

**Exhibit K****SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**Name of Faculty Member: YSSAKHAR A. SALAS

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)	100%	4.89x 100% = 4.89	4.89
b. Students (50%)			
Total for Instruction			
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			
5. Production			
TOTAL	100%	4.89	4.89

EQUIVALENT NUMERICAL RATING: 4.89

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

Reviewed by:

YSSAKHAR A. SALAS

Name of Faculty

ELIZABETH S. QUEVEDO

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director


Approved:


BEATRIZ S. BELONIAS


Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, YSSAKHAR A. SALAS, a faculty member of the DEPARTMENT OF PURE AND APPLIED CHEMISTRY commit 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 2021.

  
YSSAKHAR A. SALAS  
Instructor I  
Date: 01-12-2022

Approved:   
ELIZABETH S. QUEVEDO  
Department Head  
Date: 1/19/2022

  
MA. THERESA P. LORETO  
College Dean  
Date: Jan. 27, 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	Efficiency	Timelines	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
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	Handled and taught courses assigned	12	16.78	5	5	5	5.00	Chem 120 (2), Chem 140. (2), PhSc106 (2)
		A10. Number of grade sheets submitted within prescribed period	Prepared gradesheet and submitted on or before deadline	3	6	5	5	5	5.00	Chem 120 (2), Chem 140. (2), PhSc106 (2)
		A13. Number of long examinations administered and checked	Administered and checked long examination for subjects taught	4	6	5	5	5	5.00	Chem 120 (2), Chem 140. (2), PhSc106 (2)
		A14. Number of quizzes administered and checked	Prepared and checked quizzes for lec and lab	10	14	5	5	5	5.00	Chem 120 (2), Chem 140. (2), PhSc106 (2)

		<b>A15. Number of lab reports and term papers checked and graded</b>	Checked lab reports and term papers submitted as required	30	34	5	5	4	4.67	Chem 120 (2), Chem 140.1 (2), PhSc106 (2)
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	<i>Acted as academic adviser to students</i>							
		<b>A17. Number of students advised on thesis/ field practice/special problem:</b>								
		<i>As SRC Chairman</i>	Advised, and corrected research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advised and corrected research outline and thesis/SP manuscript							
		<b>A18. Number of students entertained for consultation purposes</b>	Entertained students consulting on subject taught, thesis and grades	25	71	5	5	5	5.00	DVM, BSEd, BSA and BSFT
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19. Number of Student organizations advised</b>	<i>Advised student organizations recognized by USOO</i>							
		<b>A20. Number of Student organizations assisted on student related activities</b>	<i>Assisted student organizations in implementing student related activities</i>							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A21 : Number of on-line course ware developed and submitted :</b>	Prepared and submitted for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepared Instructional module/laboratory guide/workbook or a combination thereof</i>							



		Supplemental learning resources	Prepared Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	10	5	5	5	5.00	Chem 120 (2), Chem 140.1 (2), PhSc106 (2)
		Assessment tools	Prepared assessment tools such as long exam, quizzes, problems sets, etc.	10	10	5	5	5	5.00	Chem 120 (2), Chem 140.1 (2), PhSc106 (2)
		<b>A 24</b> : Number of virtual classroom created and operational	Created virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	Chem 120 (1), Chem 140.1 (1), PhSc106 (1)
<b>UMFO 3 . RESEARCH SERVICES</b>										
<b>UMFO 4. EXTENSION SERVICES</b>										
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> 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*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensured that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity						
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepared required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
		On program accreditations								
		On institutional accreditations								

**UMFO 6. General Admin. & Support Services**

	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provided customer friendly frontline services to clients	Zero % complaint					
	<b>Total Over-all Rating</b>							44.67	
	<b>Average Rating</b>							4.96	
	<b>Adjectival Rating</b>							○	

Evaluated &amp; Rated by:

*Elizabeth S. Quevedo*  
**ELIZABETH S. QUEVEDO**  
Department Head  
Date: *1/19/2022*

Recommending Approval

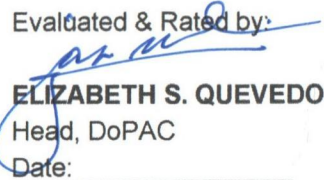
*MA. Theresa P. Loreto*  
**MA. THERESA P. LORETO**  
Dean, CAS  
Date: *Jan. 27, 2022*

Approved by:


*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction  
Date: *1/31/22*

Average Rating (Total Over-all rating divided by		4.96
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.96
ADJECTIVAL RATING		O

Comments and Recommendation for Development Purpose:
Attend trainings and seminars for CPD points and conduct research

Evaluated & Rated by:   
**ELIZABETH S. QUEVEDO**  
 Head, DoPAC  
 Date: \_\_\_\_\_

Recommending Approval  
  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: Jan. 27, 2022

Approved by:   
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs  
 Date: 1/27/22

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

## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
✓	3rd	
✓	4th	

Name of Employee: YSAKHAR A. SALAS

Head of Office: ELIZABETH S. QUEVEDO

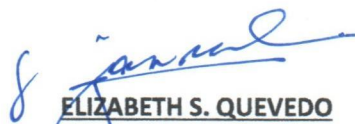
Number of Personnel: 1

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Ensure that online synchronous classes are held regularly;  Advised to finish MS in Chemistry program				August 25, 2021
Coaching	Advised to give more real time activities to encourage students' participation				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted:

  
ELIZABETH S. QUEVEDO  
Immediate Supervisor

  
MA. THERESA P. LORETO  
Next Higher Supervisor

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YSSAKHAR A. SALAS

Performance Rating: \_\_\_\_\_

Aim: Aspire for an outstanding student rating in all subjects taught

Proposed Interventions to Improve Performance:

Date: January, 2022

Target Date: June 2022

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2<sup>nd</sup> Semester AY2021-2022; attend trainings and seminars for Continuous Professional Development(CPD)

Results:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_

\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



ELIZABETH S. QUEVEDO  
Head, DoPAC

Conforme:



YSSAKHAR A. SALAS  
Name of Ratee Faculty/Staff