SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **YSSAKHAR A. SALAS**

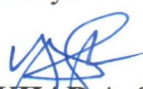| Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	50%	4.96 x 50%	2.48
b. Students (50%)	50%	4.43 x 50%	2.20
Total for Instruction	100%		
2. Research			
a. Client/Dir. for Research (50%)			
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			
5. Production			
TOTAL			4.68

EQUIVALENT NUMERICAL RATING:
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: — 4.68
ADJECTIVAL RATING: Outstanding
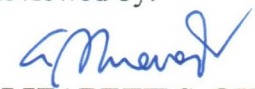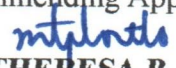
Prepared by:

YSSAKHAR A. SALAS
Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO
Department Head

Recommending Approval:

MA. THERESA P. LORETO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>YSSAKHAR A. SALAS</u>, a faculty member of the <u>DEPARTMENT OF PURE AND APPLIED CHEMISTRY</u> commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>JULY TO DECEMBER 2022</u>.

Approved:

YSSAKHAR A. SALAS
Instructor I
Date: 12/20/22

ELIZABETH S. QUEVEDO
Department Head
Date: 01/03/23

MA. THERESA P. LORETO
College Dean
Date: JAN 0 4 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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	*Handled and taught courses assigned*	18	31.15	5	5	5	5.00	Chem 110 (5.10) Chem 120 (10.00) Chem 140.1 (9.75) Chem 147.2 (6.30)
		A10. *Number of grade sheets submitted within prescribed period*	Prepared gradesheet and submitted on or before deadline	4	7	5	5	5	5.00	Chem 110 (2) Chem 120 (3) Chem 140.1 (2)
		A13. *Number of long examinations administered and checked*	Administered and checked long examination for subjects taught	3	8	5	5	5	5.00	Chem 110 (2) Chem 120 (3) Chem 140.1 (2) Chem 147.2 (1)
		A14. *Number of quizzes administered and checked*	Prepared and checked quizzes for lec and lab	10	11	5	5	5	5.00	Chem 110 (2) Chem 120 (6) Chem 140.1 (2) Chem 147.2 (1)

PI	Activity	Description							
	A15. Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	30	321	5	5	4	4.67	Chem 140.1 (195) Chem 147.2 (126)
PI 8: Number of students advised: *	A16. Number of students advised:	Acted as academic adviser to students	5	62	5	5	5	5.00	RCBJaguines MRMondragon MFTanaid BSChem-1 (59)
	A17. Number of students advised on thesis/ field practice/special problem:								
	As SRC Chairman	Advised, and corrected research outline and thesis/SP manuscript	3	3	5	5	5	5.00	ABArcillas OAVertudazo FMGGesulga
	As SRC Member	Advised and corrected research outline and thesis/SP manuscript	3	3					MABugtas RCYRuba ESPaño
	A18. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades	100	243	5	5	5	5.00	BSChem, BSFT, BSA, DVM, BSMarBio, BSBiotech
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advised student organizations recognized by USSO	0	1					VSU Chemical Society
	A20. Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities							
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepared and submitted for review by the Technical Review Panel							
	On-line ready courseware	Prepared Instructional module/laboratory guide/workbook or a combination thereof							

	Supplemental learning resources	*Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught*								
	Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	10	18	5	5	5	5.00		Chem 110 (6) Chem 120 (7) Chem 140.1 (3) Chem 147.2 (2)
	A 24 : Number of virtual classroom created and operational	Created virtual classroom using either Moodle or Google Classroom	2	4						Chem 110 (1) Chem 120 (1) Chem 140.1 (1) Chem 147.2 (1)

UMFO 3 . RESEARCH SERVICES

UMFO 4. EXTENSION SERVICES

UMFO 5. SUPPORT TO OPERATIONS

OVPI MFO 4. Program and Institutional Accreditation Services

PI 8.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*	A 44. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*	Ensured 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						
	A 45. Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complied all requirements as prescribed in the accreditation tools	100% compliant						
	On program accreditations								
	On institutional accreditations								

UMFO 6. General Admin. & Support Services

	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint						
	Total Over-all Rating					45	45	44	44.67	
	Average Rating					5	5	4.9	4.96	
	Adjectival Rating								Outstanding	

Evaluated & Rated by:

ELIZABETH S. QUEVEDO
Department Head
Date: 01/03/23

Recommending Approval

MA. THERESA P. LORETO
Dean, CAS
Date: JAN 0 4 2023

Approved by:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Date:

Average Rating (Total Over-all rating divided by	4.96	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.96	
ADJECTIVAL RATING	O	

Comments and Recommendation for Development Purpose:

Attend trainings and seminars for CPD points
Publish research outputs

Submit research proposals for internal/external/
international funding

Evaluated & Rated by:

ELIZABETH S. QUEVEDO
Head, DoPAC
Date: 01/03/23

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS
Date: JAN 0 4 2023

Approved by:

BEATRIZ S. BELONIAS
VP for Instruction
Date:

1- Quality   2 - Effiency   3 - Timeliness   4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: YSSAKHAR A. SALAS

Head of Office: ELIZABETH S. QUEVEDO

Number of Personnel: _____1_____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Extension activities/remedial classes are conducted Research outputs are published	Ensure that face-to-face classes are conducted regularly.			**September, 2022**
Coaching	Advised to give more real time activities to encourage students' participation during classes	Advised to submit research proposal for possible funding to external /international funding agencies			**September, November, 2022**

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

Conducted by:

ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted:

MA. THERESA P. LORETO
Next Higher Supervisor

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>YSSAKHAR A. SALAS</u>
Performance Rating: _____

Aim: <u>Aspire for an outstanding student rating in all subjects taught</u>

Proposed Interventions to Improve Performance:

Date: January, 2023   Target Date: June, 2023

First Step:

<u>Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2022-2023, hold classes regularly, follow up student performance constantly, publish research paper, attend more chemistry-related trainings/workshops/conferences and submit research and extension proposal for funding.</u>

Results:
_____
_____

Date: _____   Target Date: _____

Next Step:
_____
_____

Outcome: _____

Final Step/Recommendation:
_____

Prepared by:

ELIZABETH S. QUEVEDO
Unit Head

Conforme:

<u>YSSAKHAR A. SALAS</u>
Name of Ratee Faculty/Staff