## Exhibit K

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: FELIX M. SALAS

	Program Involvement	Percentage	Numerical Rating	Equivalent
	(1)	Weight of	(Rating x%)	Numerical
		Involvement	(3)	Rating
		(2)		(2x3)
1.	Instruction			
	a. Head/Dean (50%)		5.0x50%=2.50	
	b. Students (50%)	50%	4.83x50%=2.415	
	Total for Instruction	80%	4.915	3.932
2.	Research			
	a. Client/Dir. for Research (50%)		5.0 (50%=2.50)	
	b. Dean/Center Director (50%)	•	5.0x50%=2.5	
	Total for Research	10%	5.0	0.5
3.	Extension			
	a. Client/Dir. for Extension (50%)		5.0x50%= Q.50	
	b. Dean/Center Director (50%)		5.0x50%=2.50	
	Total for Extension	5%	5.0	0.25
4.	Administration	5%	5.0	0.25
5.	Production			
	TOTAL			4.932

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EOUIVALENT NUMERICAL RA	ALINET	۰

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

4.93 OUTSTANDING

4.93

Prepared by:

Reviewed by:

FELIX M. SALAS

Name of Faculty

MARK RYAN R. TRIPOLE

Head, DoPAC

Recommending Approval:

CLENN CO PALARES

Dean, CAS

Approved

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, FELIX M. SALAS, a faculty member of the <u>DEPARTMENT OF PURE AND APPLIED CHEMISTRY agreed to deliver and to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2024.</u>

Professor VI Date: 7 1 2024 Approved:

MARK RYAN R. TRIPOLE

Head, DoPAC

Date: 7 2 2020

GLENN G. PAJARES

Dean, CAS

Date: 7/4/2024

MFO No.	Description of MFO's/PAP	S Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment			Rating		REMARKS (Indicators in percentage
No.						Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
UMF	O 1. ADVANCED EI	DUCATION SERVICES								
OVPII	MFO 2. Graduate Student	Management Services								
	PI: Total FTE monitored*	A1. Actual Faculty's FTE	Handled graduate subjects/courses assigned	0.3	3.375	5	5	5	5.00	Chem 208 & Hort 252
	PI 10: Additional outputs	A2. Number of students advised	Acted as academic adviser to graduate students	1	5	5	5	5	5.00	Abordo, Bongcales, Casimpan, Dogillo, Masong
		A3 . Number of students entertained for consultation purposes	Entertained students seeking consultation with faculty	20	25	5	5	5	5.00	PhD Hort, MS Hort, MS FT, MS Soils, MS TREC,& MEd students
		<u>A4</u> . Number of Graduate reports checked	Checked reports required for graduate subject		9	5	5	5	5.00	MS Hort (6) & MEd (3)

MFO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment			Rating		REMARKS (Indicators in percentage
No.				(can bee)	, coompletiment	Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
	,	A5 . Number of Graduate examinations conducted and checked	Conducted and checks examinations for graduate subject handled		8	5	5	5	5.00	MS Hort (4) & MEd (4)
		<u>A6</u> . Number of Graduate grade sheets submitted	Submitted gradesheets for graduate subjects		2	5	5	5	5.00	MS Hort (1) & MEd (1)
		A7. Number of comprehensive examination conducted	Conducted comprehensive examination for graduate students		4	5	5	5	5.00	MS Hort (3) & MEd (1)
		<u>A8</u> : Number of thesis defense conducted	Conducted thesis/dissertation defense for graduate students		4	5	5	5	5.00	PhD Hort (1) and MS Hort (3)
	O 2. HIGHER EDUCA				······································					
	PI 10: Total FTE, coordinated, implemented and monitored *	A1. Actual Faculty's FTE	Handled and taught courses assigned	8	12.95	5	5	5	5.00	Chem 140, Chem 141, Chem 157, Envi 120
	PI 15. Number of instructional materials/syllabi approved	A2. Number of instructional materials/syllabi approved	Prepared instructional materials/syllabi for approval		4	5	5	5	5.00	Chem 140, Chem 141, Chem 157, Ehvi 120
		A 3. Percentage of courses offered with final grades submitted within the allowable period	Submitted grade sheets within allowable period		6	5	5	5	5.00	Chem 140, Chem 141, Chem 157, Chem 200a1, Chem 200a3, Envi 120
		A 4 Percentage of courses rated atleast VS in the Teaching Performance Evaluation by Students (TPES)	Received at least a VS in the Teaching Performance by students (TPES)		100%	5	5	5	5.00	Chem 140, Chem 141, Chem 157, Ehvi 120

