

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUZETTE B. LINA (Assoc. Prof. III)

Period: July to December 31, 2019

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Dean (50%)	25%	5.00	1.250
b. Students (50%)	25%	4.75	1.188
Total for Instruction	50%		2.438
2. Research			
a. Client/Dir. for Research (50%)	10%	4.95	0.495
b. Dept. Head/Dean (50%)	10%	4.98	0.498
Total for Research	20%		0.993
3. Extension			
a. Client/Dir. for Extension (50%)	10%	5.00	0.50
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	4.85	0.97
5. Production			
TOTAL			4.901

EQUIVALENT NUMERICAL RATING: \_\_\_\_\_

Add: Additional Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.901**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:



**SUZETTE B. LINA**

Name of Faculty/Dept. Head



**VICTOR B. ASIO**

Dean, CAFS

Approved:



**BEATRIZ S. BELONIAS**

VP for Instruction

Visayas State University  
College of Agriculture and Food Science

**DEPARTEMENT OF SOIL SCIENCE**


Visca, Baybay City, Leyte

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, SUZETTE B. LINA, Associate Professor III of the Department of Soil Science, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2019 to December 31, 2019 (Accomplishment)

  
SUZETTE B. LINA, Ph.D.  
Ratee (Dept Head)

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

Approved:   
VICTOR B. ASIO, Ph.D.  
Dean, CAFS

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Details of Accomplishment	Quality	Efficiency	Timeline	Average	
MFO 1: Advanced Education Services										
Graduate Degree Program Management Services										
		PI 1. Number of FTE	(SS 211 Lec & Lab)	1	5.83	5	5	4.5	4.83	
		PI 2. Number of graduate degree specializations monitored	Monitored MS Soil Science degree program and screened, evaluated and recommended graduate students	1	1	5.0	5.0	5.0	5.00	
		PI 3. Number of graduate students enrolled	Monitored graduate students enrolled in the department	8	20	5.0	5.0	5.0	5.00	Manla, Pizon, Paculaba, Galvez, Gamale, Modina, Regina, Cagasan, Belmores, Escultor, Mahipos, Asencion Requitillo, Batuto, Balanay, Bedico, Bulawan, Demain, Orow, Salas, Luvoy
		PI.4 Percentage increase in number of graduate students monitored who graduated within prescribed period	Recommended graduate students for graduation (as adviser, Department Head and GAC)	100%	100%	5.0	5.0	5.0	5.00	Cagasan
Graduate Student Management Services										
		PI1. Number of Graduate thesis outline approved	Read and approved thesis outline	1	2	5	5	4.9	4.967	



		PI2. Number of Graduate manuscripts approved	Read, provided suggestions for improvement and approve graduate manuscript (as adviser, GAC member & Dept head)	1	1	5	5	5	5	Cagasan
		PI3: Number of graduate students awarded with scholarship/ assistantship	Monitored graduate students in the department awarded with scholarship under my advisorship	1	2	5	5	5	5	Paculaba and Bedico
		PI4: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Monitored and recommended graduate students awarded with scholarship for graduation (GAC Member/Head)	1	100%	5	5	5	5	Cagasan
		PI 4. Number of graduate students gainfully employed in jobs related to their graduate program	Recommended graduate students as Instructor of SUC	1	2	4	5	5	4.667	Cagasan and Mark
<b>MFO 2 Higher Education Services</b>										
<b>Under Graduate Degree Program Management Services</b>										
		PI 1. Number of FTE	Teach: SS 110 lec                      SS24 lec	7.50	19.83	5	5	5	5.0	
		PI 2. Number of degree of specialization compliant to CMO supervised and monitored	Supervised and monitored BSA-Soil Science program compliant to CMO	1	1	5	5	5	5.0	
<b>Undergraduate Student Management Services</b>										
		PI 1. Number of undergraduate thesis outline approved	Read, reviewed and approved thesis outline as adviser, SRC member and dept. head	6	6	5	5	5	5	
		<b>Student advising and consultation services</b>								
		PI 5. Number of academic advisees	Advised students on what subjects to take and approve COR	10	15	5	5	5	5	
		PI 6. Number of student-related activities assisted	Approved and monitored student activities as dept. head	3	3	5	5	5	5	

