

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: TRIANA F. SOROÑO


Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)			
b. Students (50%)			
Total for Instruction	100%	4.69	4.69
2. Research			
a. Client/Dir. for Research (0%)			
b. Dept. Head/Center Director (0%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (0%)			
b. Dept Head/Center Director (0%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL			4.69

EQUIVALENT NUMERICAL RATING: 4.69


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.69ADJECTIVAL RATING: Outstanding

Prepared by:

  
TRIANA F. SOROÑO  
Name of Faculty


Reviewed by:

  
ELDON P. DE RADUA  
Department Head

Recommending Approval:

  
ROBERTO C. GUARTE, Ph.D.  
Dean/Director

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.  
Vice President



OVPI MFO 2. Graduate Student Management Services										
	<b>PI 4:</b> Total FTE coordinated, implemented & monitored*	<b>A1.</b> Actual Faculty's FTE	Handles subjects/courses assigned							
	<b>PI 8:</b> Number of graduate students advised *	<b>A2.</b> Number of students advised	Acts as academic adviser to graduate students							
		<b>A3 .</b> Number of students advised on thesis/special problem/dissertation								
		<i>As GAC Chairman</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<i>AS GAC Member</i>	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4 .</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							



	PI 9: Number of instructional materials developed *	A5. 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 were reviewed by TRP & edited by MMDC editor	Submits the course were 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							
	PI 10 . 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							
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	Handles and teaches courses assigned		26.3	5	5	5	5.00	
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	6	7	5	5	5	5.00	

		<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	30	7	4	4	4	4.00	
		<b>A12</b> . Number of trainings attended related to instruction	Attend mandated trainings	3						
		<b>A13</b> . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	
		<b>A14</b> . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	54	4	5	5	4.67	
		<b>A15</b> . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	20	25	4	5	5	4.67	
	<b>PI 8:</b> Number of students advised: *	<b>A16</b> . Number of students advised:	Acts as academic advisor to students	14	10	4	4	4	4.00	



		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	14	1	4	4	4	4.00	
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	5	32	5	5	5	5.00	
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	Advises student organizations recognized by USOO	3						
		<b>A20 . Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student related activities	3						

	<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							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	2	2	5	5	5	5.00	
		Supplemental learning	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	2						
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	56	5	5	5	5.00	
		<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	2						



		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	
	<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							

UMFO 3 . RESEARCH SERVICES									
	<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 or project within the year						
	<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	Writes 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>							
	<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 *	Prepares, submits and presents 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 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	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<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								
<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> <i>Number of technical/expert services</i>	<b>A 40.</b> <i>Number of technical/expert services as/in:</i>	Provides the technical and expert services requested by beneficiaries							
	<i>Research Mentoring</i>	<i>Research Mentor</i>								
	<i>Peer reviewers/Panelists</i>	<i>Peer reviewers/Panelists</i>								
	<i>Resource Persons</i>	<i>Resource Persons</i>								
	<i>Convenor/Organizer</i>	<i>Convenor/Organizer</i>								
	<i>Consultancy</i>	<i>Consultant</i>								
	<i>Evaluator</i>	<i>Evaluator</i>								
	<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	zero non-conformity	5	5	5	5.00	




		<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	100% compliant	5	5	5	5.00	
		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	Zero % complaint	5	5	5	5.00	
	<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>								71.33	
	<b>Average Rating</b>								4.76	
	<b>Adjectival Rating</b>								Outstanding	

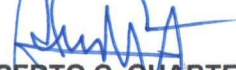
**Comments & Recommendations for Development Purposes:**

Elgr. Soriano has shown excellence in her work. I highly recommend though that she will be sent for trainings/workshops to improve her potential in research & extension.


Evaluated & Rated by:

  
**ELDON P. DE PADUA**  
 Department Head  
 Date: 14 Jan 2021

Recommending Approval:

  
**ROBERTO C. GUARTE**  
 Dean, CET  
 Date: 18 Jan 2021

Approved by:

  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: 12/21/21

# PERFORMANCE MONITORING FORM


Name of Employee: **TRIANA F. SOROÑO**

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	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	Virtual classrooms w/ learning materls. & assessments	7-1-2020	12-31-2020	11-31-2020	VI	VS	ESci 112 & ESci 113
3	Research services	-	-	-	-	-	-	No Research conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	7-1-2020	12-31-2020	12-31-2020	VI	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	7-1-2020	12-31-2020	12-31-2020	VI	VS	Assigned gen. docs. & services done

\*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

\*\*Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:

  
**ELDON P. DE PADUA**  
 Head, DABE