1FO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment			Rating	g	REMARKS (Indicators in percentage
No.				(Jan-Dec)	Accomplishment	Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
	PI 19: Additional Outputs	A 10 . Number of long examinations administered and checked	Administered and checked long examination for subjects taught	6	8	5	5	5	5.00	Chem 140 (2), Chem 141 (2), Chem 157 (2), Envi 120 (2)
tana na mana na financia n		A 11. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	16	32	5	5	5	5.00	Chem 140 (4), Chem 141 (4), Chem 157 (4), Envi 120 (4)
		A 12 . Number of lab reports and term papers checked and graded	Checked lab reports and term papers submitted as required	4	29	5	5	5	5.00	Envi 120
		A 13 . Number of grade sheets submitted within prescribed period	Prèpared gradesheet and submitted on or before deadline	4	7	5	5	5	5.00	Chem 140, Chem 141, Chem 157 (2), Chem 200a1, Chem 200a3, Envi 120
		A 14 . Number of Student organizations assisted on student related activities	Assisted student organizations in implementing student related activities		2	5	5	5	5.00	VSU ChemSoc, ViHoS
		A 15. Number of INC grades completed	Completed INC grades of students		5	5	5	5	5.00	Bergantin, Cazenas, Gam, Roslinda, Sanico,
		A.19 . Awards received	Received International/ National/Regional award	,						
UMF	O 3 . RESEARCH SE	ERVICES								
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A20. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducted research for possible utilization by industry or other beneficiaries	1	2	5	5	5	5.00	2 VSU-LNF
,	PI 2. Number of research	A 21. Number of research outputs completed within the year *	Conducted and completed research project within the year	1	2	5	5	5	5.00	LNF - Phase 2; MRS - Marabong/Daguitán

MFO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment			Ratin	g	REMARKS (Indicators in percentage
No.				(Jan-De¢)	Accomplishment	Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
	PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	A 22. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepared, submitted and presented research paper in scienfic fora/conferences	,						
		a. International								
'		b. National						-		
	\(\frac{1}{2}\)	c. Regional or Institutional Conferences	Prepared, submitted and presented research paper in scienfic for a/conferences		aguang sa at an ang sa an					
	PI 7: Amount of research money obtained from external sources	A 23. Amount of research money obtained from external sources	Requested for research money from external sources		,				****	
UMF	O 4. EXTENSION SE	RVICES								
	partnerships with LGUs, industries, NGOs, NGAs,	A 32. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identified and linked with probable partners for extension activities and maintains this active partnership	1	5	5	5	5	5.00	NUPAP, ATI, DA- Palo, DA-Maasin, DOST-8
	PI 2. Number of trainees weighted by the length of training	A 33. Number of trainees weighted by the length of training	Conducted trainings among beneficiaries of technologies for transfer	1	140	5	5	5	5.00	NUPAP (30), ATI (30), DA-Palo (30), DA- Maasin (50)
	PI 3: Number of extension programs and projects	A 34. Number of extension programs and projects	Implemented extension programs and projects		1	5	5	5	5.00	HELP

0	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment			Rating	3	REMARKS (Indicators in percentage
				(Jan-Dec)	Accomplishment	Quality	Eficiency	Timeliness	Average	should be supported wit numerical values in numerators and denominators)
	PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and relevance	Provided quality and relevant training courses		100	5	5	5	5.00	NUPAP, ATI, DA- Palo, DA-Maasin, DOST-8
	PI 5. Number of technical/expert services		Provided the technical and expert services requested by beneficiaries					,		
		a. Peer reviewer of journal/book		1	2	5	5	5	5.00	ATR
		b. Review of research and extension proposal						,		, , ,
		c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in		1	5	5	5	5	5.00	Maasin (2), Palo (1), ATI (1), BUCOR (1)
		d. accreditor			,					
-		e. consultancy			1	5	5	5	5.00	DOST-TCS (AP)
-	PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepared extension project proposals and submits for review		2	5	5	5	5.00	for VSU funding
	PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Followed up submitted and reviewed extension proposals					,		
	PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implémented	Implemented duly approved extension projects		1	5	5	5	5.00	HELP
-	PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepared, submitted and presented extension paper in conferences							

