

Exhibit K

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS

Name of Faculty Member: DENNIS P. PEQUE

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating Rating x % (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		$4.67 \times 50\% = 2.34$	
b. Students (50%)	35%	$5 \times 50\% = 2.5$	
Total for Instruction		4.84	1.69
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research	15%	5	0.75
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept. Head/Center Director (50%)			
Total for Extension	15%	4.67	0.70
4. Administration	35%	4.89	1.71
5. Production	-		
TOTAL			4.85

EQUIVALENT NUMERICAL RATING:

4.85

Add: Additional Points, if any:

0


TOTAL NUMERICAL RATING:

4.85


ADJECTIVAL RATING:

OUTSTANDING

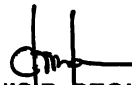
Prepared by:

 1/26/19
DENNIS P. PEQUE
Name of Faculty

Reviewed by:

 1/26/19
DENNIS P. PEQUE
Department Head

Recommending Approval:

 1/26/19
DENNIS P. PEQUE
Dean

Approved:


BEATRIZ S. BELONIAS
Vice President

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SUMMARY OF INDIVIDUAL RANKINGS OF FACULTY MEMBERS WITH MULTIPLE RANKINGS

Name of Faculty Member: DEBRA A. HARRIS

Program Involvement	Research/Teaching/Service	Administrative/Leadership	Professional Development
1. Instruction			
2. Health Care (Nurse)			
3. Student (Nurse)			
Total for Instruction			
4. Research			
5. Clinical (or Research) (Nurse)			
6. Dept. Head/Center Director			
Total for Research			
7. Administration			
8. Clinical (or Extension) (Nurse)			
9. Dept. Head/Center Director			
Total for Administration			
10. Professional Development			
Total			

ADDITIONAL RANKINGS:

TOTAL NUMERICAL RATING:
Add Additional Points if any

Reviewed by: _____

Reviewed by: _____

Name of Faculty: DEBRA A. HARRIS

Recommended Approval:

DEBRA A. HARRIS

Dean


Approved:


DEBRA A. HARRIS

Dean

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **DENNIS P. PEQUE**, Faculty of the Department of Forest Science, commits to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of **July to December, 2018**.


DENNIS P. PEQUE
 Ratee


BEATRIZ S. BELONIAS
 VP for Instruction

MFO's/PAPs.	Success/Performance Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
Advanced Education	Number of Degree								
Higher Education Services	Full Time Equivalent	Faculty	2	2.52/2(126%)	5	5	5	5	Fmgt 135, Fory229, Fory 200A, Fory 200B
	Vacation/sick Leave								
	Baccalaureate								
	Number of Thesis/field practice students advised	Adviser	3	6/3(200%)	5	5	5	5	
	Number of hours spent to students consultation	Faculty, adviser	3hrs/week	3.5/3(117%)	5	4	4	4.33	BSF, BSEM
	Course Syllabi revised	Faculty	1	1/1(100%)	4	4	4	4	Fmgt 135, Ecol 11
	Power point lecture materials developed	Faculty	3	4/3(133%)	5	5	5	5	Fmgt 135
Research Services	Number of research project conducted	Study Leader	1	3/1(300%)	5	5	5	5	
	Number of progress report submitted	Study Leader	1	2/1(200%)	5	5	5	5	PCAARRD Project/ACIAR
	Article submitted for publication	Faculty/researcher	1	2/1(200%)	5	5	5	5	
Extension Services	No. of seminar served	Resource person	2	6/3(200%)	5	5	5	5	

	Seminar/training attended	Participant	1	10/1(1000%)	4	4	5	4.33	
Administrative Services	Number of meetings conducted	Supervisor	4	7/4(175%)	5	5	4	4.67	Laborers, Forest guards, Faculty
	Number of meetings attended	Faculty, committee member	5	12/5(240%)	5	5	5	5	CFES, University
	Number of documents reviewed/approved/signed	Forest Conservation officer/committee member, GAC	15	75/15(500%)	5	5	5	5	Requests, admissions, endoresments

Average Rating (Total Over-all Rating divided by 4)		
Additional Points:		
Approved Additional Points (with copy of Approval)		
FINAL RATING	4.79	
ADJECTIVAL RATING	Outstanding	

62.33

Comments& Recommendationsfor Development Purpose:
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Approved by:


BEATRIZ S. BELONIAS
 Vice President

Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: **DENNIS P. PEQUE**

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 10, 2018	December 14, 2018	Very Impressive	Outstanding	
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 31, 2018	December 15, 2018	Very Impressive	Outstanding	
3	Makes schedule of meetings, appointments and communications, assigns tasks, attend meetings, and performs other related activities as Head of Department of Forest Science.	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:


BEATRIZ S. BELONIAS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee : Dr. Dennis P. Peque
Performance Rating : 4.85 (Outstanding) July – December 2018

Aim: To improve leadership capability as head of the Department/Dean of the College.

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. Peque to attend seminar on leadership and management to improve CFES functions on instruction, research, extension and production

Result:

Actively participated in meetings with VSU leaders and attended leadership seminar.

Date: October 2018 Target Date: December 2018

Next Step:
Apply the leadership strategy learned from the seminar

Outcome:


Dr. Peque has improved knowledge, skills and attitude in leading the Department particularly during Research and Extension, In House Review, Curriculum Reviews, preparation of documents in preparation for the application of COE this year, and preparation of the Doctoral Program in Forestry.

Final Step/Recommendation:

Dr. Peque may seek advice from higher authorities on other essential elements needed to improve the department.

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Conforme:

DENNIS P. PEQUE
Ratee

EMPLOYEE DEVELOPMENT PLAN

Employee Name	Mr. [Name]
Performance Rating	1.00 (Unsatisfactory) - December 2012
Aim	To improve work habits and to be able to perform the duties of the job.
Proposed Action	Proposed action is to improve performance by setting performance and quality goals to assume higher responsibility.
Goal Date	Goal Date: September 2013
First Step	First Step:
Second Step	Second Step:
Third Step	Third Step:
Fourth Step	Fourth Step:
Fifth Step	Fifth Step:
Sixth Step	Sixth Step:
Seventh Step	Seventh Step:
Eighth Step	Eighth Step:
Ninth Step	Ninth Step:
Tenth Step	Tenth Step:
Prepared by	Prepared by: [Signature]
Reviewed by	Reviewed by: [Signature]

Approved by: [Signature]
Date: [Date]