		Number of instructional materials developed/revised								
MFO3. Faculty Evaluation Services	PI 1. Teaching Performance	All subjects handles	VS	Outstanding	5	5	5	5		
MFO 4 Research Services										
		PI 1. Number of article prepared for publication								
		<i>In refereed int'l journals</i>	Sago article as co-author	1	1	5	5	4.5	4.8	
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences	PSSN Conference	0	1	5	5	5	5.0	
		<i>In national conferences</i>		0						
		PI 3. Number of research projects conducted and/or completed on schedule	Standardazation and Reformulation of Organic Fertilize	1	3	5	5	5	5.0	
		PI 4. Number of research proposals prepared and submitted	Proposal submitted for funding	1	1	4	4.5	4.5	4.3	
		PI . Amount of research money generated from external funding (Thousand PHP)								
		PI 7. Number of trainings/workshops attended		2	3	5	5	5	5.0	
MFO 5 Extension										
		PI 1. Number of beneficiaries served								
		<i>Individual</i>	Yamang Lupa Program with DA-RFO8	25	50	5	5	4.95	5.0	
		PI 2. Number of extension projects conducted and/or completed on schedule	YLP and DSS Extension Project	1	2	5	5	5	5.0	



		PI 3. Amount of extension money generated from external funding (Thousand PHP)	YLP and Sugar Regulatory Admin, and DSS Extension Project	100K	500K	5	5	4.95	5.0	
		PI 4. Number of walked-in private clients served	(Consultation on Soil Fertility related matters & Soil Test Results Interpretations)	2	10	5	5	5	5.0	
<b>MFO 6 Support to Operations</b>										
	<i>Faculty Development Services</i>									
		PI 1. Number of faculty pursuing advanced research degree programs (PhD.) facilitated, monitored & assisted	Ms. CMO Quinones	1	1	5	5	5	5.0	
<b>MFO 7 General Admin and Support Services</b>										
		PI 1. Number of faculty and staff monitored and supervised	DSS faculty and staff	5	13.00	5	5	5	5.00	
		PI 2. Number of documents attended and served	DTR, CSR, PRs, Job requests, letter requests, IPCR,OPCR,PPMP, Faculty workload,others	25	50	5	5	5	5.00	
		PI 3. Number of academic lecture/laboratory rooms supervised for cleaning and maintenance	All DSS lab and lecture rooms	6	6	4.85	4.85	4.85	4.85	
		PI 4. Number of CR's supervised for cleaning and maintenance	Students' CR	1	2	4.5	4.5	4.5	4.50	
		PI 5. Number of department meetings conducted	Meeting with faculty, meeting with APC and Non-APC	3	4	5	5	4.5	4.83	
		PI 6. Number of EXECOM meetings attended	Regular and emergency meeting	1	4	5	5	5	5.00	
		PI 7. Number of College/University meetings attended	Accreditation, QAC, other VSU meeting	3	12	5	5	5	5.00	
		PI 8. Number of committee membership	AACCUP-University,Scholarship-College level, Department-based Comm.	4	6	5	5	5	5.00	
		PI 9. Number of office and laboratory equipment requested and purchased	ovens, glasswares	3	4	5	4.85	4.95	4.93	
		PI 10. Zero percent complaint from clients served	None	0 % complain	0 % complaint	5	5	5	5.00	
		Additional Outputs								
		PI 11.Field services coordination and monitoring	Coordinated DSS field farm workers/coordinator	3	3	5	5	5	5.00	
Total Over-all Rating								177.22		
Average Rating								4.922		
Adjectival Rating								Outstanding		

Comments & Recommendations for Development Purpose:

Keep up the excellent performance

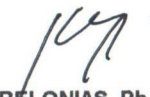
Evaluated and Reviewed by:

  
VICTOR B. ASIO

Dean, CAFS

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

Approved:

  
BEATRIZ S. BELONIAS, Ph.D.

VP for Instruction

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

1 – quality

2 – Efficiency

3 – Timeliness

4 - Average

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: SUZETTE B. LINA  
Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Full support from the University in terms of continuous faculty development program, research/extension activities and administrative support in the preparation of updated teaching materials.

Date: June, 2019      Target Date: December 2019

First Step:

- Revise instructional materials to OBE Format
- Attend and participate in local, national/international scientific forum
- Submission of instruction, research and extension proposals for funding
- Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department

Result:

- Has revised the instructional materials based on OBE format
- Has attended and participated in scientific forum
- Made extension proposal funded by Visayas State University
- Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department
- Recruited highly qualified Instructors in Soil Science together with the APC members

Date: June 2019      Target Date: December 2019

Next Step:


- Research manuscript writing for publication in international refereed journals

Outcome: Submission of research paper to an international refereed journal


Final Step/Recommendation:

If research paper is accepted for publication and will be published, it will be used as reference for graduate and undergraduate students

Prepared by:

  
VICTOR B. ASIO  
Dean, CAFS

Conforme:

  
SUZETTE B. LINA  
Faculty & Head DSS