

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%)	50%	5.0 x 50% = 2.5	2.50
b. Students (50%)	50%	4.38 x 50% = 2.19	2.19
Total for Instruction	100%	4.69	4.69
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			4.69

EQUIVALENT NUMERICAL RATING: 4.69

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.69

ADJECTIVAL RATING: Outstanding

Prepared by:

YSSAKHAR A. SALAS

Name of Faculty

Reviewed by:

ELIZABETH S. QUEVEDO

Department Head

Recommending Approval:

MA. THERESA P. LORETO

Dean/Director

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

"Exhibit B"

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 ~~targets~~ ^{accomplishments} in accordance with the indicated measures for the period JULY 2023 TO DECEMBER 2023.


YSSAKHAR A. SALAS

Instructor I

Date: 12/29/23

Approved:


ELIZABETH S. QUEVEDO

Department Head

Date: 1/5/24


MA. THERESA P. LORETO

College Dean

Date: JAN 16 2024

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jul-Dec 2023)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	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	Handles and teaches courses assigned	14	23.03	5	5	5	5.00	Chem 140 (3.60) Chem 147 (5.85) Chem 130.2 (5.10) Chem 132.3 (7.50) Chem 110 (0.98)
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	3	4	5	5	5	5.00	Chem 140 (1) Chem 147 (1) Chem 130.2 (1) Chem 132.3 (1)
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	5	11	5	5	5	5.00	Chem 140 (4) Chem 147 (3) Chem 130.2 (2) Chem 132.3 (2)
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	10	20	5	5	5	5.00	Chem 140 (8) Chem 147 (4) Chem 130.2 (3) Chem 132.3 (5)

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jul-Dec 2023)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required	25	153	5	5	5	5.00	Chem 130.2 (96) Chem 132.3 (57)
	PI 8: Number of students advised: *	A16 . Number of students advised:	Acts as academic adviser to students	10	23	5	5	5	5.00	RLVillacampa Cutrera JSMagdaraog BSChem Batch 2022
		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	5	5	5.00	KRArradaza
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript	3	3	5	5	5	5.00	DMNecio LJAldamia NKOmandam
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	25	170	5	5	5	5.00	Chem 140 (37) Chem 147 (39) Chem 130.2 (34) Chem 132.3 (25) Chem 200 (5) Chem 110 (39)
	PI 9: Number of student organizations advised/ assisted *	A19 . Number of Student organizations advised	Advises student organizations recognized by USOO							
		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							


MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jul-Dec 2023)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>	1	21	5	5	5	5.00	Chem 140 (8) Chem 147 (11) Chem 130.2 (1) Chem 132.3 (1)
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	2	4	5	5	5	5.00	Chem 140 (1) Chem 147 (1) Chem 130.2 (1) Chem 132.3 (1)
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	3	5	5	5	5.00	Chem 140 (1) Chem 130.2 (1) Chem 132.3 (1)
UMFO 3 . RESEARCH SERVICES										
UMFO 4. EXTENSION SERVICES										
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 the QMS core processes of the university under ISO 9001:2015*	Ensures 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						
		A 45. Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the accreditation tools	100% compliant						
		On program accreditations								
		On institutional accreditations								

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (Jul-Dec 2023)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 6. General Admin. & Support Services										
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	Provides customer friendly frontline services to clients	Zero % complaint						
	Total Over-all Rating								60.00	

Average Rating		5.00
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		5.00
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purposes
Conduct more research and publish research outputs
Submit research and extension proposals for local/national/international funding

Evaluated & Rated by:


ELIZABETH S. QUEVEDO

Department Head

Date: 1/5/24

Recommending Approval


MA. THERESA P. LORETO

Dean, CAS

Date: JAN 16 2024

Approved by:


BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Date: 1/17/24

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Employee: YSSAKHAR 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 commitments on research, extension, and publications are attained				September, 2023
Coaching	Encouraged the faculty to: a) submit research paper for possible publication in a peer-reviewed journal; b) submit research and extension proposal for possible funding (local/external/international) c) attend relevant training & scientific fora				
	d) be firm in making work-related decision				November, 2023

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

Conducted by:


ELIZABETH S. QUEVEDO
Immediate Supervisor

Noted:


MA. THERESA P. LORETO
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YSSAKHAR A. SALAS

Performance Rating: Very Satisfactory

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

Proposed Interventions to Improve Performance:

Date: January, 2024

Target Date: June, 2024

First Step:

Prepare and update learning materials for chemistry subjects to be taught in the 2nd Semester AY 2023-2024, submit research and extension proposals for funding; publish research papers and pursue PhD in Chemistry according to the DoPAC Faculty Development Plan

Results:

Date: _____

Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:



ELIZABETH S. QUEVEDO

Unit Head

Conforme:



YSSAKHAR A. SALAS

Name of Ratee Faculty/Staff