

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **Felix M. Salas**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		5.00 x 50 % =2.5	
b. Students (50%)		5.00 x 50 % =2.5	
Total for Instruction	40%	5.00	2.00
2. Research			
a. Client/Dir for Research (50%)		5.00 x 50%= 2.5	
b. Dept. Head/Center Director (50%)		5.00 x 50%= 2.5	
Total for Research	30%	5.00	1.50
3. Extension			
a. Client/Dir for Research (50%)		5.00 x 50% =2.5	
b. Dept. Head/Center Director (50%)		5.00 x 50% =2.5	
Total for Extension	15%	5.00	0.75
4. Administration	10%	5.00	0.50
5. Production	5%	5.00	0.25
TOTAL			<b>5.00</b>


EQUIVALENT NUMERICAL RATING: 5.00

Add: Additional Points, if any:

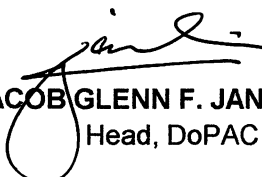
TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**FELIX M. SALAS**  
Name of Faculty

Reviewed by:

  
**JACOB GLENN F. JANSALIN**  
Head, DoPAC

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
Dean, CAS

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instructor

# RECORD OF INVESTIGATION

Form 1-1 (Revised 1-1-60)

Case No.	Subject	Investigator	Date
100-100000	JOHN DOE	JOHN DOE	10-1-60
100-100001	JANE DOE	JANE DOE	10-1-60
100-100002	JOHN DOE	JOHN DOE	10-1-60
100-100003	JANE DOE	JANE DOE	10-1-60
100-100004	JOHN DOE	JOHN DOE	10-1-60
100-100005	JANE DOE	JANE DOE	10-1-60
100-100006	JOHN DOE	JOHN DOE	10-1-60
100-100007	JANE DOE	JANE DOE	10-1-60
100-100008	JOHN DOE	JOHN DOE	10-1-60
100-100009	JANE DOE	JANE DOE	10-1-60
100-100010	JOHN DOE	JOHN DOE	10-1-60
100-100011	JANE DOE	JANE DOE	10-1-60
100-100012	JOHN DOE	JOHN DOE	10-1-60
100-100013	JANE DOE	JANE DOE	10-1-60
100-100014	JOHN DOE	JOHN DOE	10-1-60
100-100015	JANE DOE	JANE DOE	10-1-60
100-100016	JOHN DOE	JOHN DOE	10-1-60
100-100017	JANE DOE	JANE DOE	10-1-60
100-100018	JOHN DOE	JOHN DOE	10-1-60
100-100019	JANE DOE	JANE DOE	10-1-60
100-100020	JOHN DOE	JOHN DOE	10-1-60


100-100000 JOHN DOE  
100-100001 JANE DOE  
100-100002 JOHN DOE  
100-100003 JANE DOE  
100-100004 JOHN DOE  
100-100005 JANE DOE  
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100-100015 JANE DOE  
100-100016 JOHN DOE  
100-100017 JANE DOE  
100-100018 JOHN DOE  
100-100019 JANE DOE  
100-100020 JOHN DOE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

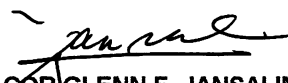
DATE 10-1-60 BY [Signature]  
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# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **FELIX M. SALAS**, of the Department of Pure & Applied Chemistry, **College of Arts & Sciences** 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** to December, 2018.

  
**FELIX M. SALAS**  
 Ratee

Approved: ,

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC

MFO No	MFO & PAPs	Success/Performance Indicators(PI)	Program/ Activities Projects	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO: 1	Higher Education Services	P1.1. Full Teaching Equivalent (FTE)	Instruction	Teach Chem 127 (Lec), Chem 140 (2 Lec), and Chem 161 (1 Lec)	10	10.6	5	5	5	5	Vacation-Sick leave
		P1.2. Number of instructional materials developed/revised and utilized	Instruction								
		P1.2.1. New Syllabi/Lecture Manual	Instruction	Develop new course syllabi in Chemistry	2	2	5	5	5	5	Chem 140 & Chem 141
		P1.2.2. Revised Syllabi/Lecture Manual	Instruction	Revise lecture syllabi in Chemistry	2						
		P1.2.3. New Laboratory Manual	Instruction	Develop new lab manual in Chemistry	1	2	5	5	5	5	Esci 115 & Chem 140.1
		P1.2.4. Revised a laboratory manual in Chemistry	Instruction	Revise laboratory manual in Chemistry	1	1	5	5	5	5	Chem 161
		P1.2.5. New Course Outlines	Instruction	Develop new course outlines in Chemistry	2	2	5	5	5	5	Chem 140 & Chem 141
		P1.2.5. Revised Course Outlines	Instruction	Revise course outlines in Chemistry	2	2	5	5	5	5	Chem 127 & 161
		P1.3.0. Awards Received in Instruction	Instruction								
MFO: 2	Advanced Education Services	P2.1. Number of graduate students advised	Instruction								
		P2.2. Number of GAC memberships to graduate students	Instruction	Act as GAC member	2	2	5	5	5	5	2-MSHort