	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment			Rating	3	REMARKS (Indicators in percentage
				(Jan-Des)	Accomplishment	Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
_		a. International	· · · · · · · · · · · · · · · · · · ·							
_		b. National							***************************************	
_		c. Régional or Institutional Conferences	and the second s							
_	PI 10: Number of extension activities conducted	A 41. Number of extension activities conducted	Conducted extension program activities		1	5	5	5	5.00	HELP in Maasin
	PI 11. Additional outputs *	A 42 No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Received an award related to extension activities							
F	O 5. SUPPORT TO C	PERATIONS								
	OVPI MFO 1. Faculty Devel	opment Services							***************************************	
·	PI 7: Number of trainings, seminars, and conferences attended	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attended training, seminars, and conferences attended (international, national, regional/institutional)					-		
_		International						-		
_		National	<u> </u>	1	,			,		Ī,
_		Regional/Institutional	,					,		
	OVPI MFO 3. Registration	Services								
-		A 51. Percentage of students enrolled and validated within the registration period	Validated students within the registration period		100%	5	5	5	5.00	Abordo, Casimpan, Masor
	PI 10. Number of students	A 52. Number of students advised	Acted as academic adviser		<u> </u>			-		Abordo, Bongcales

IFO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-De¢)	Actual Accomplishment			Rating	I	REMARKS (Indicators in percentage
lo.				(oun-boo)	, , , , , , , , , , , , , , , , , , ,	Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
	OVPI MFO 4. Curricular Pro	ogram Management Services			,			,		
		A 53. Number of IMs reviewed by the DIMRC	Submitted IMs for review	,				,		,
	PI 13: Number of course syllabi and TOS reviewed and approved	A 54. Number of course syllabi and TOS reviewed and approved	Submitted course syllabi and TOS for approval		8	5	5	5	5.00	Chem 140, Chem 141, Chem 157, Ehvi 120
	PI 16: Number of student thesis advised:	A 57. Number of students advised on thesis/field practice/special problem:	Advised and corrected research outline and thesis/SP manuscript							
		As SRC Chairman		,	5	5	5	5	5.00	BSABE - F. Javier; BSChem - C. Arcilla, L. Matuguina, J. Malsit, J. Aldamia
		As SRC Member		1	7	5	5	5	5.00	BSABE - A. Vermug; PhD Hort - C. DeLira, Guysayko, R. Maximo; MS Hort - A. Capulot, A. Montes; BSA- Hort - M. Moreno
	PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acted as coordinator/facilitator for students from other schools having summer program in VSU							
	PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitated in assisting of the external institutions/agencies conducting benchmarking activities							

IFO	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan-Dec)	Actual Accomplishment			Rating	g	REMARKS (Indicators in percentage
No.				(Jan-Det)	Accomplishment	Quality	Eficiency	Timeliness	Average	should be supported with numerical values in numerators and denominators)
	PI 20: Number of students from other academic departments conducting research activities served	A 61. Number of students from other academic depts conducting research activities served	Facilitated in assisting students from other academic depts conducting research activities		7	5	5	5	5.00	BSABE, BSA-Hort, MS Hort, PhD Hort
	Pl 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertained students consulting on subject taught, thesis and grades		150	5	5	5	5.00	BSChem; BSFT BSABE, BSES, BSA students
JMF	O 6. General Admin	. & Support Services								,
	PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acted as committee chairman		1	5	5	5	5.00	DoPAC REIC
	PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signed documents		12	5	5	5	5.00	DTR & Sick leave docs as OIC head
-	PI 5: Number of requests acted	A 69. Number of requests acted	Approved requests		2	5	5	5	5.00	Pigment analysis
	PI 6: Number of memoranda prepared	A 70. Number of memoranda prepared	Issued memoranda							
	PI 9: Number of submitted DTR within 20 days after the last day of the month	A 73. Submits DTR within 20 days after the last day of the month	Submitted DTR within 20 days after the last day of the month		6	5	5	5	5.00	FMS' DTR
	PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addressed complaints on time (if any)					,		
	PI 17: Additional Outputs	A 80. Number of meetings attended	Attended meetings (departmental/institutional)		9	5	5	5	5.00	Departmental (6); Institutional (3)

