Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUZETTE B. LINA (Professor V)

	Program Involvement	Percentage Weight of Involvement	Numerical Rating	Equivalent Numerical Rating
	(1)	(2)	(3)	(2x3)
1.	Instruction			
	a. VP for Academic Affairs	15	4.998	0.75
	b. Students	15	4.500	0.68
	Total for Instruction	30		1.42
2.	Research			
	a. Client/Dir. for Research			
	b. Dept. Head/Center Director	30	5.00	1.50
	Total for Research	30		1.50
3.	Extension			
	a. Client/Dir. for Extension			
	b. Dept. Head/Center Director	10	4.991	0.50
	Total for Extension	10		0.50
4.	Administration	30	5.000	1.50
5.	Production			
	TOTAL	100		4.9238

EQUIVALENT NUMERICAL RATING:

4.924

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.924

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

SUZETTE B. LINA

Name of Faculty

Approved:

ROTACIO S. GRAVOSO

Vice President, Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>SUZETTE B. LINA</u>, a faculty member of the <u>DEPARTMENT OF SOIL SCIENCE agree to</u> deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY - JUNE 2024.

SUZETTE B. LINA
Professor V
Date: 7 (6)

ROTACIO S. GRAVOSO

VP for Academic Affairs Date: 9/0/24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target (Jan- Dec)	Actual Accomplishment Jan-		F	Rating		REMARKS (Indicators in percentage should be
NO.	MICO SICALS				June 2024	Quality	Eficiency	Timeliness	Average	supported with numerical values in numerators and denominators)
UMFC	1. ADVANCED ED	UCATION SERVICES								
OVPI M	FO 2. Graduate Student	Management Services								
	PI: Total FTE monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	0.5	2.22	5	5	5	5.00	
	PI 10: Additional outputs	A2. Number of students advised	Acts as academic adviser to graduate students	2	1	5	5	4.9	4.97	
		A3 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	3	10	5	5	5	5.00	
		A4. Number of Graduate reports checked	Checks reports required for graduate subject	2	12	5	5	5	5.00	
		A5. Number of Graduate examinations conducted and checked	Conducts and checks examinations for graduate subject handled	2	8	5	5	5	5.00	
		A6. Number of Graduate grade sheets submitted	Submits gradesheets for graduate subjects	2	2	5	5	5	5.00	
		A7. Number of comprehensive examination conducted	Conducts comprehensive examination for graduate students	2	3	5	5	5	5.00	
	No.	A8 . Supplemental learning resources	Prepares Instructional learning resources for graduate subjects	1	3	5	5	5	5.00	
UMF	O 2. HIGHER EDUC	ATION SERVICES								

VPI UMFO 3. Higher Education	management services								
<u>PI10:</u> Total FTE, coordinated, implemented and monitored *	A1. Actual Faculty's FTE	Handles and teaches courses assigned	3	8.9	5	5	5	5.00	
PI 15. Number of instructional materials/syllabi approved	A2. Number of instructional materials/syllabi approved	Prepares instructional materials/syllabi for approval	n/a						
	A 3. Percentage of courses offered with final grades submitted within the allowable period	Submits grade sheets within allowable period	2	2	5	5	5	5.00	
PI 18: Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students	A 4. Percentage of courses rated at least VS in the Teaching Performance Evaluation by Students (TPES)	Receives at least a VS in the Teaching Performance by students (TPES)	20%	100%	5	5	5	5.00	
Pl 19: Additional Outputs	A 10 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught	4	356	5	5	5	5.00	4 LE w/ 2 sections with 4 and 40 students
	A 11 . Number of quizzes administered and checked	Prepares and checks quizzes for <u>lec</u> and lab	40	534	5	5	5	5.00	
	A 12. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	n/a						
	<u>A 13</u> . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	3	5	5	5	5.00	
	A 14. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	1	1	5	5	5	5.00	
	A.19 . Awards received	Receives International/ National/Regional award	n/a						
			S	Sub-total for Instruction				74.97	
				Average				4.998	
			TPES 2r	nd Sem SY 2023-2024				4.50	
JMFO 3 . RESEARCH SE	ERVICES								
or by other beneficiaries *	A20. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	0	1	5	5	5	5.00	
PI 2. Number of research outputs completed within the year *	A 21. Number of research outputs completed within the year *	Conducts and completes research project within the year	n/a						

