

Exhibit K**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: ELSIE E. SALAMAT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.9	2.45
b. Students (50%)		4.50	2.25
Total for Instruction	50%	4.7	2.35
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	50%	4.8	2.4
5. Production			
TOTAL			4.75

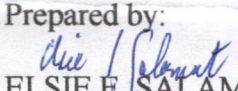
EQUIVALENT NUMERICAL RATING: 4.75

Add: Additional Points, if any:

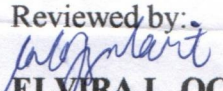
TOTAL NUMERICAL RATING: 4.75

ADJECTIVAL RATING: OUTSTANDING

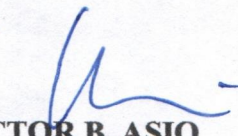
Prepared by:


ELSIE E. SALAMAT
Name of Faculty

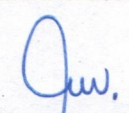
Reviewed by:


ELVIRA L. OCLARIT
Department Head

Recommending Approval:



VICTOR B. ASIO
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

Elsie E. Salamat
ELSIE E. SALAMAT
Assoc. Prof. I
Date:


VICTOR B. ASIO
College Dean
Date: 7/26/20

[illegible]

		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							
		<u>A4</u> . Number of students entertained for consultation purposes		Entertains students seeking consultation with faculty	1*	2	5	5	5	5.0	
	PI 9: 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							
		On-line ready courseware		Prepares Instructional module/laboratory guide/workbook or a combination thereof	1*	2	5	5	5	5.0	
		Supplemental learning resources		Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1*	8	5	5	5	5.0	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1*	20	5	5	5	5.0	

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 Moddle or Google Classroom	1*	1	5	4	5	4.67	
	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 Service											
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	4.5*	7.0	5	5	5	5.0	
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	2*	3	5	5	5	5.0	
		A 11 . 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	5*	12	5	5	5	5.0	
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings							

		A13. Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	6*	7	5	5	5	5.0	
		A14. Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	15*	240	5	5	5	5.0	
		A15. Number of lab reports and term papers checked and graded		Checks lab reports and term papers submitted as required	170*	188	5	5	5	5.0	
	PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	20*	20	5	5	5	5.0	
		A17. Number of students advised on thesis/ field practice/special problem:									
		As SRC Chairman	Advising/co rrection	Advises, and corrects research outline and thesis/SP manuscript	2*	6	4	5	5	4.67	
		As SRC Member	Advising/co rrection	Advises and corrects research outline and thesis/SP manuscript	2*	2	4	5	5	4.67	
		A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	10*	10	4	5	5	4.67	
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised		Advises student organizations recognized by USSO							

		<i>In refereed nat'l/regional journals</i>									
	PI 4. Number of research outputs presented in regional/national/ int'l fora/ conferences	A 30. 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>									
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved		Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)									
		A 33. 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							
		A 34. Number of UMs submitted to ITSO, VSU	UM preparation	Prepares and submits application for UM of technology generated out of research output							

		A 35. Other outputs implementing the new normal due to covid 19		Designs research related activities and other outputs to implement new normal							
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	A 36. 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							
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training		Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented		Implements duly approved extension projects							
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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							

	PI 5. Number of technical/expert services	A 40. 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									
	Resource Persons	Resource Persons									
	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							
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 the QMS core processes of the university under ISO 9001:2015*			zero non-conformity	5	5	5	5.0	
		A 45. Compliance to all requirements of the program and institutional	Minutes Preparation							
		On program accreditations	Pilot Plant Manager							
		On institutional accreditations	SSF Rootcrop facility incharge							
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	zero complaint	5	5	5	5.0	
		A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *								

		A 48. Other outputs implementing the new normal due to covid 19									
	PI 3: Additional Outputs										
	Total Over-all Rating									108.68	
	Average Rating									4.94	
	Adjectival Rating									OUTSTANDING	

* The rest of the targets will be accomplished on July-December 2022 rating period

Keep up the good work

Evaluated & Rated by:

ELVIRA L. OCLARIT
ELVIRA L. OCLARIT

Department Head

Date:

Recommending Approval

VICTOR B. ASIO
VICTOR B. ASIO

Dean, CAFS

Date: *7/26/22*

Approved by:

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date:

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELSIE E. SALAMAT, Head of the Alumni and Community Relations Office (ACRO) commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-June, 2022 (Accomplishment).

