and coordinated	Chaired and Coordinate with the different committees	7	14	5	5	5	5.00	
	Number of university-wide committees meetings conducted	Conducted committee meetings	50	33	4	5	5	4.67	
	Number of administrative and financial documents reviewed and approved	Reviewed and Approved administrative and financial documents	3,000	2,151 approved vouchers, payrolls, communications, etc.	5	5	4	4.67	
	Number of Memorandum issued	Reviewed/Issued OVPAF Memo and Memo Circular	5	7 (3 OVPAF Memo, and 4 OVPAF Memo Circulars)	5	5	5	5.00	
	Number of linkages with external agencies maintained	Maintain linkages with external agencies	10	37	5	5	5	5.00	
Physical facilities development and maintenance	Number of infrastructure coordinated and monitored	Coordinated/Monitored different infrastructure	4	5	4	5	5	4.67	
	Percentage of building and facilities inspected for preventive and corrective maintenance	Inspected buildings and facilities for preventive and corrective maintenance	100% of scheduled maintenance inspected	100%	5	5	5	5.00	
	Percentage of repair and maintenance of light vehicles and heavy equipment programs coordinated and monitored	Coordinated/Monitored light vehicles and heavy equipment programs	100% of scheduled maintenance monitored	100%	5	5	5	5.00	
	Percentage of solid waste collected and disposed	Collected and disposed solid waste	100% collected and disposed	100%	5	5	5	5.00	
	Percentage of laboratory instruments and equipment for preventive and corrective maintenance	Monitored Laboratory equipment for preventive and corrective maintenance	100% of scheduled maintenance works	100%	5	5	5	5.00	
	Percentage of well-maintained campus beautification and landscape	Maintained campus beautification and landscape	100% of scheduled campus landscape well-maintained	100%	5	5	5	5.00	

Financial Management Services	Percentage of financial documents received and approved	Reviewed and Approved financial documents	Documents released within 45 mins	Documents released within 30 mins	5	5	5	5.00	
	Percentage of Annual Budget Proposal with supporting budget preparation forms submitted to different regulatory committess and agencies	Submitted Annual Budget Proposal with supporting budget preparation forms to different regulatory committess and agencies	100% submission, 80% approved as NEP/PRE Tier 1 & 2	1 volume 2025 budget proposal submitted on time	5	5	5	5.00	
	Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for a ll funds; error free	Approved and Submitted monthly, quarterly and year-end financial reports to COA/DBM within mandated time for a ll funds; error free	100% (44 budgetary accountability reports submitted on time, error free)	22 budgetary accounting reports submitted on time and 16 other reports	5	4	5	4.67	
Personnel Services and Management	No. of of activities conducted in compliance to ISO requirements/alignment to QMS coordinated & monitored	Monitored/Coordinate different activities in compliance to ISO requirements	8 (2 RSP, 2 L&D, 1 PM and 3 R&R processes)	20 L & D	5	5	5	5.00	
	Number of human resource management systems monitored	Monitored HRMO Systems	6	5	5	5	5	5.00	
Medical and Dental Health Services	Percentage of medical-related services monitored	Monitored medical-related services	100%	100%	4	5	5	4.67	
	Percentage of dental-related services monitored	Monitored dental-related services	100%	100%	5	5	5	5.00	
	Percentage of emergency calls responded	Responded all emergency calls	100%	100%	5	5	5	5.00	
	Percentage of public health services in the new normal traced and monitored	Monitored Public Health services	100%	100%	5	5	5	5.00	
Disaster and Risk-Reduction Management Services	Percentage of investigation and reported incidents conducted	Conducted investigation and reported incidents	100%	100%	4	5	5	4.67	
	Percentage of emergency calls responded	Responded all emergency calls	100%	100%	5	5	5	5.00	
Information and Communications Technology Management Services	Percentage of system development, enhancement and debugging maintained	Maintained system development, enhancement and debugging	50%	50%	4	5	5	4.67	
	Percentage of network infrastructure and internet connectivity established	Monitor the established network infrastructure and internet connectivity	50%	50%	5	5	5	5.00	
Support Services	Efficient customer friendly frontline service		Zero complaint	No complaint	5	5	5	5.00	


