

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: FELIX M. SALAS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	40%	$5 \times 40\% = 2.0$	2.00
b. Students (50%)	40%	$4.64 \times 40\% = 1.856$	1.856
Total for Instruction	80%	3.856	3.856
2. Research			
a. Client/Dir. for Research (50%)	15%	$5 \times 15\% = 0.75$	
b. Dept. Head/Center Director (50%)			
Total for Research	15%		0.75
3. Extension			
a. Client/Dir. for Extension (50%)	5%	$5 \times 5\% = 0.25$	
b. Dept Head/Center Director (50%)			
Total for Extension	5%		0.25
4. Administration			
5. Production			
TOTAL	100%		4.86

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.86

Outstanding

Prepared by:

**FELIX M. 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, FELIX M. SALAS, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY delivered and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2021.

  
**FELIX M. SALAS**  
 Professor  
 Date: 7/25/2021

Approved:   
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: July 26, 2021

  
**MA THERESA P. LORETO**  
 College Dean  
 Date: 10/22/2021

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 numerators and denominators)
						Quality	Efficiency	Timelines	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	4	6.75	5	5	5	5.00	Chem 212 (S1), Chem 208 (S2), Hort 252 (S1 & S2)
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	2	2	5	5	5	5.00	MEd: H. Matrido, A. Pepito
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript	8	8	5	5	5	5.00	PhD: M. Guysayko, C. Jamilo, G. Sarmiento, M. Vigo; MS: R. Bautista, M. Diocampo, R. Giban, I. Verdadero, G. Villamor



		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	40	45	5	5	5	5.00	Graduate students of MS Hort, MS FT, & PhD Hort.
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	Chem 208
		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	32	64	5	5	5	5.00	Chem 140, Chem 157, Chem 208 & Hort 252
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	24	72	5	5	5	5.00	Chem 140, Chem 157, Chem 208 & Hort 252
		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	1	1	5	5	5	5.00	Chem 208
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5.00	Chem 208
	<u>PI 10</u> . Additional outputs:	<u>A 8. Other outputs implementing the new normal due to covid 19</u>	Designs experiential learning activities and other outputs to implement new normal							
			Virtual Compre Exam	4	4	5	5	5	5.00	Grad Students: Basalo, Rivera Tuyan, Valida
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										

	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	<i>Handles and teaches courses assigned</i>	8	8.75	5	5	5	5.00	Chem 140 (1 lec), and Chem 157 (2 lec)
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	Chem 115 (S1), Chem 140 (2S1 & 1 S2), Chem 151 (S1), Chem 157 (2S2); Chem 200.1
		<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							
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	Turnitin training
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	32	32	5	5	5	5.00	Chem 140, Chem 157 (2 lec)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	40	70	5	5	5	5.00	Chem 140, Chem 157 (2 lec)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acts as academic adviser to students</i>							
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:		5	5	5	5	5	5.00	BSChem: F. Lao, R. Magallanes, R. Ocares, G. Timkang, & F. Ventula
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript	5	5	5	5	5	5.00	BSChem: J. Castil, R. Corpuz, S. Encabo, K. Ignacio & R. Tapang
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript	10	13	5	5	5	5.00	BSChem: J. Alegre, G. Bengalan, J. Caintic, S. Canizares, F. Espinosa, I. Laude, J. Pobadora, H. Sabejon, S. Salabao & J. Tajos; BSA (Hort): M. Sabijon, Ygot, Merben Ramos




