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 (50%)		4.974 x .50 = 2.487	
b. Students (50%)		4.4 x .50 = 2.2	
Total for Instruction	70%	4.687	3.2809
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration (ACRO)	30%	4.8 x .30	1.44
5. Production			
TOTAL			**4.721**

EQUIVALENT NUMERICAL RATING: 4.721
Add: Additional Points, if any:
TOTAL NUMERICAL RATING: **4.721**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ELSIE E. SALAMAT
Name of Faculty

Reviewed by:

ELVIRA L. OCLARIT
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 theattainment of the following targets in accordance with the ind Jan.-December,2021

Approved:

ELSIE E. SALAMAT
Assoc. Prof. I
Date:

ELVIRA L. OCLARIT
Department Head
Date:

VICTOR B. ASIO
College Dean
Date: 1/26/22

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Actual Accompli shment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
							Quality	Eficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION											
OVPI MFO 2. Graduate Student Management											
	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*							
		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*							
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		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*							
		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 Service										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE		Handles and teaches courses assigned	10*	21.6	5	5	5	5.00
		A10 . Number of grade sheets submitted within prescribed period	Preparation	Prepares gradesheet and submits on or before deadline	1	8	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 grade within prescribed period						
		A12 . Number of trainings attended related to instruction	Trainings attended	Attend mandated trainings						
		A13 . Number of long examinations administered and checked	exam prep	Administers and checks long examination for subjects taught	4*	8	5	5	5	5.00
		A14 . Number of quizzes administered and checked		Prepares and checks quizzes for lec and lab	12*	16	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	1000*	30	5	4	5	4.67

PI	Activity	Method	Description						
PI 8: Number of students advised: *	A16. Number of students advised:		Acts as academic adviser to students	21*	23	5	5	5	5.00	
	A17. Number of students advised on thesis/ field practice/special problem:									
	As SRC Chairman	Advising/correction	Advises, and corrects research outline and thesis/SP manuscript	1*	3	5	5	5	5.00	
	As SRC Member	Advising/correction	Advises and corrects research outline and thesis/SP manuscript	1*	2	5	5	5	5.00	
	A18. Number of students entertained for consultation purposes		Entertains students consulting on subject taught, thesis and grades	2*	25	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							
	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
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							
	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*	12	5	5	5	5.00	
		Assessment tools		Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2*	24	5	5	5	5.00	
		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							
		A 24 : Number of virtual classroom created and operational		Creates virtual classroom using either Moddle or Google Classroom	2*	6	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 from VSU							
		A 26. Other outputs implementing the new normal due to covid 19		Designs experiential learning activities and other outputs to implement new normal							
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						
	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						
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	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 w/ faculty)									
		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	UM preparation	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%							cancelled 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*			zero non-conformity	5	5	5	5.00		
		A 45. Compliance to all requirements of the program and institutional accreditations:	Minutes Preparation								
		On program accreditations	Pilot Plant Manager								
		On institutional accreditations	SSF Rootcrop facility								
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						

		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										
	Total Over-all Rating							65	64	65	64.67	
	Average Rating										4.974	
	Adjectival Rating							OUTSTANDING				

* The rest of the targets are already accomplished on January - June 2021 rating period

Continue involvement in mushroom cultivation training

Evaluated & Rated by:

ELVIRA L. OCLARIT
Department Head
Date:

Recommending Approval

VICTOR B. ASIO
Dean, CAFS
Date: 1/26/22

Approved by:

BEATRIZ S. BELONIAS
Vice President forAcademic Affairs
Date:

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, 2021

Approved:

__ELSIE E. SALAMAT__
Assoc. Prof. II and ACRO Head
Date: 1/4/2022

__DILBERTO O. FERRAREN__
VP, PRGAS
Date: Jan. 6, 2022

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 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						
		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									
	Effectively acted Administrative /Financial Documents	Number of official documents timely and effectively acted upon	Review and sign documen	20	29	5	5	5	5.00	
	docs	Number of quality procedure revised	revise Quality Procedure	1	1	4	5	5	4.70	
	Planning Management and Monitoring Services	Programs, activities and Project (PAPs) planned								

		Planned meetings	Planned Schedule and Inv	—	3	5	5	5	5.00	Target already meet on Jan-June 2021 accomplishment
		number of conducted meetings	Preside plan meetings	—	3	5	5	5	5.00	Target already meet on Jan-June 2021 accomplishment
		Number of PAPs monitored	scholarship program and	2	5	5	5	5	5.00	
			Alumni Communicator's output							
		Number of Alumni Monitored via google survey docs	google survey responses	100	464	5	5	5	5.00	
Additional Assignment (ACRO Head)										
ACRO	Alumni Services	Alumni Inquirries responded (%)	respond to inquiries by Alumni via social Media platform	70%	100%	5	5	5	5.00	
		Number of alumni clearance acted upon	signed alumni clearance of graduating students	400	520	5	5	5	5.00	
	Strong Alumni Engagement	Number of Social Media maintained and regularly updated	Social media updated regularly	one	1 only	5	4	5	4.70	
		Percent campus alumni joining activity	facilitation collaborated with Acs	20%	20.3 percent	5	5	5	5.00	
		number of alumni campus activity facilitated	facilitation collaborated with Acs	1	1	4	4	5	4.70	
		Number of chapter identified and facilitated for creation	coordinate with alumni groups via social media	1	1	4	5	4	4.30	
		Number of Chapters submitting report to ACRO	inform alumni chapters of their task to make regular reports of chapter activities and submit to ACRO for publicity as part of alumni updates	1	NA	—	—	—	—	Not Applicable
		Number of meeting with Host batches members	faciliates meeting of members of host batches to plan preparation of annual alumni homecoming/reunion	—	1	5	5	5	5.00	Target has been meet Jan-June 2021 accomplishment
		Number of Alumni google survey Docs prepared	Google survey to get feedback from alumni	3	1	3	5	3	3.70	

		Number of virtual alumni reunion/homecoming of alumni all over the world facilitated	facilitates coordinates, plan and oversee alumni vvirtual homecoming/reunion	1	1	4	5	4	4.70	
		Number of responses from surveys monitored	monitor and study the responses submitted by alumni from the google surveys	150	464	5	5	5	5.00	
	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	oversee the implementaion of office protocols for new normal	100% implementation	100%	5	5	5	5.00	
									81.80	
	Total Over-all Rating								4.81	
	Average Rating								Outstanding	
	Adjectival Rating									

Evaluated & Rated by:

DILBERTO O. FERRAREN
VP, PRGAS

Date: Jan. 6, 2022

Approved by:

EDGARDO E. TULIN
President

Date:

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: *to get more involved in mushroom cultivation training*

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

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

_____

Result: *Already involved in the training*

_____

_____

Date: _____ Target Date: _____

Next Step: _____

_____

_____

Outcome:_____

Final Step/Recommendation:

Continuous involvement in mushroom cultivation training

Prepared by:

ELVIRA L. OCLARIT
Unit Head

Conforme:

ELSIE E. SALAMAT
Name of Ratee Faculty/Staff

Exhibit L