SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ELSIE E. SALAMAT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (100%)			
b. Students (0%)			
Total for Instruction	75%	4.59	3.44
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	5%	4.67	0.23
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration	20%	4.64	0.928
5. Production			
TOTAL			**4.598**

EQUIVALENT NUMERICAL RATING: 4.598
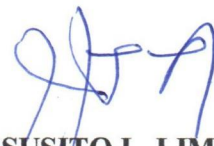Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.598**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ELSIE E. SALAMAT
Name of Faculty

Reviewed by:

JESUSITO L. LIM
Department Head

Recommending Approval:

VICTOR B. ASIO
Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ELSIE E. SALAMAT , a faculty member of the DEPARTMENT OF PEST MANAGEMENT commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY - DECEMBER, 2020 .

Approved:

ELSIE E. SALAMAT
Assoc. Prof. I
Date:

JESUSITO L. LIM
Department Head
Date:

VICTOR B. ASIO
College Dean
Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	**A1**. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	**A2**. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4 . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							

PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1*						
	On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
	Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	1*						
	Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	12*						
	A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1*						
	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
PI 10 . Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							

UMFO 2. HIGHER EDUCATION SERVICES

OVPI UMFO 3. Higher Education Management Services

PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	5	25.75	5	5	5	5.00	
	A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	7	5	5	5	5.00	
	A 11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with							

		A12. Number of trainings attended related to instruction	Attend mandated trainings	*1*	1	5	4	5	4.67	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	*2*	2	5	4	5	4.67	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	*5*	39	5	5	5	5.00	
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	*400*	450	5	4	5	4.67	
PI 8: Number of students advised: *	A16. Number of students advised:	*Acts as academic adviser to students*		*1*	21	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript		1	1	5	4	5	4.67	
	As SRC Member	Advises and corrects research outline and thesis/SP manuscript		1	3	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades		2	21	5	5	5	5.00	
PI 9: Number of student organizations advised/ assisted *	*A19. Number of Student organizations advised*	Advises student organizations recognized by USSO		1	1	5	4	5	4.67	
	A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student		1	1	5	4	5	4.67	
PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel		2	3	5	4	5	4.67	
	On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*		1	3	5	5	5	5.00	

		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	2	3	5	4	5	4.67	
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	6	7	5	4	5	4.67	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	1	5	4	5	4.67	
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	1	2	5	5	5	5.00	
	PI 11. Additional outputs	**A 25**. Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students							
		A 26. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new							
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	**A27.** 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							
	PI 2. Number of research outputs completed within the year *	**A 28**. Number of research outputs completed within the year *	Conducts and completes research project within the year	1	1	5	4	5	4.67	

	PI	Activity	Description							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	**A 29.** Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	**A 30.** Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences	1*	n.a						
		In int'l fora/conferences								
		In nat'l/regional fora/conferences		1*	n.a						
	PI 5. Percent of research proposals approved *	**A 31.** Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	**A 32.** No. of research-related awards (research conducted by faculty or student								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	**A 36.** Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							

PI 2. Number of trainees weighted by the length of training	**A 37**. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	3*	training cancelled due to pandemic				
PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	**A 38**. Number of extension programs/projects implemented	Implementes duly approved extension projects						
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	**A 39**. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	70%	no face to face training due to Pandemic				
PI 5. *Number of technical/expert services*	**A 40** . *Number of technical/expert services as/in:*	Provides the technical and expert services requested by beneficiaries						
Research Mentoring	*Research Mentor*							
Peer reviewers/Panelists	*Peer reviewers/Panelists*							
Resource Persons	*Resource Persons*							
Convenor/Organizer	*Convenor/Organizer*							
Consultancy	*Consultant*							
Evaluator	*Evaluator*							
PI 8. Percent of extension proposals approved *	**A 41.** Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation						
PI 11. Additional outputs *	**A 42**. No. of extension-related awards (extn. conducted by faculty or student & faculty) *							
	A 43.Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal						