	<u>A18</u> . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	150	155	5	5	5	5.00	Chem 115 (S1), Chem 140 (2S1 & 1 S2), Chem 151 (S1), Chem 157 (2S2); Chem 200.1
<u>PI 9</u> : Number of student organizations advised/ assisted *	<u>A19</u> . Number of Student organizations advised	Advises student organizations recognized by USOO							
	<u>A20</u> . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	VSU ChemSoc
<u>PI 10</u> : Number of instructional materials developed *	<u>A 21</u> : 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	1	1	5	5	5	5.00	Chem 157
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	16	48	5	5	5	5.00	Chem 140 (1 lec), and Chem 157 (2 lec)
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	16	48	5	5	5	5.00	Chem 140 (1 lec), and Chem 157 (2 lec)
	<u>A 23</u> : 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							
	<u>A 24</u> : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	2	5	5	5	5.00	Chem 140 (1 lec), and Chem 157 (2 lec)
<u>PI 11</u> . Additional outputs	<u>A 25</u> . 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. Other outputs implementing the new normal due to covid 19</b>	Designs experiential learning activities and other outputs to implement new normal	1	1	5	5	5	5.00	Virtual Professorial Chair Lecture (26 Feb. 2021)
		<b>A.27. Awards received</b>	International/National/Regional awards received							
<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	1	1	5	5	5	5.00	Liquid Nutrient Formulations for Horticultural Crops in Aggregate Hydroponics
	<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	1	1	5	5	5	5.00	Liquid Nutrient Formulations for Horticultural Crops in Aggregate Hydroponics
	<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 for a/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 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							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output	1	1	5	5	5	5.00	UM Application titled "Process of Preparing Natural Coating from Aqueous Cat's Whisker Extract to Increase Shelf-life of Vegetables". UMR No. 2-2017-050275
		<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	<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	1						
	<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	Implements duly approved extension projects							
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as	<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	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> 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		1	1	5	5	5	5.00	ATR Reviewer
	Resource Persons	Resource Persons		1	1	5	5	5	5.00	DOH-HELP Technical Expertise Consultation
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. 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>										
OVPI MFO 4. Program and Institutional Accreditation Services										
<b>UMFO 6. General Admin. &amp; Support Services (GASS)</b>										
	<b>Total Over-all Rating</b>									
	<b>Average Rating</b>								5.00	
	<b>Adjectival Rating</b>								O	

Evaluated & Rated by:  
  
**ELIZABETH S. QUEVEDO**  
 Department Head  
 Date: 7/26/2021

Recommending Approval  
  
**MA THERESA P. LORETO**  
 Dean, CAS  
 Date: 10/22/2021

Approved by:  
  
**BEATRIZ S. BELONIAS**  
 Vice President for Academic Affairs  
 Date:



Average Rating (Total Over-all rating divided by		5.00
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		

Comments and Recommendations for Development Purpose:

*Conducts more research, seminars & trainings*

Evaluated & Rated by:

Recommending Approval:

Approved by:

*E. Quevedo*

**ELIZABETH S. QUEVEDO**

Head, DoPAC

Date: *4 July 24, 2021*

*mtloredo*

**MA. THERESA P. LORETO**

Dean, CAS

Date: *10/22/2021*

*B. Belonias*

**BEATRIZ S. BELONIAS**

VP for Academic Affairs

Date:

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

## PERFORMANCE MONITORING & COACHING JOURNAL

√	1st	Q U A R T E R
√	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Employee: FELIX M. 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	Ensure commitments on research, extension, and publications are attained				
Coaching	No giving of failing grades to students in this new normal in the FINAL TERM but only INC or DROPPED, accordingly				

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

Conducted by:

Noted:

  
**ELIZABETH S. QUEVEDO**  
 Immediate Supervisor

  
**MA. THERESA P. LORETO**  
 Next Higher Supervisor



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX M. SALAS  
Performance Rating: \_\_\_\_\_

Aim: Maintain outstanding performance

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step:

Regular virtual class meeting and follow up of students in subjects taught  
Continues to conduct more research and client engagement

Results:

\_\_\_\_\_  
\_\_\_\_\_

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

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

Next Step:

\_\_\_\_\_  
\_\_\_\_\_

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

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



ELIZABETH S. QUEVEDO  
Unit Head

Conforme:



FELIX M. SALAS  
Name of the Ratee Faculty