

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ALLEN GLENNIE P. LAMBERT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Administration	75%	4.967	3.63 3.73
2. Instruction			
a. Head/Dean (50%)	12.5%	4.91	.61
b. Students (50%)	12.5%	5.00	.63
Total for Instruction	25%	4.82	1.24
3. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
4. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
TOTAL			4.89, 4.96

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING:

4.96
4.89

4.89 4.96

Outstanding

Prepared by:

ALLEN GLENNIE P. LAMBERT
Name of Faculty

Reviewed by:

SHALOM GRACE SUGANO
Principal, VSU-IHS

Approved:

EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **ALLEN GLENNIE P. LAMBERT**, of the Office of the Exec. Sec. commits to deliver and agree to be rated on the attainment of the following targets in accordance with with the indicated measures for the period January-June 2022.

ALLEN GLENNIE P. LAMBERT

Ratee

APPROVED:

EDGARDO E. TULIN

Head of Office

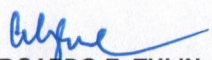
UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target (Jan-Dec 2022)	Accomplishme nt	Rating				Remarks
						Jan-June 2022	Q ¹	E ²	T ³	A ⁴	
UMFO 1. Advanced Education Services											
OVPI MFO 2. Graduate Student Management											
		PI4: Total FTE, coordinated, implemented and monitored *	A1. FTE	Handles subjects/courses assigned: ECON214	0.67	0.67	5	5	5	5	Econ 214 (2nd Sem SY 2021-2022)
		PI 8: Number of students advised: *	A4. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	2	3	5	5	5	5	
		PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	4	5	4.667	
			On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	4	4.667	
			Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	5	5	5	5	
			Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5	
			A7. Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	1	5	5	5	5	

UMFO 2. Higher Education Services											
OVPI UMFO 3. Higher Education Management											
		PI5: Total FTE, coordinated, implemented and monitored *	FTE	Handles and teaches courses assigned	4.5	10.8	5	5	5	5	Research2 -ABM grade 12 (SHS), & III - ABM grade 12 (SHS)
			Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4	4.667	
			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	3	5	5	5	5	5	
			Number of trainings attended related to instruction	Attend mandated trainings	1	2	5	5	5	5	Omnibus Rules on Appointments and Other Human Resource Actions as amended, Application of Virtual Reality to Agriculture, Land Use, and Transportation Plans.
			Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	6	5	5	4.5	4.833	examinations thru oral presentation of the groups work of III - ABM grade 12, Research 2 ABM13, and ECON214 graduate students
			Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	4	4	5	5	4.5	4.833	some quizzes are thru oral participation by individual of III - ABM grade 12, ECON214
			Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	2	2	5	5	5	5	Graduate students ECON214 - term papers
		PI 10: Number of instructional materials developed *	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a	1	2	5	5	5	5	prepared macroeconomics instructional guide included in the moodle
			Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	3	8	5	5	5	5	power point presentations and video lecture for ECON214 & powerpoint presentation for
				Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	5	5	5
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	4	5	4.667	

Average Rating (Total Over-all-rating divided by 29)		4.93
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.93
ADJECTIVAL RATING		

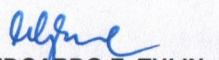
Comments and Recommendations for Development Purpose:

Evaluated and Rated:


EDGARDO E. TULIN
 Unit Head

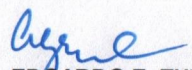
Date: _____

Recommending Approval:


EDGARDO E. TULIN
 Unit Head

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

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

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: ALLEN GLENNIE P. LAMBERT

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Drafts memorandum, communication and other directives	Drafted memorandum, communication , and other directives	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice
2	Sort documents for President's action	Countersigned documents	January 2022	December 2022	Jan-June 2022	Impressive	Outstanding	Sustain best practice

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


EDGARDO E. TULIN
 Unit Head

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the President

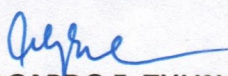
Head of Office: Edgardo E. Tulin

Name of Faculty/Staff: Allen Glennie P. Lambert Signature:  Date: _____

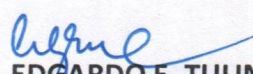
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Discussion of job-related accomplishments, problems and plans	<ul style="list-style-type: none">• First working day of the month• as needed				
Coaching Discuss ways to improve the execution of assigned tasks.	<ul style="list-style-type: none">• First working day of the month as needed				

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

Conducted by:


EDGARDO E. TULIN
 Immediate Supervisor

Verified by:


EDGARDO E. TULIN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALLEN GLENNIE P. LAMBERT
Performance Rating: January-June 2022

Aim: Develop management and leadership capability.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Attend development/leadership capability training

Result: Improve management and leadership capability

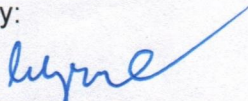
Date: _____ Target Date: _____

Next Step: Utilize learning from training in office situation

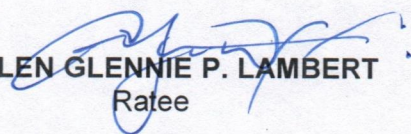
Outcome: Improved management and leadership capability skills.

Final Step/Recommendation:

Prepared by:


EDGARDO E. TULIN
Immediate Supervisor

Conforme:


ALLEN GLENNIE P. LAMBERT
Ratee