Elsie Salamat
ELSIE E. SALAMAT

Assoc. Prof. II and ACRO Head

Date: July 7, 2022

Approved:

Dilberto O. Ferraren

DILBERTO O. FERRAREN

VP, PRGAS

Date: July 7, 2022

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	Timeliness	Average	
UMFO 6. General Admin. & Support Services (GASS)										
	PI 2. Zero percent complaint from clients served	A 46. Customer friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	zero complaint	5	5	5	5.00	
		A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies								
		A 48. Other outputs implementing the new normal due to covid 19								
	PI 3: Additional Outputs									
	Effectively acted Administrative /Financial Documents	Number of official documents timely and effectively acted upon	Review and sign documents	26	313	5	5	4	4.67	
		Number of quality procedure revised	revise Quality Procedure							

	Planning Management and Monitoring Services	Programs, activities and Project (PAPs) planned								
		Planned meetings	Planned management meetings for ACRO Staff and alumni	12	12	4	5	5	4.67	
			Number of planning meetings with 2022 homecoming host batch	4	3	4	5	5	4.67	
			Planning Meeting for campus-based alumni activity	2	2	4	5	5	4.67	
			Planned meetings for awards committee	1						
			Number of monitoring meetings with alumni scholars	2	2	4	5	5	4.67	
		number of meetings conducted/attended	Preside/Attended planned meetings*	21	12	4	5	5	4.67	
		Number of PAPs monitored	scholarship program and Alumni Communicator's output*	1						
		Number of Alumni Monitored via google survey docs	google survey responses*	100						
		Activities Implemented	Alumni Reunion/homecoming*	1						
			Alumni Scholars Graduation Kick-off*	1						
			Campus-based Activity*	1						
			Fund-raising for alumni scholarship	1	1	4	5	5	4.67	
Additional Assignment (ACRO Head)										
ACRO M	Alumni Services	Alumni Inquiries responded (%)	respond to inquiries by Alumni via social Media platform	80% Zero complaint	100%	5	5	5	5.00	

		Number of alumni clearance acted upon	signed alumni clearance of graduating students	90% and with zero complaint	100%	5	5	5	5.00	
	Strong Alumni Engagement	Number of Social Media maintained and regularly updated	Social media updated regularly	12 posts*	9 posts	4	5	5	4.67	
		Percent campus alumni joining activity	facilitation collaborated with Acs*	20%						
		number of alumni campus activity facilitated	facilitation collaborated with Acs	1						
		Number of chapter identified and facilitated for creation	coordinate with alumni groups via social media	1						
		Request for budget to hire a J.O. to act as Communication and Media Production Specialist	Letter request made	1	1	5	5	5	5.00	
		Campus -based alumni joining campus alumni activity	percentage joining*	20 percent						
		Number of Emails Sent for Fund Raising to support Alumni Scholarship Program upon approval of VSUAAI BOD	Emails sent to Prospective Donors*	30						
		Number of Alumni google survey Docs prepared	Google survey to get feedback from alumni*	1						
		Additional Social Media Created for Alumni	Create Visayas State University Alumni Network (on Instagram)*	1						
		Number of responses from surveys monitored	monitor and study the responses submitted by alumni from the google surveys*	100						
	Other outputs implementing new normal due to COVID_19	install foot bath at the office, wearing of mask and social distancing by no direct face to face contact in transaction, clients transact at the office window	oversee the implementaion of office protocols for new normal	100% implementat ion	100%	5	5	5	5.00	
	Total Over-all Rating								62.36	
	Average Rating								4.80	
	Adjectival Rating								Outstanding	

* shall be accomplished in the next semester that follows

Evaluated & Rated by:



DILBERTO O. FERRAREN
VP, PRGAS

Date: July 7, 2022

Approved by:



DILBERTO O. FERRAREN, PhD

Date: July 26, 2022

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELSIE E. SALAMAT

Performance Rating: OUTSTANDING

Aim: To get more involved in mushroom cultivation training.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Encouraged to be more involved in mushroom cultivation training.

Result:

Date: _____ Target Date: _____


Next Step:

Outcome:

Final Step/Recommendation:

Continuous involvement in mushroom cultivation training.

Prepared by:


ELVIRA L. OCLARIT
Unit Head

Conforme:


ELSIE E. SALAMAT

Name of Ratee Faculty/Staff