

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSARIO A. SALAS


| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|--|---|---|--|
| 1. Instruction | | | |
| a. Head/Dean (50%) | | 2.5 | |
| b. Students (50%) | | 2.25 | |
| Total for Instruction | 40% | 4.75 | 1.9 |
| 2. Research | | | |
| a. Client/Dir. for Research (50%) | | | |
| b. Dept. Head/Center Director (50%) | | - | |
| Total for Research | 30% | 4.33 | 1.29 |
| 3. Extension | | | |
| a. Client/Dir. for Extension (50%) | | | |
| b. Dept Head/Center Director (50%) | | - | |
| Total for Extension | 20% | 4.8 | .96 |
| 4. Administration | 10% | 5 | 0.5 |
| 5. Production | - | - | - |
| TOTAL | | | 4.65 |


EQUIVALENT NUMERICAL RATING: 4.65


Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.65

ADJECTIVAL RATING: Outstanding

Prepared by:

ROSARIO A. SALAS
Name of Faculty

Reviewed by:

ALJAY D. VALIDA
Department Head

Recommending Approval:

SUZETTE B. LINA
Dean/Director

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSARIO A. SALAS, a faculty member of the DEPARTMENT OF HORTICULTURE agree to deliver and to be rated on the attainment of the following targets with accomplishment in accordance with the indicated measures for the period JANUARY - JUNE 2024.