	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 *	Prepares, submits and presents research paper in scienfic fora/conferences	1						
		a. International								
	***************************************	b. National								
		c. Regional or Institutional Conferences	Prepares, submits and presents research paper in scienfic for a/conferences	1						
	PI 7: Amount of research money obtained from external sources	A 23. Amount of research money obtained from external sources	Requests for research money from external sources	300,000	1,613,390.00	5	5	5	5.00	PCAARRD Project
					Sub-total				10.00	
				***************************************	Average				5.00	
JMFC	O 4. EXTENSION SE	ERVICES								
	PI 1: Number of active	A 32. Number of active partnerships	Identifies and links with probable partners							
	partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOLIS/MOAs)		for extension activities and maintains this active partnership	2	2	5	5	5	5.00	
	industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs) PI 2. Number of trainees	with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders		2 50	2	5	5	5	5.00	Training will be reflected in July- Dec Accomp
	industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs) PI 2. Number of trainees weighted by the length of training	with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained A 33. Number of trainees weighted	active partnership Conducts trainings among beneficiaries of technologies for		1	5	5	4.75	5.00	
	industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs) PI 2. Number of trainees weighted by the length of training PI 3: Number of extension programs and projects PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality and	with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained A 33. Number of trainees weighted by the length of training A 34. Number of extension programs	active partnership Conducts trainings among beneficiaries of technologies for transfer Implements extension programs and projects Provides quality and relevant training courses	50						Training will be reflected in July- Dec Accomp
	industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs) PI 2. Number of trainees weighted by the length of training PI 3: Number of extension programs and projects PI 4: Percentage of beneficiaries who rated the training course/s as satisfactory or higher in	with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained A 33. Number of trainees weighted by the length of training A 34. Number of extension programs and projects A 35. Percentage of beneficiaries who rated the training course/s as satisfactory or higher in terms of quality	active partnership Conducts trainings among beneficiaries of technologies for transfer Implements extension programs and projects Provides quality and relevant training courses	50						

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	b. Review of research and extension proposal								
	c. Resource speaker/person (panelist, discussant, judge in academic and research competition, moderator in conferences, convenor, facilitator)	Provides the technical expertise as Resource Person of AACCUP training- workshop	0	1	5	5	5	5.00	
	d. accreditor	Provides expertise during AACCUP Accreditation DEBESMSCAT	1	1	5	5	5	5.00	
	e. consultancy								
PI 6: Number of extension proposals submitted	A 37. Number of extension proposals submitted	Prepares extension project proposals and submits for review	1	1	5	5	5	5.00	
PI 7: Number of extension proposals approved	A 38. Number of extension proposals approved	Follow ups submitted and reviewed extension proposals	1	1	5	5	5	5.00	
PI 8: Number of extension proposals implemented	A 39. Number of extension proposals implemented	Implements duly approved extension projects	1	1	5	5	5	5.00	
PIS: Number of extension outputs presented in int'l, national, regional or institutional conferences	A 40. Number of extension outputs presented in:	Prepares, submits and presents extension paper in conferences	1						Will be reflected in July-D Accomp
	a. International								
	b. National								
	c. Regional or Institutional Conferences		1						Will be reflected in July-Dec Accomp
PI 10: Number of extension actvities conducted	A 41. Number of extension activities conducted	Conducts extension program activities	1	1	5	5	5	5.00	
PI 11. Additional outputs *	A 42. No. of extension-related awards (extn. conducted by faculty or student & faculty) *	Receives an award related to extension activities							
				Sub-total				44.92	
				Average				4.991	