MFO No.	Description of MFO's/PAP	Success/ Performance Indicators (PI)		Target (Jan-De¢)	Actual Accomplishment			Rating	)	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
NO.						Quality	Eficiency	Timeliness	Average	
		,	Initiated/introduced improvements in performfing functions resulting to best practice							
	Total Over-all Rating								210.00	

Average Rating	5.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	5.00
ADJECTIVAL RATING	Outstanding

Evaluated & Rated by:

MARK RYANR. TRIPOLE Department Head

Date: 7 2 2024

Recommending Approval:

Dean, CAS
Date: 74 2024

Comments & Recommendations for Development Purposes

Should continue to maintain high quality of contributions to instruction, research, and extension.

ROTACIO S. GRAVOSO

Vice President for Instruction

7 25 2024 Date:

## PERFORMANCE MONITORING & COACHING JOURNAL

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/	2 <sup>nd</sup>	Α
	3 <sup>rd</sup>	R
	4th	E

Name of Employee: FELIX M. SALAS

Head of Office: MARK RYAN R. TRIPOLE

Number of Personnel: \_\_\_\_\_1

	MECH	ANISM				
Activity	Meeting			Others	D	
Monitoring	One-on-One	Group	Memo	(Pls. specify)	Remarks	
Monitoring	Ensure commitments on research, extension, and publication are attained	•			June, 2024	
Coaching	Encouraged faculty to submit research and extension proposals for funding (institutional/local/international), to attend relevant trainings and scientific for a, mentor younger faculty for research and extension					

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

Conducted by:

Noted:

MARK RYAN R. TRIPOLE Immediate Supervisor

**Next Higher Supervisor** 

## TRACKING TOOL FOR MONITORING TARGETS

						TASK S	TATUS			
Major Final Output/ Performance Indicator	Task	Assigned To	Duration	1 <sup>st</sup> Mont h	2 <sup>nd</sup> Mont h	3 <sup>rd</sup> Mont h	4 <sup>th</sup> Mont h	5 <sup>th</sup> Mont h	6 <sup>th</sup> Mont h	Remarks
MFO 1. Advanced Education Services										1
OVPI MFO 1. Graduate Degree Program Management Services										
PI 1. Percentage of graduate faculty pursuing PhD	Faculty. Development	DoPAC Faculty	Continuin. g task				,			ROPV (set to finish an return 2025
OVPI MFO 2. Advanced Education										
PI 3: Total FTE monitored	Teaching	Dept. Head & Faculty	Continuin g task	x	х	х	х	x		4.375 as of first half of the year
PI 11: Number of instructional materials developed*	Teaching	Dept. Head & Faculty	Continuin g task							For compliance in second half
MFO 2. Higher Education Services					r					
PI 1: Percentage passing in licensure examinations (1st time takers)	Teaching	Dept. Head & Faculty								CLE and CTLE are in second half of the year
PI 2: Percentage passing in licensure examination (overall including repeaters)	Teaching	Dept. Head & Faculty					,		•	CLE and CTLE are in second half of the year
PI 6: Number of programs accredited	Offering BS program	Dept. Head & Faculty	Continuin g task	х	х	х	х	х	х	Continue to maintain Bo
PL7: Number of degree programs implemented	Offering BS program	Dept. Head & Faculty	Continuin g task	x	x	x	х	х	х	Continue to maintain BS offering
PI 8: Number of programs with COPC	Offering BS program	Dept. Head & Faculty	Continuin g task	x	x	х	x	x	х	Continue to maintain Bs offering
PI 10: Total FTE monitored *	Offering BS program	Dept. Head & Faculty	Continuin- g task	x	х	х	х	х	x	222.75 as of first half of the year
PI 13: Percentage of courses offered with approved course syllabi	Teaching	Dept. Head & Faculty	Continuin g task							Continuous monitoring of syllabi
PI 14: Percentage of courses with approved IMs	Teaching	Dept. Head & Faculty	Continuin g task	,		2				IMs to be updated
PI 15: Number of Instructional materials approved	Teaching	Dept. Head & Faculty	Continuin g task							IMs to be updated