Gal
ROSARIO A. SALAS
 Professor VI
 Date: *7-19-24*

Approved: *[Signature]*
ALJAY D. VALIDA
 Department Head
 Date: *7-22-24*

[Signature]
SUZETTE B. LINA
 College Dean
 Date: *8/8/24*

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target (Jan-June) | 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 : Total FTE monitored* | A1. Actual Faculty's FTE | Handles subjects/courses assigned | 0.1 | 1 | 5 | 5 | 5 | 5.00 | |
| | PI 10: Additional outputs | A2. Number of students advised | Acts as academic adviser to graduate students | 2 | 7 | 5 | 5 | 5 | 5.00 | |
| | | A3 . Number of students entertained for consultation purposes | Entertains students seeking consultation with faculty | 5 | 10 | 5 | 5 | 5 | 5.00 | |
| | | A4 . Number of Graduate reports checked | Checks reports required for graduate subject | 4 | 6 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|--|---|---|--|---|------|---|---|---|------|--|
| | | A5 . Number of Graduate examinations conducted and checked | Conducts and checks examinations for graduate subject handled | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| | | A6 . Number of Graduate grade sheets submitted | Submits gradesheets for graduate subjects | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A7 . Number of comprehensive examination conducted | Conducts comprehensive examination for graduate students | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A8 . <i>Supplemental learning resources</i> | <i>Prepares Instructional learning resources for graduate subjects</i> | | | | | | | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | |
| OVPI UMFO 3. Higher Education Management Services | | | | | | | | | | |
| | PI 10: Total FTE, coordinated, implemented and monitored * | A1 . Actual Faculty's FTE | <i>Handles and teaches courses assigned</i> | 2 | 3.75 | 5 | 5 | 5 | 5.00 | |
| | PI 15: Number of instructional materials/syllabi approved | A2 . Number of instructional materials/syllabi approved | <i>Prepares instructional materials/syllabi for approval</i> | | | | | | | |
| | 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 | | 3 | 5 | 5 | 5 | 5.00 | |
| | 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) | | | | | | | |
| | PI 19: Additional Outputs | A 10 . <i>Number of long examinations administered and checked</i> | Administers and checks long examination for subjects taught | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| | | A 11 . <i>Number of quizzes administered and checked</i> | Prepares and checks quizzes for lec and lab | 4 | 6 | 5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | |
|-----------------------------------|---|--|---|----|-----|---|---|---|------|--|
| | | A 12 . Number of lab reports and term papers checked and graded | Checks lab reports and term papers submitted as required | 20 | 200 | 5 | 5 | 5 | 5.00 | |
| | | A 13 . Number of grade sheets submitted within prescribed period | Prepares gradesheet and submits on or before deadline | | | | | | | |
| | | A 14 . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | | | | | | | |
| | | A.19 . Awards received | Receives International/ National/Regional award | | | | | | | |
| UMFO 3 . RESEARCH SERVICES | | | | | | | | | | |
| | PI 1 . Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * | 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 | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| | PI 2 . Number of research outputs completed within the year * | A 21 . Number of research outputs completed within the year * | Conducts and completes research project within the year | 1 | 1 | 4 | 4 | 4 | 4.00 | |
| | PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences | A 22 . Number of research outputs presented in regional/national/ int'l fora/conferences * | Prepares, submits and presents research paper in scienfic fora/conferences | | | | | | | |
| | | <i>a. International</i> | | | | | | | | |
| | | <i>b. National</i> | | | | | | | | |
| | | <i>c. Regional or Institutional Conferences</i> | Prepares, submits and presents research paper in scienfic for a/conferences | 1 | 1 | 4 | 4 | 4 | 4.00 | |
| | PI 7: Amount of research money obtained from external sources | A 23 . Amount of research money obtained from external sources | Requests for research money from external sources | | | | | | | |
| 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 (MOUs/MOAs) | A 32. 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 | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| PI 2: Number of trainees weighted by the length of training | A 33. Number of trainees weighted by the length of training | Conducts trainings among beneficiaries of technologies for transfer | 50 | 100 | 5 | 5 | 5 | 5.00 | |
| PI 3: Number of extension programs and projects | A 34. Number of extension programs and projects | Implements extension programs and projects | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance | A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance | Provides quality and relevant training courses | 85 | 90 | 5 | 5 | 5 | 5.00 | |
| PI 5. Number of technical/expert services | A 36. Number of technical/expert services as/in: | Provides the technical and expert services requested by beneficiaries | | | | | | | |
| | <i>a. Peer reviewer of journal/book</i> | | 1 | 1 | 4 | 4 | 4 | 4.00 | |
| | <i>b. Review of research and extension proposal</i> | | 4 | 5 | 5 | 5 | 5 | 5.00 | |
| | <i>c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in</i> | | 1 | 4 | 5 | 5 | 5 | 5.00 | |
| | <i>d. accreditor</i> | | | | | | | | |
| | <i>e. consultancy</i> | | | | | | | | |
| PI 6: Number of extension proposals submitted | A 37. Number of extension proposals submitted | Prepares extension project proposals and submits for review | | | | | | | |
| PI 7: Number of extension proposals approved | A 38. Number of extension proposals approved | Follow ups submitted and reviewed extension proposals | | | | | | | |
| PI 8: Number of extension | A 39. Number of extension proposals | Implements duly approved | 1 | 2 | 5 | 5 | 5 | 5.00 | |
| PI 9: Number of extension | A 40. Number of extension outputs | Prepares, submits and presents | | | | | | | |

[illegible]

Evaluated & Rated by:

ALJAY B. VALIDA

Department Head

Date: 7-22-24

Recommending Approval:

SUZETTE B. LINA

Dean, CAFS

Date: 6/10/24

Approved by:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Date: 8/13/24

Comments & Recommendations for Development Purpose:

Great Work !!!

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Department of Horticulture

Head of Office: Aljay D. Valida

Number of Personnel: 16


| Activity Monitoring | MECHANISM | | | | Remarks |
|---|---|--------------------|------|-----------------------|--|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| 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 | | | | | |
| 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/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | REMARKS |
|--|---|------------------------|----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--|
| | | | | 1 st Week | 2 nd Week | 3 rd Week | 4 th Week | |
| MFO 1 ADVANCED EDUCATION SERVICES (20%) | | | | | | | | |
| Increase enrolment in graduate programs | Monitor the enrolment trend for graduate Programs | Department Head | Within 6 months of rating period | ✓ | ✓ | ✓ | ✓ | Increasing trend of enrolment |
| Teach Graduate Courses | Monitor and Compute FTE | Mikko Zilah Rosello | 2-3hours | ✓ | ✓ | ✓ | ✓ | FTE actual performance 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 Horticulture Proposal 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 | ✓ | ✓ | ✓ | ✓ | 60% completed |
| Increase enrolment of undergraduate students in CHED and RDC-identified programs | Monitor the enrolment trend for BSA-Horticulture | Department Head | Within 6 months of rating period | ✓ | ✓ | ✓ | ✓ | Increasing trend of enrolment |
| Teach Undergraduate courses | Monitor and Compute FTE | Mikko Zilah Rosello | 2-3hours | ✓ | ✓ | ✓ | ✓ | FTE actual performance exceeds target |
| Monitor undergraduate degree programs implementation | Monitor BSA-Horticulture | Dept Head. DDrC | Within 6 months of rating period | ✓ | ✓ | ✓ | ✓ | BSA-Horticulture program monitored |
| Produce teaching-learning materials for efficient delivery of instruction | Production of Instructional Materials | Dept. Head Faculty | Within 6 months of rating period | ✓ | ✓ | ✓ | ✓ | Revisions of Instructional materials necessary |
| Improve the graduation rate of undergraduate students | Monitor the number of graduates | Dept. Head DDrC | 2 weeks | ✓ | ✓ | ✓ | ✓ | More than 50% undergradu |

