

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: SUZETTE B. LINA (Assoc. Prof. III)

Period: July to December, 2018

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
e. Dean (50%)	25%	5.00	1.250
f. Students (50%)	25%	4.50	1.125
Total for Instruction	50%		2.375
2. Research			
e. Client/Dir. for Research (50%)	12.5%	4.98	0.622
f. Dept. Head/Dean (50%)	12.5%	4.98	0.622
Total for Research	25%		1.244
3. Extension			
e. Client/Dir. for Extension (50%)	5%	5.00	0.250
f. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	4.93	0.986
5. Production			
TOTAL			4.855

EQUIVALENT NUMERICAL RATING: _____

Add: Additional Points, if any: _____

TOTAL NUMERICAL RATING: **4.855**

ADJECTIVAL RATING: _____

Prepared by:

Outstanding

Reviewed by:



SUZETTE B. LINA
Name of Staff


VICTOR B. ASIO
Dean, CAFS

Recommending Approved:


VICTOR B. ASIO
Dean, CAFS

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

Visayas State University
College of Agriculture and Food Science

DEPARTEMENT OF SOIL SCIENCE


Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, SUZETTE B. LINA, Associate Professor III of the Department of Soil Science, 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 1, 2018 to December 31, 2018.


SUZETTE B. LINA, Ph.D.
Ratee (Dept Head)

Date: Jan. 28, 2019

Approved: 
VICTOR B. ASIO, Ph.D.
Dean, CAFS

Date: _____


MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
					Details of Accomplishment	Quality	Efficiency	Timeline	Average	
MFO 1: Advanced Education Services										
Graduate Degree Program Management Services										
		PI 1. Number of FTE	(SS 211 Lec & Lab)	1	9.33	5	5	4.5	4.83	
		PI 2. Number of graduate degree specializations monitored	Monitored MS Soil Science degree program and screened, evaluated and recommended graduate students	1	1	5.0	5.0	5.0	5.00	
		PI 3. Number of graduate students enrolled	Monitored graduate students enrolled in the department	8	10	5.0	5.0	5.0	5.00	
		PI.4 Percentage increase in number of graduate students who graduated within prescribed period	Recommended graduate students for graduation (as adviser,Department Head and GAC)	83%	100%	5.0	5.0	5.0	5.00	
Graduate Student Management Services										
		PI1. Number of Graduate thesis outline approved	Read and approved thesis outline	1	3	5	5	4.5	4.833	

		PI2. Number of Graduate manuscripts approved	Read, provided suggestions for improvement and approve graduate manuscript (as adviser,GAC member & Dept head)	2	4	5	5	5	5	Serenina, Managbanag, Bravo, Cumad
		PI3: Number of graduate students awarded with scholarship/ assistantship	Monitored graduate students in the department awarded with scholarship under my advisorship	1	4	5	5	5	5	Serenina, Managbanag, Bravo, Cumad
		PI4: Percentage of graduate students awarded with scholarship/assistsanship who graduated within prescribed period	Monitored and recommended graduate students awarded with scholarship for graduation (GAC Member)	1	100%	5	5	5	5	
		PI 4. Number of graduate students gainfully employed in jobs related to their graduate program	Recommended graduate students as Instructor of SUC	1	2	4	5	5	4.667	
MFO 2 Higher Education Services										
Under Graduate Degree Program Management Services										
		PI 1. Number of FTE	Teach: SS 110 lec SS24 lec	7.50	8.2	5	5	5	5.0	
		PI 2. Number of degree of specialization compliant to CMO supervised and monitored	Supervised and monitored BSA-Soil Science program compliant to CMO	1	1	5	5	5	5.0	
Undergraduate Student Management Services										
		PI 1. Number of undergraduate thesis outline approved	Read, reviewed and approved thesis outline as adviser, SRC member and dept. head	6	7	5	5	5	5	
		Student advising and consultation services								
		PI 5. Number of academic advisees	Advised students on what subjects to take and approve COR	10	14	5	5	5	5	
		PI 6. Number of student-related activities assisted	Approved and monitored student activities as dept. head	3	3	4.5	5	5	4.833	