	Sub-Total (Points):	125	129.00	129.00	127.67	
	Sub-Total (Average Score):	4.81	4.96	4.96	4.91	
		14.61	14.96	14.96	14.84	
Total Over-all Rating		4.87	4.99	4.99	4.95	
Average Rating (Total Over-all rating divided by # of entries)		4.95	Comments & Recommendations for Development Purpose:			
Additional Points:						
Punctuality						
Approved Additional points (with copy of approval)						
FINAL RATING		4.95				
ADJECTIVAL RATING						

Evaluated & Rated by:

Approved by:


PROSE IVY G. YEPES
 Immediate Supervisor
 Date: Sept. 06, 2024

1 - quality
 2 - efficiency
 3 - timeliness
 4 - average


PROSE IVY G. YEPES
 President
 Date: Sept. 06, 2024

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION & FINANCE

Head of Office: EDGARDO E. TULIN


Number of Personnel: 5

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


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Unrecorded/undocumented informal discussion with concerned staff				
Coaching	Unrecorded/undocumented informal discussion with concerned staff				

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

Conducted by:


EDGARDO E. TULIN
 Immediate Supervisor

Noted by:


PROSE IVY G. YEPES
 Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS


Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	as of April, 2024
MFO3: Research Innovation Services								
Research workload units conducted	Conducted research workload units	EETulin	Jan – Apr 2024	/	/	/	/	15
Amount/value of research funds/resources externally generated	Externally generated Amount/value of research funds/resources	EETulin	Jan – Apr 2024	/	/	/	/	1,000,000
Technologies Generated	Technologies Generated	EETulin	Jan – Apr 2024	/	/	/	/	1 Technology
Proposal Submitted	Submitted Proposal	EETulin	Jan – Apr 2024	/	/	/	/	1 proposal
Submit articles to refereed journals	Submit articles to refereed journals	EETulin	Jan – Apr 2024	/	/	/	/	1 journal article
MFO4: Extension Services								
To share technologies/information	Technical expert service conducted as resource person	EETulin	Jan – Apr 2024	/	/	/	/	1 - Resource person to training/seminar
MFO 5: Support to Operations								
Number of Offices and units directly supervised and monitored	Supervised and Monitored VPAF Offices/Units	EETulin	Jan – Apr 2024	/	/	/	/	25 offices/units supervised
Number of university-wide committees chaired and coordinated	Chaired and Coordinate with the different committees	EETulin	Jan – Apr 2024	/	/	/	/	chaired 14 committees
Number of university-wide committees meetings conducted	Conducted committee meetings	EETulin	Jan – Apr 2024	/	/	/	/	Conducted 33 meetings
Number of administrative and financial documents reviewed and approved	Reviewed and Approved administrative and financial documents	EETulin	Jan – Apr 2024	/	/	/	/	2,151 approved vouchers, payrolls, communications, etc.

Number of Memorandum issued	Reviewed/Issued OVPAF Memo and Memo Circular	EETulin	Jan – Apr 2024	/	/	/	/	7 (3 OVPAF Memo, and 4 OVPAF Memo Circulars)
Number of linkages with external agencies maintained	Maintain linkages with external agencies	EETulin	Jan – Apr 2024	/	/	/	/	37 linkages
Number of infrastructures coordinated and monitored	Coordinated/Monitored different infrastructure	EETulin	Jan – Apr 2024	/	/	/	/	5 infrastructures
Percentage of building and facilities inspected for preventive and corrective maintenance	Inspected buildings and facilities for preventive and corrective maintenance	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of repair and maintenance of light vehicles and heavy equipment programs coordinated and monitored	Coordinated/Monitored light vehicles and heavy equipment programs	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of solid waste collected and disposed	Collected and disposed solid waste	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of laboratory instruments and equipment for preventive and corrective maintenance	Monitored Laboratory equipment for preventive and corrective maintenance	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of well-maintained campus beautification and landscape	Maintained campus beautification and landscape	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of financial documents received and approved	Reviewed and Approved financial documents	EETulin	Jan – Apr 2024	/	/	/	/	100% Documents released within 30 mins
Percentage of Annual Budget Proposal with supporting budget preparation forms submitted to different regulatory committees and agencies	Submitted Annual Budget Proposal with supporting budget preparation forms to different regulatory committees and agencies	EETulin	Jan – Apr 2024	/	/	/	/	1 volume 2025 budget proposal submitted on time

Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds; error free	Approved and Submitted monthly, quarterly and year-end financial reports to COA/DBM within mandated time for all funds; error free	EETulin	Jan – Apr 2024	/	/	/	/	22 budgetary accounting reports submitted on time and 16 other reports
No. of activities conducted in compliance to ISO requirements/alignment to QMS coordinated & monitored	Monitored/Coordinate different activities in compliance to ISO requirements	EETulin	Jan – Apr 2024	/	/	/	/	20 L & D
Number of human resource management systems monitored	Monitored HRMO Systems	EETulin	Jan – Apr 2024	/	/	/	/	5
Percentage of medical-related services monitored	Monitored medical-related services	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of dental-related services monitored	Monitored dental-related services	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of emergency calls responded	Responded all emergency calls	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of public health services in the new normal traced and monitored	Monitored Public Health services	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of investigation and reported incidents conducted	Conducted investigation and reported incidents	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of emergency calls responded	Responded all emergency calls	EETulin	Jan – Apr 2024	/	/	/	/	100%
Percentage of system development, enhancement and debugging maintained	Maintained system development, enhancement and debugging	EETulin	Jan – Apr 2024	/	/	/	/	100%

Percentage of network infrastructure and internet connectivity established	Monitor the established network infrastructure and internet connectivity	EETulin	Jan – Apr 2024	/	/	/	/	100%
Efficient customer friendly frontline service	Entertains clients promptly	EETulin	Jan – Apr 2024	/	/	/	/	No Compliant

Prepared by:


PROSE IVY G. YEPES
 President

PERFORMANCE MONITORING FORM

Name of Employee: EDGARDO E. TULIN

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Number of Offices and units directly supervised and monitored	Supervised and Monitored VPAF Offices/Units	Jan – June 2024	within Jan – June 2024	within Jan – Apr 2024	very impressive	Outstanding	
2	Number of university-wide committees chaired and coordinated	Chaired and Coordinate with the different committees	Jan – June 2024	within Jan – June 2024	within Jan – Apr 2024	very impressive	Outstanding	
3	Number of university-wide committees meetings conducted	Conducted committee meetings	Jan – June 2024	within Jan – June 2024	within Jan – Apr 2024	very impressive	Outstanding	
4	Number of administrative and financial documents reviewed and approved	Reviewed and Approved administrative and financial documents	Jan – June 2024	within Jan – June 2024	within Jan – Apr 2024	very impressive	Outstanding	
5	Number of Memorandum issued	Reviewed/Issued OVPAF Memo and Memo Circular	Jan – June 2024	within Jan – June 2024	within Jan – Apr 2024	very impressive	Outstanding	
6	Number of linkages with external agencies maintained	Maintain linkages with external agencies	Jan – June 2024	within Jan – June 2024	within Jan – Apr 2024	very impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


PROSE IVY G. YEPES
 President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: EDGARDO E. TULIN

Performance Rating: January 1 – April 30, 2024

Aim:

Development of capability to manage existing resources and personnel to cope
up with the "New Normal."

Proposed Interventions to Improve Performance:

Date: _____ Target Date: January 1- April 30, 2024

First Step:

Result:


Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


PROSE IVY G. YEPES
President

Conforme:


EDGARDO E. TULIN
OIC Vice President for Administration & Finance