							4		104/106 grade
Teaching	Dept. Head & Faculty	Jan–June, 2024	x	X	X	x	x	x	sheets submitted within allowable period (second semester AY 2023)
Teaching	Dept. Head & Faculty	Jan-June, 2024	X	Х	X	X	X	X	As of first semester AY 2023: 60% Outstanding , 35% VS; 5% S
Teaching	Dept. Head & Faculty	Jan–June, 2024	х	X	X	X	X	X	Ratings for 1st and 2nd Semester (100% OS for regular faculty)
									VSU
Organization Advising	Dept. Head & Organization Adviser	Jan-June, 2024	X	х	х	х	х	X	Chemical Society, ViHOS, Viscan Eruditos
Teaching	Dept. Head & Faculty	Continuin g task	,		,	,			At least 10 BS Chem graduates are employed
Conducting research	Dept. Head & Faculty	Jan-June, 2024	X	х	х	X	x	x	Physicoche mical Characteriz ation of the Major River Systems in Leyte (Palhi River AY
								,	2023), LNF - PHASE 2
Conducting research	Faculty Research ers	Continuin g task			х				P60,000 for MRS Project
Conducting trainings, consultancy, etc.	Dept. Head & Faculty	Continuin g task		x		x		x	MRRT (1) - Chemical Waste Managemer t Resource Speaker, DWWT (1) -
	Teaching  Teaching  Organization Advising  Teaching  Conducting research  Conducting research	Teaching Head & Faculty  Teaching Dept. Head & Faculty  Teaching Dept. Head & Faculty  Organization Advising Dept. Head & Organization Adviser  Teaching Dept. Head & Faculty  Conducting research Persulty  Conducting research Persulty  Conducting trainings, consultancy, Conducting trainings, consultancy, Pept. Head & Faculty  Conducting trainings, Consultancy, Pept. Head & Faculty  Conducting trainings, Consultancy, Pept. Head & Faculty  Conducting trainings, Consultancy, Pept. Head & Faculty	Teaching Head & Faculty 2024  Teaching Dept. Head & Faculty 2024  Teaching Dept. Head & Faculty 2024  Organization Advising Dept. Head & Organization Adviser 2024  Teaching Dept. Head & Continuin g task  Conducting research Peach & Faculty Pescarch Peach & Continuin g task  Conducting research Peach & Continuin g task  Conducting research Peach & Continuin g task  Conducting task  Conducting task  Conducting task  Conducting task  Continuin g task	Teaching Head & Faculty 2024 x  Teaching Dept. Head & Faculty 2024 x  Teaching Dept. Head & Faculty 2024 x  Dept. Head & Corganization Advising Dept. Head & Organization Adviser Dept. Head & Faculty 2024 x  Conducting research Peach & Faculty Pesearch Peach & Continuin grask  Conducting research Peach & Continuin grask  Conducting trainings, consultancy, Peach & Continuin grask	Teaching Head & Faculty 2024 x x x  Teaching Dept. Head & Faculty 2024 x x x  Teaching Dept. Head & Faculty 2024 x x x  Dept. Head & Faculty 2024 x x x  Dept. Head & Continuin g task  Conducting research Paculty Peet Head & Faculty 2024 x x x  Conducting research Peed & Faculty 2024 x x x  Conducting research Peed & Faculty 2024 x x x x  Conducting research Peed & Faculty 2024 x x x x  Conducting research Peed & Faculty 2024 x x x x  Conducting research Peed & Faculty 2024 x x x x  Conducting research Peed & Continuin g task x x x	Teaching Head & Faculty 2024	Teaching Head & Faculty 2024	Teaching Head & Faculty  Dept. Head & Zo24	Teaching Head & Faculty 2024

J

PI 14: Number of OJT MOAs prepared	Internship deployment	Dept. Head & OJT Coordinat	Mid-year term, 2024						x	128.2, Chem 143.1, Chem 128, Chem 127n PASAR, Cebu Agua Lab, Leyte Agri Corp, DENR EMB8, DENR ERDB, Mandaue
PI 15: Number student		or					,			Laboratory Water Testing Services, University of San Carlos PASAR (5),
interns deployed and monitored	Internship deployment	Dept. Head & OJT Coordinat or	Mid-year term, 2024						X	Cebu Agua- Lab (2), Leyte Agri Corp (3), DENR EMB8 (6), DENR. ERDB (5), Mandaue Laboratory Water Testing Services (2), University of San Carlos (3), FAST Lab (2), VSU CASL (1), DLSU AniMoS (1)
PI 16: Number of thesis students advised		Dept.		,					,	As of second semester AY 2023: GCA (5);
MFO 6 General Administrative & Support Services (GASS)	Advising	Head & Academic Adviser	Continuin g task	х	X	X	X	X	Х	JLYA (3), YLB (4), VPL (3), ESQ (1), AAR (4), FMS (4), YAS (3), MRRT (4)

