Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: Triana F. Soroño (Instructor I)

Program Involvement	Percentage Weight of Involvement	Numerical Rating (Rating x %)	Equivalent Numerical Rating
(1)	(2)	(3)	(2x3)
1. Instruction			
a. Head/Dean (50%)	40.0%	4.96	1.98
b. Students (50%)	40.0%	4.00	1.60
Total for Instruction	**80.0%**		**3.58**
2. Research			
a. Client/Dir. for Research (50%)	15.0%	5.00	0.75
b. Dept. Head /Center Director (50%)			
Total for Research	**15.0%**		**0.75**
3. Extension			
a. Client/Dir. for Research (50%)	0.0%	0.00	0.00
b. Dept. Head /Center Director (50%)			
Total for Extension	**0.0%**		**0.00**
4. Administration	**5.0%**	**4.96**	**0.25**
5. Production	**0.0%**	**0.00**	**0.00**
TOTAL	**100.0%**		**4.58**

EQUIVALENT NUMERICAL RATING: **4.58**
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.58**

ADJECTIVAL RATING: **Outstanding**

Prepared by:

TRIANA F. SOROÑO
Name of Faculty

Reviewed by:

ARTHUR IT. TAMBONG, FPSAE
Department Head

Recommending Approval:

ROBERTO C. GUARTE, PhD.
Dean, CoEng

Approved by:

BEATRIZ S. BELONIAS, PhD.
VP for Instruction

Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TRIANA F. SOROÑO, Faculty of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2018.

TRIANA F. SOROÑO
Instructor I
Date:_____

ARTHUR IT. TAMBONG, FPSAE
Department Head
Date:_____

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accom-plishmnt (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI MFO 1. Curriculum Program Management Services											
		PI 1. Total Undergraduate FTE monitored	Teaching	Teaches BSAE subjects equivalent to 8 FTE per semester	8	50.55	5	5	5	5.0	VSL
		PI 7. Number of academe/industry linkage established	Coordinating	Establishes linkage/s with academe/industry	2	3	5	4	5	4.7	PSAE, CHED, PAGASA
		PI 8. Number of students advised	Advising	Advises students on thesis/ field practice/special problem	20	60	5	5	5	5.0	Undergraduate students
		PI 10. Number of instructional materials developed	Preparing/ Revising/ Encoding/ Printing	Prepares instructional materials	2	6	5	5	5	5.0	AE 155, AE 171, Esci 126, Esci 142, Esci 137, Math 103a
		Best Practices/New Initiatives:									

		Number of BS Degree Programs maintained for OBE-alignment	OBE-alignment of old BS curriculum	Conducts initial activities of curriculum revision into an OBE-aligned curriculum	1	1	5	5	5	5.0	OBE-alignment of BSAE
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	Center of Excellence in BSAE degree program
		Number of AACCUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACCUP	1	1	5	5	5	5.0	BSAE Level III Phase 2
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	ISO 9001:2015 Certification
						Total points:				**39.7**	
UMFO 3. RESEARCH SERVICES											
		PI 3. Number of research projects conducted and/or completed on schedule	Conducting research study	Conducts research project and/or completed on schedule	1	1	5	5	5	5.0	Climate Change Project (CC3.DAE.1718)
		PI 7. Amount of research money generated from institutional funding (Thousand PHP)	Research project	Prepares and submits project proposal funding	122	122	5	5	5	5.0	Project No.: CC3.DAE.1718 - 2018 budget: P122,090.40
						Total points:				**10.0**	
UMFO 5. SUPPORT TO OPERATIONS (STO)											
OVPI MFO 3. Faculty Evaluation Services											
		PI 1. Number of seminars/ trainings/conventions/ workshops coordinated for entire university	As participant	Participates seminars/ trainings/conventions/ workshops coordinated for entire university	1	3	5	5	5	5.0	2 seminar, 1 training
OVPI MFO 4. Program and Institutional Accreditation Services											
		PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Documenting/ Monitoring	Documents/Monitors	1	1	5	5	5	5.0	BSAE
		PI 3. Percentage of degree program compliant with CHED	Documenting/ Monitoring	Documents/Monitors	100%	100%	5	5	5	5.0	100% complied with CHED (BSAE, BSABE & MSAE degree programs)
		PI 4. Additional outputs									
		Number of activities organized/attended/ assisted/participated/ facilitated	Participating	Participates activities	2	2	5	4	5	4.7	PSAE activities
						Total points:				**19.7**	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES											

		PI 1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	5	5	5	5.0	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
		PI 2. Additional outputs									
		Number of documents attended and served	Checking and action to official documents	Approves documents as OIC Head	10	85	5	5	5	5.0	Varied documents
		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	On-going
		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	BSAE/BSABE
						Total points:				**20.0**	**Comments & Recommendations for Development Purpose:**
Total Over-all Rating										**89.333**	
Average Rating										**4.963**	*Analyze results of student evaluations and act accordingly for performance improvement.*
Additional points:											
Approved additional points (with copy of approval) :											
Final Rating										**4.963**	
Adjectival Rating										Outstanding	

Evaluated and Rated by:

ARTHUR IT. TAMBONG, FRSAE
Head, DAE
Date: _____

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.
Dean, CoEng
Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Exhibit L

Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Engr. Triana F. Soroño**
Performance rating: 4.675 (Outstanding)

Aim: Engr. Soroño as an effective ABE instructor in the Soil and Water specialization

Proposed Interventions to Improve Performance:
Engr. Soroño will be developed to become good faculty in the Soil and Water specialization.

Date: January 2018 **Target Date:** June 2018

First Step

- Engr. Soroño will be assigned to make new OBE-compliant syllabi in the Soil and Water courses in preparation for the next semester following CMO 94, series of 2017 (Policies, Standards and guidelines for BS Agricultural and Biosystems Engineering).

Results:

- Completed First draft of the syllabus

Date: July 2018 **Target Date:** December 2018

Next Step:

- Revision and improvement of the syllabus as corrected by the DAE Head.

Outcomes:

- Improved syllabi compliant to OBE

Next step/Recommendations:

- Engr. Soroño will be assigned to teach Soil and Water subjects using the improved syllabi.

Date: Dec. 2018 **Target Date:** June 2019

Next Step:

- Sustain and further imporove syllabi-guided teaching compliant to OBE

Outcomes:

- (no data yet for next year)

Prepared by:

ARTHUR JT. TAMBONG, FPSAE
Head, DAE

Conforme:

ENGR. TRIANA F. SOROÑO
Instructor