OVPI MFO 1. Faculty Devel	opment Services								
seminars, and conferences	A 50. Number of training, seminars, and conferences attended (international, national, regional/institutional)	Attends training, seminars, and conferences attended (international, national, regional/institutional)							
	International								
	National		1	2	5	5	5	5.00	
	Regional/Institutional		1						Will be reflected in July- Accomp
OVPI MFO 3. Registration S	Services								
enrolled and validated within	<u>A 51</u> . Percentage of students enrolled and validated within the registration period	Validates students within the registration period	60%	100%	5	5	5	5.00	
	A 52. Number of students advised during the registration period	Acts as academic adviser	10	15	5	5	5	5.00	
OVPI MFO 4. Curricular Pro	ogram Management Services								
PI 12: Number of IMs reviewed by the DIMRC	A 53. Number of IMs reviewed by the DIMRC	Submits 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	Submits course syllabi and TOS for approval	2	4	5	5	5	5.00	
PI 16: Number of student thesis advised:	<u>A 57</u> . Number of students advised on thesis/field practice/special problem:	Advises and corrects research outline and thesis/SP manuscript							
	A College Dean		0	236	5	5	5	5.00	
	As SRC Chairman/Adviser		2	2	5	5	5	5.00	Others will be reflected in Dec Accomp
	As SRC Member		1	5	5	5	5	5.00	
PI 18: Number of students from other schools having summer program supervised	A 59. Number of students from other schools having summer program supervised	Acts coordinator/facilitator for students from other schools having summer program in VSU	0	3	5	5	5	5.00	VSUIHS students
PI 19: Number of external institutions/agencies conducting benchmarking activities served	A 60. Number of external institutions/agencies conducting benchmarking activities served	Facilitates in assisting of the external institutions/agencies conducting benchmarking activities	0	1	5	5	5	5.00	Samar State Univ
PI 20: Number of students from other academic departments conducting research activities served	<u>A 61.</u> Number of students from other academic depts conducting research activities served	Facilitates in assisting students from other academic depts conducting research activities	0	3	5	5	5	5.00	From DoPAC, and Engin

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Pl 21: Additional outputs	A 62. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	8	100	5	5	5	5.00	
UMFO 6. General Admir	. & Support Services								
PI 3: Number of committee meetings conducted	A 67. Number of committee meetings conducted	Acts as committee chairman	6	12	5	5	5	5.00	DAPC, as Dept Head & as Coll Dean
PI 4: Number of routinary documents acted	A 68. Number of routinary documents acted	Signs documents	50	200	5	5	5	5.00	
PI 5: Number of requests acted	A 69. Number of requests acted	Approves requests	10	35	5	5	5	5.00	
PI 6: Number of memorand prepared	a A 70. Number of memoranda prepared	Issues memoranda	0	2	5	5	5	5.00	Memo Circular as Coll Dean
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	Submits DTR within 20 days after the last day of the month	6	6	5	5	5	5.00	
PI 10: Percentage of complaints, if any, addressed on time	A 74. Percentage of complaints, if any, addressed on time	Addresses complaints on time (if any)	5%	0	5	5	5	5.00	Zero complaint
PI 17: Additional Outputs	A 80. Number of meetings attended	Attends meetings (departmental/institutional)	12	25	5	5	5	5.00	
	A 81. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performfing functions resulting to best practice							
				Sub-total				90.00	
				Average				5.000	
Total Over-all Rating								219.88	
Average Rating								4.924	
Adjectival Rating								7.02.7	outstanding

Comments and Recommendation for Development Purposes: Attends relevant trainings (e.g. leadership, etc) and continue active in doing research/extension and publish article in Scopus indexed journal

ROTACIO'S. GRAVOSO

VP for Academic Affairs

Date: 2 (





Attested by:

MA. RACHEL KIM L. AURE
Director, Instruction and Evaluation
Date: May 02, 2024

INSTRUCTION AND EVALUATION OFFICE VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte Phone/Fax: +63 053 565 0600 local 1104

Email: odie@vsu.edu.ph Website: www.vsu.edu.ph

1157

TEACHING PERFORMANCE EVALUATION Summary by Department

Department: Dept. of Soil Science

Semester and Academic Year: First Semester 2023-2024

College: College of Agriculture & Food Sciences

Faculty name	Number of classes	Numerical Rating	Percentile Rating	Descriptive Rating
ANABELLA BAUTISTA TULIN	3	4.00	80.00 %	Very Satisfactory
BISMARK . ARTHUR	2	4.00	80.00 %	Very Satisfactory
CECILLE MARIE OQUIAS QUIÑONES	7	4,57	91.43 %	Outstanding
DEEJAY MARANGUIT LUMANAO	5	4.80	96.00 %	Outstanding
KENNETH ORAIZ	6	5.00	100.00 %	Outstanding
MAISA MEA . BUNGHANOY	2	5.00	100.00 %	Outstanding
"ARIA CRISTINA ALAPAN LOREÑO	7	4.86	97.14 %	Outstanding
MEDARDO COQUILLA MAGDADARO, JR.	4	4.75	95.00 %	Outstanding
ROMEL BRIGOLI ARMECIN	1	5.00	100.00 %	Outstanding
SUZETTE BINONGO LINA	4	4.50	90.00 %	Outstanding
VICTOR BINGCO ASIO	5	5.00	100.00 %	Outstanding
	Department Mean	4.68	93.60%	Outstanding