MFO: 3	Research Services	P3.1. Number of Awards received by student advisee	Research								
			Research								
		P3.2. Number of research paper published in journals and or proceedings	Research	Published research output in international proceedings	5	5	5	5	5	5	In Proceedings: AFSA2018, ICELS2018
				Published research output in journals (National)							
				Published research output in proceedings (National)							
		P3.3. Number Oral and poster presentations in local, national and international conferences	Research	International presentations of research outputs (Oral Presentations)	6	6	5	5	5	5	AFSA-4, ICELS-2
			Research	International presentations of research outputs (Poster Presentations)	4	4	5	5	5	5	AFSA-3, AAACU-1
			Research	National presentations of research output (Poster Presentation)	1	1	5	5	5	5	NCCCRDE-1
			Research	VSU-RDE In-House Review of research output (Oral Presentations)	5	5	5	5	5	5	2-VSU, 2-ACIAR, 1-DA
		P3.4. Research proposals prepared and submitted for VSU and external funding agencies	Research		1	1	5	5	5	5	1) Production, characterization and applications of quality pyrolygneous acid and related products from pyrolysis of coconut, sugarcane, and rice wastes
		P3.5. Number of approved and funded researches conducted	Research	Conduct approved and funded researches	5	5	5	5	5	5	ACIAR (2), DA-RFO8 (1), VSU (2)
		P3.6. Amount/Value of research proposals prepared and submitted for VSU and other agencies	Research	Request research funding	34.15M	34.15M	5	5	5	5	DOST-PCAARRD (1)

		P3.7. Number of researches conducted on schedule	Conduct of research	Conduct researches on schedule	5	5	5	5	5	5	ACIAR (2), DA-RFO8 (1), VSU (2)
		P3.8. Amount of research fund generated from VSU and external agencies	Research fund generation	Generate fund for research	2M	2M	5	5	5	5	ACIAR (3), DA-RFO8 (1), VSU (2)
		P3.9. Number of awards and recognitions received	Research award and recognition	Recognition	2	2	5	5	5	5	Local CSC (VSU) Pagasa Award, Regional Civil Service Commission Pag-asa Award (Grp Category-Vegmovers)
		P3.10. Number of brochures generated from research results	Research materials								
		P3.11. Number of groups or individuals mentored to conduct research	Research mentoring	Mentor groups or individuals to conduct research	15	15	5	5	5	5	BSChem (10), BSEM (1), BSA-Hort (3), VSULHS (1)
MFO: 4	Extension Services	P4.1. Number of individual beneficiaries served	Giving assistance to clientele	Accommodate individuals seeking assistance	55	55	5	5	5	5	ATI-VSU (55)
		P4.2. Number of group beneficiaries served	Giving assistance to clientele	Accommodate groups seeking assistance	5	5	5	5	5	5	ATI-VSU (5)
		P4.3. Number of technical expert services conducted	Conducting technical expert services	Serve as subject matter specialist in trainings and on-call specialist in extension projects.	3	3	5	5	5	5	ATI-VSU (2), DOH-HELP (1)
		P4.4. Number of extension projects conducted and involved	Conducting extension activities	Conduct and involvement in extension projects	3	3	5	5	5	5	ATI, DoPAC, DOH Extension Projects
		P4.5. Number of trainings conducted	Conducted training	Facilitate, conduct, demonstrate, and implement the training	2	2	5	5	5	5	DoPAC, DOH-HELP
		P4.5. Number of brochures distributed on training	Distributed brochures on training	Facilitate, conduct, demonstrate, and implement the training	100	100	5	5	5	5	DoPAC, DOH-HELP
MFO: 5	Support to Students	P5.1. Number of special services such as resource speaker on programs and technical judge	Conducting special services to students	Serve as Resource Speaker during the Acquaintance Party of BSA-Horticulture Students	1	1	5	5	5	5	ViHOS Acquaintance Party
		P5.1. Number of special services such as resource speaker on programs and technical judge conducted in support to students	Conducting special services to students	Serve as Resource Speaker during the Environmental Week Celebration of ChemSoc/Tarsier Students	1	1	5	5	5	5	ChemSoc/Tarsier Environmental Week Celebration