				•				•	,	with ITEEM, FMS (1) - consultancy with DOST
MFO 5 Support to Operations										
OVPI MFO 1. Faculty Development Services										
PI 1: Number of faculty pursuing advanced research degrees	Faculty development	Dept. Head & Faculty	Continuin g task				2			For compliance in second half
PI 7: Number of faculty sent to trainings, seminars and conferences	Faculty development	Dept. Head & Faculty	Continuin g task	,		,				MRRT, ESQ, AAR, JLYA, JMA, GCA (38th PCC), ESQ (2)
OVPI MFO 2. Faculty Recruitment/Hiring Services										
Pt 8: Number of new faculty hired with at least Master's degree	Faculty development	Dept. Head & DPC						,		For compliance in second half
OVPI MFO 3. Registration Services										
Pt 9: Percentage of students enrolled and validated within the registration period	Student enrollment	Dept: Head & Academic Adviser	Jan-June, 2024	x	X	х	x	x	Х	BS Chemistry 1st Year to 4th Year
PI 10: Number of students advised during the registration period	Student enrollment	Dept. Head & Academic Adviser	Jan-June, 2024	x	x	х	x	x	х	BS Chemistry 1st Year to 4th Year
OVPI MFO 4. Curricular Program Management Services										
PI 12: Number of IMs reviewed by the CCC	Teaching	Dept. Head & Academic Adviser	Continuin. g task				4			For compliance in second half
PI 13: Number of course syllabi and TOs reviewed and approved										2nd Semester AY 2023
	Teaching	Dept. Head & Academic Adviser	Continuin g task	X	x	x	x	X	х	Chem 157.1, Chem 159, PhSc 105, Chem 140, Chem 157, Chem 141, Chem 208, Chem 21, Chem 138, PhSc 105.2, Envi 120;

PI 2. Number of management meetings conducted	Conducting meetings with the faculty and staff	Dept. Head, Faculty and Staff	Jan–June, 2024	X	x	х	х	x	х	ESQ (6), MRRT (2)
PI 3. Number of committee meetings conducted	Conducting meetings with departmental committees	Dept. Head & Committe e Chairs	Jan–June, 2024	X	х	х	х	х	x	Department Committees , CAS Executive Committee, etc.
PI 4. Number of routinary documents acted	Administrative functions	Dept. Head & Admin: Staff	Jan-June, 2024	X	X	X	X	X	X	DTRs, Leave Requests, IPCRs, Recommen dations for Trainings/Tr avel, Thesis Outlines/Ma nuscripts, Hiring documents, Grade Sheets, Faculty and student clearances, Letter. Requests, Leave Applications , Payroll etc.
PI 5. Number of requests acted	Administrative functions	Dean, Dept. Head & Admin. Staff	Jan–June, 2024	x	x	x	x	x	x	Request for the use of laboratory facilties, requests for borrowing of specific equipment/c hemicals, job requests, letter requests, etc.
Pl·6. Number of memoranda prepared	Administrative functions	Dept. Head	Jan-June, 2024	X	x	X	x	x	х	Reconstitution of department committees, assignment of focal persons, etc.
PI 7: Percentage of IFWs submitted to OVPAA on or before September 30	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024							IFWs are always submitted on time
Pl.9: Percentage of faculty and staff who	Administrative functions	Dept. Head,	Jan-June, 2024	Х	X	X	X	X	X	All faculty. have

submitted a DTR every month		Faculty and Staff		e.						submitted their monthly DTRs
PI 12: Monthly accomplishment report submitted on time	Administrative functions	Dept. Head and concerned personnel.	Jan–June, 2024	x	x	x	X	X	x	ESQ (January 1 to May 21), MRRT (May 22 to June 30), department heads have submitted accomplish ment reports on time 4 JO (JanJun, 2/month), 2 part-time instructors (Jan-Jun)
PI 14: Percentage budget utilization (GAA)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024			3.7			х	As of July 10, 2024
PI 15: Percentage budget utilization (STF)	Administrative functions	Dept. Head & Admin. Staff	Jan-June, 2024						х	As of July 10, 2024
PI 17: Additional Outputs Number of laboratory classes assisted	Teaching	Dept. Head & Admin. Staff (laborator y)	Continuin g task	X	X	X	X	X	х	Assisted laboratory classes specially in the preparation of chemicals needed for the conduct of classes