Prepared by:

VANESSA W. NAZAL TPES in-Charge Date: May 02, 2024

Received by:

SUZETTE BINONGO LINA

Name and Signature of Department head Date:

VICTOR BINGCO ASIO

Name and Signature of College Dean Date: 102 200

Distribution of copies: ODIE, College, Department

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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PERFORMANCE MONITORING & COACHING JOURNAL

Χ	1st	Q
Х	2 nd	A
	3 rd	R T
	4th	E

Name of Office: Department of Soil Science

Head of Office: **DEEJAY M. LUMANAO**

Number of Personnel: 6 Permanent faculty; 4 Admin staff; 7 JO staff

		MECHANI	SM		Remarks
Activity Monitoring	Mo	eeting	Marra	Others (Pls.	100 March 100 Ma
	One-on-One	Group	Memo	specify)	
Monitoring				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Preparation of		X (DSS meeting)			
Teaching Materials		(DSS meeting)		4 4 1300	
Teaching Load		X			
assignments		(DSS meeting)			
assignments		(D33 meeting)			Improved a lo
					already
Reporting on Time in	- Fig.	X			uncuay
the office		(DSS meeting)			
the office	2.0	(D33 meeting)			The State of the S
Coaching					
- Root cause		Group meeting			
analysis		Group meeting			100
- Identifying					
corrective					
action					
- Making of					
OBE-Syllabus	1				
	the state of the s			100	

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

Conducted by

DEEJAY M. LUMANAO

Immediate Supervisor

Noted by:

SUZETTE B. LINA

Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final			DUDATE		TASK S	TATUS		
Output/Performance Indicator	TASK	ASSIGNED TO	ON	1 st Week	2 nd Week	3 rd Week	4 th Week	REMARKS
UMFO I. ADVANCED EDUCATION SERVICES				***		Week	Week	
PI 4. Total FTE coordinated, implemented & monitored*	1. Handles subjects/course s assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	1	1	1	/	accomplished
PI 10: Additional outputs	1. Acts as academic adviser to graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	1	1.	1	1	accomplished
	2. Entertains students seeking consultation with faculty	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	1	1	1	1	accomplished
		Emelita Pausanos						
	3. Conducts and checks examinations for graduate subject handled	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan- June	1	1	/	1	accomplished
	4. Submits gradesheets for graduate subjects	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	June				1	accomplished
	5. Conducts comprehensive examination for graduate students	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes	Jan-June			1	1	accomplished
	6. Prepares	Suzette B. Lina	Jan-June	1	1	1	/	accomplished

	A Property of the Control of the Con	Instructional learning resources for graduate subjects	Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes						
UMFO 2. HIGHER EDUCATION SERVICES									
PI 10: Total FTE, coordinated, implemented and monitored *	1.	Handles and teaches courses assigned	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	1		1	/	accomplished
PI 15. Number of instructional materials/syllabi approved	1.	Prepares instructional materials/syllab i for approval	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	1	1	1	accomplished
PI 16: Percentage of courses offered with final grades submitted within the allowable period	1.	Submits grade sheets within allowable period	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	June				1	accomplished
PI 19: Additional Outputs	1.	Administers and checks long examination for subjects taught	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	/	1	1	1	accomplished
	2.	Prepares and checks quizzes for lec and lab	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	1	1	1	1	accomplished
	3.	Checks lab reports and term papers submitted as required	Suzette B. Lina Victor B. Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quinoñes Anane Sereñina	Jan-June	1	1	/	1	accomplished