		Number of instructional materials developed/revised								
MFO3. Faculty Evaluation Services		PI 1. Teaching Performance	All subjects handles	VS	Outstanding	5	5	5	5	
MFO 4 Research Services										
		PI 1. Number of article prepared for publication								
		<i>In refereed int'l journals</i>	Research output from ACIAR project	1	1	5	5	4.5	4.8	
		PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
		<i>In national conferences</i>		0						
		PI 3. Number of research projects conducted and/or completed on schedule	Soil ACIAR Project	1	3	5	5	5	5.0	
		PI 4. Number of research proposals prepared and submitted	Proposal submitted for funding	1	1	4	4.5	4.5	4.3	
		PI . Amount of research money generated from external funding (Thousand PHP)								
		PI 7. Number of trainings/workshops attended		2	4	5	5	5	5.0	
MFO 5 Extension										
		PI 1. Number of beneficiaries served								
		<i>Individual</i>	Yamang Lupa Program with DA-RFO8	25	50	5	5	5	5.0	
		PI 2. Number of extension projects conducted and/or completed on schedule	CAFS Extension Project (Study Leader)-ATI Funded Project and YLP	1	2	5	5	5	5.0	

		PI 3. Amount of extension money generated from external funding (Thousand PHP)	YLP and Sugar Regulatory Admin	100K	500K	5	5	5	5.0	
		PI 4. Number of walked-in private clients served	(Consultation on Soil Fertility related matters & Soil Test Results Interpretations)	2	5	5	5	5	5.0	
MFO 6 Support to Operations										
	<i>Faculty Development Services</i>									
		PI 1. Number of faculty pursuing advanced research degree programs (PhD.) facilitated, monitored & assisted	Ms. CMO Quinones	1	1	4.5	4.5	4.5	4.5	
MFO 7 General Admin and Support Services										
		PI 1. Number of faculty and staff monitored and supervised	DSS faculty and staff	5	13.00	5	5	5	5.00	
		PI 2. Number of documents attended and served	DTR, CSR, PRs, Job requests, letter requests, IPCR,OPCR,PPMP, Faculty workload,others	25	50	5	5	5	5.00	
		PI 3. Number of academic lecture/laboratory rooms supervised for cleaning and maintenance	All DSS lab and lecture rooms	6	6	4	4.5	4.5	4.33	
		PI 4. Number of CR's supervised for cleaning and maintenance	Students' CR	1	2	4.5	4.5	4.5	4.50	
		PI 5. Number of department meetings conducted	Meeting with faculty, meeting with APC and Non-APC	3	4	5	5	4.5	4.83	
		PI 6. Number of EXECOM meetings attended	Regular and emergency meeting	1	3	5	5	5	5.00	
		PI 7. Number of College/University meetings attended	Accreditation, QAC, other VSU meeting	3	8	5	5	5	5.00	
		PI 8. Number of committee membership	AACCUP-University,Scholarship-College level, Department-based Comm.	4	6	5	5	5	5.00	
		PI 9. Number of office and laboratory equipment requested and purchased	ovens, glasswares	3	4	4.5	4.5	4.5	4.50	
		PI 10. Zero percent complaint from clients served	None	0 % complai	0 % complaint	5	5	5	5.00	
		Additional Outputs								
		PI 11.Field services coordination and monitoring	Coordinated DSS field farm workers/coordinator	3	3	4.5	4.5	4.5	4.50	
Total Over-all Rating						170.50 ÷ 35				
Average Rating						4.87				
Adjectival Rating										

Evaluated and Rated by:


VICTOR B. ASIO
Dean, CAFS

Date:


Average Rating (Total Over-all rating)	4.87
Additional Points:	
Punctuality	
Approved Additional points (with copy of	
FINAL RATING	4.87
ADJECTIVAL RATING	OUTSTANDING

Recommending Approval:


VICTOR B. ASIO
Dean, CAFS

Date: _____

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

Date: _____

Comments & Recommendations for Development Purpose:

*may attend more interesting
conferences*

1 - quality
2 - Efficiency
3 - Timeliness

4 - Average

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SUZETTE B. LINA

Performance Rating: OUTSTANDING

Aim: To sustain the outstanding rating

Proposed Interventions to Improve Performance:

Full support from the University in terms of continuous faculty development program, research/extension activities and administrative support in the preparation of updated teaching materials.

Date: June, 2018 Target Date: December, 2018

First Step:

Revise instructional materials
Attend and participate in national and international scientific forum
Submission of instruction, research and extension proposals for funding
<u>Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department</u>

Result:

Has revised the instructional materials
Has attended and participated in scientific forum
Made research proposal funded by Sugar Regulatory Administration
<u>Spearhead in maintaining the excellent quality in delivering the different undergraduate and graduate course offerings of the department</u>
<u>Recruited highly qualified Instructors in Soil Science together with the APC members</u>

Date: June, 2018 Target Date: December 2018

Next Step:

Research manuscript writing for publication in international refereed journals
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Outcome: Submission of research paper to an international refereed journal


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:


VICTOR B. ASIO
Dean, CAFS

Conforme:


SUZETTE B. LINA
Name of Faculty

1940-1941

1940-1941

1940-1941

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