Prepared by:

MARK RYAN R. TRIPOLE Head, DoPAC

#### PERFORMANCE MONITORING FORM

Name of Employee: FELIX M. SALAS

Task No.	Task Description	Expected Output	Date Assigned	expected Date to Accomplish	Actual Date Accomplished	Quality of Outputs*	Over-all Assessment of Outputs**	Remarks/ Recommendation
1.	Advanced Education – Evaluating MEd admission applications, Teaching of Med courses	Virtual classrooms w/ learning materials & assessments	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Chem 208 & Hort 252
2.	Higher Education – Teaching of Chemistry & Non-Chemistry courses	Virtual classrooms w/ learning materials & assessments	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Chem 140, Chem 141, Chem 157, Envi 120
3.	Research Services	Research conducted	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Major River System Project (Component Leader)
4.	Extension Services	Extension projects/activities conducted	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	BuCOR Soap Making Extension Activity
5.	Support to Operations	Varied ISO & academic documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned ISO, academic documents, student registration, etc.
6.	General Administration & Support Services	Varied general documents and services	1/2/2024	6/30/2024	6/30/2024	Very impressive	Outstanding	Assigned general documents and services done

<sup>\*</sup>Either very impressive, needs improvement, poor, very poor

Prepared by

MARK RYAN R. TRIPOLE Head, DoPAC

<sup>\*\*</sup> Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FELIX M. SALAS Performance Rating: Outstanding Aim: Aspire to obtain outstanding student ratings in all subjects taught and further scientific knowledge Proposed Interventions to Improve Performance: Date: January, 2024 Target Date: June, 2024 First Step: Prepare and update learning materials for all chemistry subjects to be taught in the 1st semester AY 2024-2025; follow up student performance constantly; submit research and extension proposals for funding and research paper for possible publication in peer-reviewed international journals. Results: Meets the QS for tertiary instruction Date: Target Date: Next Step: Outcome: Final Step/Recommendation: Prepared by:

MARK RYAN R. TRIPOLE
Head DoPAC

Conforme:

Name of Ratee Faculty/Staff



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#### TEACHING PERFORMANCE EVALUATION BY STUDENTS SUMMARY OF RATING

First Semester SY 2023-2024

Name of faculty: SALAS, FELIX M.

Department: Dept. of Pure and Applied Chemistry

College: College of Arts and Sciences

	Course No. &	Lab/		RATING	% Evaluation
	Descriptive Title	Lec	Num.	Adjec.	Rating
HORT311	ADVANCED POSTHARVEST PHYSIOLOGY OF PERISHABLE CROPS II	LEC	5.00	Outstanding	100.0%
HORT311	ADVANCED POSTHARVEST PHYSIOLOGY OF PERISHABLE CROPS II	LAB	5.00	Outstanding	100.0%
Chem 115	PRINCIPLES OF CHEMISTRY (Lecture)	LEC	5.00	Outstanding	100.0%
Chem 140	QUANTITATIVE INORGANIC CHEMISTRY (Lecture)	LEC	4.00	Very Satisfactory	80.0%
Chem 124	MOLECULAR SPECTROSCOPY	LEC	5.00	Outstanding	100.0%
CHEM212	ANALYTICAL CHEMISTRY	LEC	5.00	Outstanding	100.0%
	Average	Rating	4.83	Outstanding	96.67%

Source: Results of Teaching Performance Evaluation by Students filed at ODIE

Legend: 1.00 - 1.49 Poor (P)

1.50 - 2.49 Fair (F)

2.50 – 3.49 Satisfactory(S) 3.50 – 4.49 Very Satisfactory(VS) 4.50 – 5.00 Outstanding(O)

Prepared by:

VANESSA'W NAZAL TPES in-Charge

Date: April 24, 2024

Attested by:

MA. RACHEDIM L. AURE

Director, Instruction and Evaluation

Date: April 24, 2024

Received by:

SALAS, FELIX M.

Name and Signature of Faculty Date: 5/21/2024

Distribution of copies: ODIE, College, Department, Faculty

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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