	4. Assists student organizations in implementing student related activities	Kenneth Oraiz Anane Sereñina Emelita Pausanos	April		1			accomplished
UMFO 3. RESEARCH SERVICES								
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	1. Conducts research for possible utilization by industry or other beneficiaries	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz	Jan-June	1	1.	1	1	On-going
PI 3: Number of research outputs presented in regional/national/ int'l fora/conferences	Prepares, submits and presents research paper in scientific fora/conferenc es	Suzette Lina Victor Asio Deejay Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina				1 10		
PI 7: Amount of research money obtained from external sources	Requests for research money from external sources	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan	1				accomplished
UMFO 4. EXTENSION SERVICES		93.						
PI 1: Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities (MOUs/MOAs)	1. Identifies and links with probable partners for extension activities and maintains this active partnership	Suzette B. Lina Deejay M. Lumanao	June				1	accomplished
PI 2. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	July			1		To be conducted
PI 5. Number of technical/expert services	Provides the technical and expert services requested by beneficiaries	Suzette B. Lina Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones	June					accomplished
PI 6: Number of extension proposals submitted	Prepares extension project proposals and submits for review	Suzette B. Lina	Jan		1			accomplished

PI 8: Number of	1. Implements	Suzette B. Lina	Jan-June	1	1	1	1	On-going
extension proposals implemented	duly approved extension projects	Deejay M. Lumanao						
PI 9: Number of extension outputs presented in int'l, national, regional or institutional conferences UMFO 5. SUPPORT	1. Prepares, submits and presents extension paper in conferences	Deejay M. Lumanao	July	1		9		accomplished
PI 7: Number of trainings, seminars, and conferences attended	1. Attends training, seminars, and conferences attended (international, national, regional/institu tional)	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie Quiñones Anane Sereñina	March					accomplished
PI 18: Number of students from other schools having summer program supervised	1. Acts coordinator/facili tator for students from other schools having summer program in VSU	Angelica Asoy Emelita Pausanos	March		c		1	accomplished
PI 19: Number of external institutions/agencies conducting benchmarking activities served	1. Facilitates in assisting of the external institutions/age ncies conducting benchmarking activities	Angelica Asoy Emelita Pausanos	March				1	accomplished
PI 20: Number of students from other academic departments conducting research activities served	1. Facilitates in assisting students from other academic depts conducting research activities	Angelica Asoy Emelita Pausanos	May			/	/	accomplished
UMFO 6. GENERAL ADMIN & SUPPORT SERVICES								
PI 3: Number of committee meetings conducted	Acts as committee chairman	Suzette B. Lina Victor B. Asio Deejay M. Lumanao	Jan-June	1	1	1.	1	accomplished
PI 4: Number of routinary documents acted	Signs documents	Suzette B. Lina Victor Asio Deejay M. Lumanao Kenneth Oraiz Cecille Marie	Jan-June	1	1		, /	accomplished

	Quiñones Anane Sereñina				
PI 9: Number of submitted DTR within 20 days after the last day of the month after the month and month submitted DTR within after the last day of month submitted DTR within after the last day of month submitted DTR within after the last day of month submitted DTR within after the last day of month submitted DTR within after the last day of month submitted DTR within after the last day of month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within after the last day of the month submitted DTR within a submitted DT	20 days Victor Asio ne last Deejay M. Lumanao the Kenneth Oraiz	Jan-June	1		accomplished

Prepared by:

DEEJAY M. LUMANAO Head, DSS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>SUZETTE B. LINA</u> Performance Rating: <u>OUTSTANDING</u>

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Full support from the College of Agriculture and Food Science and from the University in terms of financial support for all the proposals submitted to produce outputs for instruction (ex. Budget for teaching guide preparation, lab equipment and materials), research (Approval and release of budget for research proposal submitted), extension (ex. Time and budget to do the extension activities) and production.

Date: July 2024 Target Date: December 2024

First Step:

Attend and participate in local and national/international scientific forum and trainings relevant to the assigned admin task.

Submission of instruction, research and extension proposals for funding
Review manuscript submitted in the journal as peer-reviewer and SHJ Associate Editor
Spearhead in maintaining the excellent quality in delivering the different

undergraduate and graduate course offerings of the college by applying the programs to COPC/accreditation

Results:

Has revised the instructional materials to online-ready courseware based on the learning guide format of the university

Prepared extension proposal for funding Served as peer reviewer in Science and Humanities Journal and ATR

Spearheaded in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the

Date: January 2025 Target Date: June 2025

Next Step:

Research manuscript writing for publication in international refereed journals

Spearheaded in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the college.

Outcome: Submission of research paper to an international refereed journal for publication

Final Step/Recommendation:

If research paper is accepted for publication and will be published, it will be used as reference for graduate and undergraduate students

Prepared by:

ROTACIO S. GRAVOSO VP for Academic Affairs

Conforme:

SUZETTE B. LINA Faculty & Dean CAFS