		P5.2. Student organization advising and consultation services	Supporting student services								
		P5.2.1. Number of hours spent on student thesis outline/manuscript/special problem consultation	Support to Students	Record the number of hours spent on student consultation regarding thesis and special problem	500	500	5	5	5	5	BSCChem, BSEM & BSA (Horticulture)
		P5.2.2. Number of hours spent on student consultations	Support to Students	Record the number of hours spent on student consultation regarding subject matter	500	500	5	5	5	5	Chem 127, Chem 140, & Chem 161
		P5.2.3. Number of student related activities assisted	Support to Students	Record the number of student activities assisted	2	2	5	5	5	5	ViHoS & ChemSoc
		P5.2.4. Number of student thesis outline checked	Support to Students	Check thesis outline of BSCChem & BSA-Hort students	13	13	5	5	5	5	BSCChem: Andrino, Bulfa, Cabal, Fernandez, Flores, Galon, Gasatan, Gofredo, Llosa, Managbanag, Poliquit, Serrano; BSA-Hort: Valenzona
		P5.2.5. Number of student thesis manuscript advised and checked	Support to Students	Check manuscript of BSCChem, BSEM & BSA-Hort students	10	10	5	5	5	5	BSCChem: Fernandez, Managbanag, Poliquit, Llosa, Gofredo, Serrano; BSEM: Torregoza BSA (Hort): Campoto, Dajotoy, Valenzona
		P5.2.6. Number of hours spent on student thesis outline/manuscript/special problem	Support to Students	Record the number of hours spent on student consultation regarding thesis and special problem	300	300	5	5	5	5	BSCChem, BSEM & BSA (Horticulture)
		P5.2.7. Number of student research advising	Support to Students	Advise thesis of BSCChem students	10	10	5	5	5	5	BSCChem: Andrino, Bulfa, Cabal, Flores, Galon, Gasatan, Gofredo, Llosa, Managbanag, Poliquit
				Advise thesis of BSA-Hort students	10	10	5	5	5	5	BSA (Hort): Campoto, Dajotoy, Valenzona

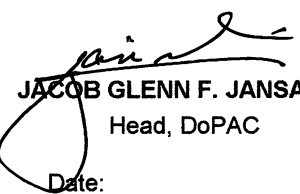
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Average Rating (Total Over-all rating divided by 6)		5.00
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		


**Comments & Recommendations for Development Purpose:**

• Attend Annual Philippine Chemistry Congress  
 • Present research work in scientific forum here & abroad  
 • Completion of outputs for Sabbatical Leave


Evaluated & Rated by:

  
**JACOB GLENN F. JANSALIN**  
 Head, DoPAC  
 Date: \_\_\_\_\_

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
 Dean, CAS  
 Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP for Instruction  
 Date: \_\_\_\_\_

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

# PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
√	3 <sup>rd</sup>	
√	4th	

Name of Office: FELIX M. SALAS

Head of Office: JACOB GLENN F. JANSALIN

Number of Personnel: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching	None Needed				Outstanding Rating

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

Conducted by:

  
JACOB GLENN F. JANSALIN  
Immediate Supervisor

Noted

  
CANDELARIO L. CALIBO  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **FELIX M. SALAS**

Performance Rating: **Outstanding**

Aim:

Proposed Interventions to Improve Performance:

Date:

Target Date:

First Step:

Date: January 2019

Target Date: January 2020

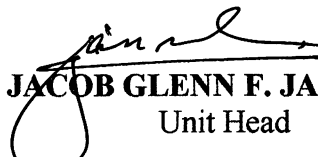
Next Step:

- On Sabbatical Leave
- Must submit the output by January 2020


Outcome:

Final Step/Recommendation:

Prepared by:

  
**JACOB GLENN F. JANSALIN**  
Unit Head

Conforme:

  
**FELIX M. SALAS**  
Name of Ratee Faculty