

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ARTURO E. PASA

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.2 \times 50\% = 2.1$	
b. Students (50%)		$5.0 \times 50\% = 2.5$	
Total for Instruction	20%	4.6	1.38
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	25%	4.5	1.13
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension	15%	5	.75
4. Administration	30%	5	1.5
5. Production	-		
TOTAL			4.76

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.76

4.76


ADJECTIVAL RATING:

OUTSTANDING

Prepared by:


ARTURO E. PASA
Name of Faculty

Reviewed by:


DENNIS P. PEQUE
Department Head

Recommending Approval:


DENNIS P. PEQUE
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH ALL TITLE FUNCTIONS

Name of Faculty Member: [REDACTED]

Program/Investment	Percentage Weight of Evaluation	Individual Rating	Equivalent Numerical Rating
1. Administration	10%	4.0	4.0
2. Instruction (60%)	60%	4.0	24.0
3. Research (30%)	30%	4.0	12.0
Total for Instruction			24.0
4. Research			
5. Clinical or Research (60%)	60%	4.0	24.0
6. Dept. Administrative Duties			
Total for Research			24.0
7. Extension			
8. Clinical or Research (60%)	60%	4.0	24.0
9. Dept. Administrative Duties			
Total for Extension			24.0
10. Administration			
11. Evaluation			
TOTAL			108.0

EQUIVALENT NUMERICAL RATINGS
And Additional Points if any
TOTAL NUMERICAL RATING
ADDITIONAL RATING

Reviewed by: [REDACTED]

Department Head
[REDACTED]

Name of Faculty
[REDACTED]

Recommending Approval

Chairman
[REDACTED]

Approved

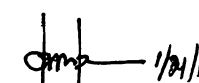
Department Head
[REDACTED]

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ARTURO E. PASA**, Faculty of the **Department of Forest Science**, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December 2018**.


ARTURO E. PASA
 Ratee

Approved:


DENNIS P. PEQUE
 Head of Unit

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Advanced & Higher Education Services	Full Time Equivalent (FTE)								
Instruction	<i>Vacation/Sick Leave Status</i>	Teaching							
	Number of Graduates within prescribed period:	Lecturer							
	<i>Baccalaureate</i>	Adviser							
	Number of graduate students supervised	Host supervisor of local and international students	1	1/1(100%)	4	4	4	4	
	Course Syllabi revised	Author	1	1/1(100%)	4	4	4	4	
	Powerpoint lecture materials developed/improved	Author	1	1/1(100%)	4	4	4	4	
	Approved Manuscripts submitted within prescribed period	Adviser/Co-adviser	1	1/1(100%)	4	4	4	4	
	Number of hours spent to students consultation	Academic adviser, thesis adviser, faculty member	10	15/10(150%)	5	5	5	5	
Research Services									
	Number of appointment signed	As Project Leader/Study Leader/Component Leader/Trainer	5	10/5(200%)	5	5	5	5	
	Number of project progress reports submitted	As co-author	1	2/1(200%)	5	5	5	5	
	Number of RDE Review attended	Research Leader	1	1/1(100%)	4	4	4	4	
	Number of research linkages forged	Research Leader	1	2/1(100%)	4	4	4	4	

MFO's/PAPs	Success Indicators	Assigned Task	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Administrative Services									
	Number of meetings conducted	Presiding Officer/Project Leader	3	5/3(166.67%)	5	5	5	5	
	Number of meetings attended	Faculty Member and Member of Committee	4	5/4(125%)	5	5	5	5	
	Number of documents reviewed/approved/signed	Approving Official	4	5/4(125%)	5	5	5	5	
	Number of letters and memoranda prepared	Signatory	2	15/5(300%)	5	5	5	5	
Extension Services									
	Number of training/seminars	Participant	1	10/2(500%)	5	5	5	5	
	Number of IEC materials developed	Project Leader	1	2/1(200%)	5	5	5	5	
Total Over-all Rating								69	

Average Rating (Total Over-all rating divided by 4)		
Additional points:		
Approved Additional Points (with copy of the approval)		
FINAL RATING	4.6	
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:


Being a full-pledged professor consider mentoring the faculty in terms of research.

Evaluated by:


DENNIS P. PEQUE
 Unit Head

Date: _____

Recommending Approval:


DENNIS P. PEQUE
 Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: _____

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

PERFORMANCE MONITORING FORMName of Employee: **ARTURO E. PASA**

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	Teaches assigned subjects and performs other teaching related functions such as; prepares and revises teaching materials, prepares and gives examinations, checks test papers and returns to students one week after, submits grades sheets within prescribed period, makes himself available for students consultations during consultation hours, revises course syllabus, and approves manuscripts.	Very Impressive	July 1, 2018	December 14, 2018	December 11, 2018	Impressive	Very Satisfactory	
2	Performs research and extension functions such as; prepares research/extension proposals, implements duly approved research/extension projects within approved time frame, prepares report outputs and submit for publications, and attends seminar/workshops, serves training and workshops.	Very Impressive	July 1, 2018	December 21, 2018	December 17, 2018	Very Impressive	Outstanding	
3	Attends meetings and makes letters.	Very Impressive	July 1, 2018	December 28, 2018	December 28, 2018	Very Impressive	Outstanding	
4	Performs other functions such as; member of VSU Academic Council and etc.	Very Impressive	July 1, 2018	December 28, 2018	December 28, 2018	Very Impressive	Outstanding	

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

**Outstanding, very satisfactory, unsatisfactory, poor

Prepared by:


DENNIS P. PEQUE
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Arturo E. Pasa
Performance Rating : 4.76 (Outstanding) July – December 2018

Aim: To improve research extension capability of faculty member

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: July 2018 Target Date: September 2018

First Step:

Required Dr. Pasa to lead the ACIAR Project.

Result:

Actively lead in the implementation of the ACIAR PROJECT in Region 6, 7 and 8.

Date: October 2018 Target Date: December 2018

Next Step:

Draft scientific articles for possible publication in scientific journals


Outcome:

Dr. Pasa is on the process of collecting additional data and will draft scientific articles once data are sufficient for publications.

Final Step/Recommendation:

Dr. Pasa may write more scientific publications and proposals for future research undertakings.

Prepared by:


DENNIS P. PEQUE
Unit Head

Conforme:


ARTURO E. PASA
Ratee

EMPLOYER'S RESPONSIBILITY

NAME OF EMPLOYER : [illegible]
ADDRESS : [illegible]

NAME OF EMPLOYEE : [illegible]
ADDRESS : [illegible]

DATE OF INCIDENT : [illegible]

PROPOSED PROSECUTION TO IMPROVE PERFORMANCE AND QUALITY OF WORK
AND TO ENHANCE RESPONSIBILITIES

DATE OF INCIDENT : [illegible]

DATE OF INCIDENT : [illegible]

DATE OF INCIDENT : [illegible]

DATE OF INCIDENT : [illegible]

DATE OF INCIDENT : [illegible]

DATE OF INCIDENT : [illegible]

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