| | | | | | | | | |
|---|--|--------------------------------|---|---|---|---|---|---|
| | | | | | | | | 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 | | | | | | | | |
| Increase the percentage of graduate faculty pursuing PhD | Monitor the percentage of faculty pursuing Phd | Departmen t Head | Within 6 months of rating period | ✓ | ✓ | ✓ | ✓ | 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 | ✓ | ✓ | ✓ | ✓ | 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 | ✓ | ✓ | ✓ | ✓ | BSA- Horticultr e is level 4 accredited in AACUP |
| 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 Horticultr 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 |

| | | | | | | | | |
|---|--|-------------------------|----------------------------------|---|---|---|---|--|
| | | | | | | | | validated |
| Comply with CSC, CHED and PRC qualification requirements | Monitor the hiring of Teaching and non teaching staff | Department 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 | Department Head DdRC | 2 weeks | ✓ | ✓ | | | 95% students enrolled are validated |
| Provide support to students from partner schools | Accepts and Monitors students from partner schools | Department Head DdRC | 4 weeks | ✓ | ✓ | ✓ | ✓ | Phil.Sci high school 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 | Department Head | 4 weeks | ✓ | ✓ | ✓ | ✓ | Faculty members having low satisfactory 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 | Department Head | 4 weeks | ✓ | ✓ | ✓ | ✓ | Faculty members having low satisfactory rating currently monitored |
| MFO 6 GENERAL ADMINISTRATION AND SERVICES | | | | | | | | |
| Efficiently deliver needed services | Monitor submission of IFW and Actual Teaching load | Department Head | 4 weeks | ✓ | ✓ | ✓ | ✓ | 100% submission of IFW and Actual teaching load submitted 2 weeks after enrollment |
| MFO 3 RESEARCH SERVICES | | | | | | | | |
| 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 | ✓ | ✓ | ✓ | ✓ | 2 publications 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 collaboration 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/resource 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/resource 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 | ✓ | ✓ | ✓ | ✓ | 96% rated very satisfactory 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/resource person for trainings |

Prepared by:

ALJAY D. VALIDA
Head, Department of Horticulture

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ROSARIO A. SALAS

Performance Rating: OUTSTANDING

Aim: Maintain the Outstanding rating

Proposed Interventions to Improve Performance:

Date: January 2024

Target Date: June 2024

First Step:

To publish scientific paper in referred journal.

To write and submit research proposal to funding agencies

To attend trainings/seminars, scientific conference related to agriculture

Result:

Publish scientific paper in referred journal.

Attended training/seminars, scientific conference.

Date: July 2024

Target Date: December 2024

Next Step:

To publish scientific paper in referred journal

To maintain and improve the manage demonstration/learning site

Outcome: _____

Final Step/Recommendation: _____

Prepared by:

ALJAY D. VALIDA

Unit Head

Conformed: 

ROSARIO A. SALAS

Name of Ratee Faculty/Staff



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 CAÑETE 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 |

Prepared by:

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

Attested by:

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

Received by:

ROSARIO ALGODON SALAS
Name and Signature of Department head
Date: 6/6/24

SUZETTE B. LINA
VICTOR BINGGO ASIO
Name and Signature of College Dean
Date: 6-30-24

Distribution of copies: ODIE, College, Department

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.