UMFO 5. SUPPORT TO OPERATIONS											
	OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	**A 44**. Compliance to all requirements of theQMS core processes of the university under ISO 9001:2015*									
		A 45. Compliance to all requirements of the program and institutional accreditations:									
		On program accreditations									
		On institutional accreditations									
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	**A 46**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	zero complaint	Zero % complaint	4	5	5	4.67		
		A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *									
		A 48.Other outputs implementing the new normal due to covid 19									
	PI 3: Additional Outputs										
Additional Assignment (ACRO Head)											
ACRO	Organizational Strengthening Services	percentage inquiry responded to in social media platform	social media platform to engage alumni	100%		5	5	4	4.67		

		Number of presided meetings with alumni communicators	face to face meeting to orient alumni communicators of their assignment	4	1	3	3	4	3.33	
		Percentage of Alumni Communicators identified and given appointments from the University President	encourage each unit/academic department to have a representative alumni communicator	80%	n.a					
		Drafting and facilitating the Awarding of AC Appointment	Appointment signed by the President upon the recommendation of the ACRO Head with consultation of Academic Department or Center Head involve	100%	n.a					
		PI 2 Facilitates creation of Alumni Chapters.								
		Number of chapter identified and facilitate for creation	coordinate with alumni groups via social media	1	1	4	5	5	4.67	
		PI 3. Facilitation of 2020 Grand Alumni Homecoming								
		Number of meeting with Host batches members	meeting host batches to facilitate preparation of annual alumni homecoming	4	n.a					
		Number of Alumni to be invited to the Homecoming through Soc Med or direct invitation through invitation card/letter		400	n.a					
		number of Hard copies of invitation with attached program of activities sent out	had made the draft of the invitation but sending out cancelled	400	n.a					
		Tokens prepared for host batches to be given during the Alumni Night	tokens prepared as a sign of appreciation to host batches	4	n.a					

ACRO	Academic and resource Generation Partnership	**PI 6. Monitor Alumni Scholars and Program Fund**								
		Number of scholars Monitored	monitoring (asking for a copy of grades and any problem encountered, follow up their assignment as stipulated in the scholarship	3	3	4	5	5	4.67	
		Number of meetings with scholars	meeting scheds cancelled due to pandemic	6	2	3	5	5	4.33	
		Periodic fund Disbursment for scholars	vouchers made monthly	6	2	4	5	5	4.67	
		PI 7. Communicate Alumni Linkages for Developmental Resources								
		Number of annoucements posted for projects or programs where alumni can involved	Posting on alumni FB group	1	100%	5	5	5	5.0	
ACRO	**Monitoring and Recognition Services**	**PI 8. Monitor alumni graduates of 2018 employment status**								
		Number of notices posted on social media soliciting data from alumni	assigned alumni communicators to post on their respective alumni groups	1	2	5	5	5	5.0	
ACRO	**General Administration and Support Services**	**PI 14. Preparing Communications and docs for processing and filing following ISO format**								
		Number of docs prepared, processed and filed		100%	100%	5	5	5	5.0	
		Number of letter sent to community identified for the outreach		1	not done due to Pandemic					
		Number of planning meeting to discuss the outreach activity		1	not done due to Pandemic					

Other outputs implementing new normal due to COVID_19	install foot bath at the office, wearing of mask and social distancing by no direct face to face contact in transaction, clients transact at the office window		100% implementation		5	5	5	5.0	
Total Over-all Rating					142	137	148	142.38	
Average Rating								4.746	
Adjectival Rating								OUTSTANDING	

continue — involvement in research having (handwritten note)

Evaluated & Rated by:

JESUSITO L. LIM
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date:

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: 1/28/21

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: <u>Elsie E. Salamat</u>
Performance Rating: <u>Outstanding</u>

Aim: <u>To get more involved in mushroom cultivation training</u>

Proposed Interventions to Improve Performance:

Date: _____ Target Date:_____

First Step: Encouraged to be more involved in mushroom cultivation training _____

_____

_____

Result:_____

_____

_____

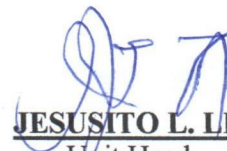Date: _____ Target Date: _____

Next Step:_____

_____

_____

Outcome:_____

Final Step/Recommendation:

<u>Continuous involvement in mushroom cultivation training.</u>

Prepared by:

JESUSITO L. LIM
Unit Head

Conforme:

ELSIE E. SALAMAT
Name of Ratee Faculty/Staff