Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: <u>ALLEN GLENNIE P. LAMBERT</u>

	Program Involvement	Percentage	Numerical	Equivalent
	(1)	Weight of	Rating	Numerical
		Involvement	(Rating x%)	Rating
		(2)	(3)	(2x3)
1.	Administration	75%	4.967	3-68 3.73
2.	Instruction			K
	a. Head/Dean (50%)	12.5%	4.91	. 61
	b. Students (50%)	12.5%	5.00	-63
	Total for Instruction	25%	4.80	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%)			
Nafin .	Total for Extension	(a)		
	TOTAL			4.89, 4.96

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any: TOTAL NUMERICAL RATING:

4.89 4.96/

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

ALLEN GLENNIE P. LAMBERT

Name of Faculty

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

EDGARDO E. TULINA.
Head of Office

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Task Assigned	Target	Accomplishme nt	Rating				Remarks
					(Jan-Dec 2022)	Jan-June 2022	Q ¹	E ²	T ³	A ⁴	
UMFO 1	. Advanced Ed	ucation Services					N.				
OVPI M	FO 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	

VPI UMFO 3 F	Higher Education Management									
	PI5: Total FTE, coordinated, implemented	FTE	Handles and teaches courses assigned	4.5	10.8	5	5	5	5	Research2 -ABM grad 12 (SHS), & III - ABM grade 12 (SHS)
	and monitored	Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4	4.667	3.440 (0.10)
		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 amended, Application of Virtual Reality to Agricult Land Use, and Transport 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 group work of III - ABM grade 1 Research 2 ABM13, and ECON214 graduate stud
		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 or participation by individua III - ABM grade 12, ECO
		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 moodl
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading	3	8	5	5	5	5	power point presentat and video lecture for ECON214 & powerpo presentation for
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	1	4	5	5	5	5	assessment tools use for Research 2 and III ABM12, & ECON@!\$ reporting/presentation written outputs
		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	

Number of virtual classroom created 2 2 5 5 5 5 and operational **UMFO 3. Research Services UMFO 4. Extension Services** UMFO 6. General Administration Support Services **General Administration** Zero Complaint administrative services Provide advice to, and OP MFO 1 directs or assists clients (via and Support Services from clients email, call or actual visit) in Zero complaint Zero complaint 5 5 5 addressing their various from clients from clients service demands/needs Maintain personal Maintained workplace in compliance to 5 5 5 5 100% 100% workspace to ISO 5s OP MFO 2 **Effective and Efficient Management and** Management and **Paperwork Services Executive Services** Number of Memoranda/ Number of Memoranda/Special Orders/Certifications issued Special Orders/ Certifications drafted and/or pre-reviewed/ 5 1.000 2.192 5 5 5 screened No. of documents reviewed, processed & Screen documents for 14,500 8.698 5 5 4.667 released within the day it is acted by the Pres./OIC action Gather data, drafts and/or No. of reports and correspondence reviews reports and 201 5 5 5 5 prepared and released 350 correspondence Number of offices under OP and special 10 10 projects coordinated 5 5 5 5 2 SP 2 SP **Effective and Efficient Public Relations** Services No. of MOU/MOAs forged for Screen, package MOAs for establishment of linkages President's approval and 5 5 165 151 5 5 submits for BOR confirmation Effective and Efficient President's Calendar Management No. of events organized/coordinated/ Coordinate and arrange 5 5 5 5 venue, accommodation, 25 50% photodocumented meals, transportation, etc. Plan and schedule meetings, 100% of meetings and travels convened/presided/ facilitated/photoappointments and travel of 100% 100% 5 5 5 5 Univ. Pres. documented 100% of committee assignments steered Facilitate/comply committee 5 5 5 5 100% 100% assignments and complied Total Over-all Rating 143

Average Rating (Total Over-all-rating divided by 29)	4.93	Comments and Recommendations for Development Purpose:
Addiional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.93	
ADJECTIVAL RATING		
Evaluated and Rated:	Recommending Approval:	Approved by:
EDGARDO E. TULINA	EDGARDO E. TULINA, Unit Head	EDGARDO E. TULINA
Unit Head	Unit Hood	Drooident

Date:

Date: __

2- Efficiency

3-Timeliness

4-Average

1- Quality

Date:

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: <u>ALLEN GLENNIE P. LAMBERT</u>

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
131	U
2 nd	Α
	R
3 rd	Т
411	E
4th	R

Name of Office: Office of the President

Head of Office: Edgardo E. Tulin

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

Activity Monitoring	Meeting		Marra	Others (Pls.	Remarks
	One-on-One	Group	Memo	specify)	
Monitoring Discussion of job-elated accomplishments, problems and plans	 First working day of the month as needed 				
Coaching					
Discuss ways to improve the execution of assigned tasks.	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. TULINA Immediate Supervisor Verified by:

EDGARDO E. TULINA. **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